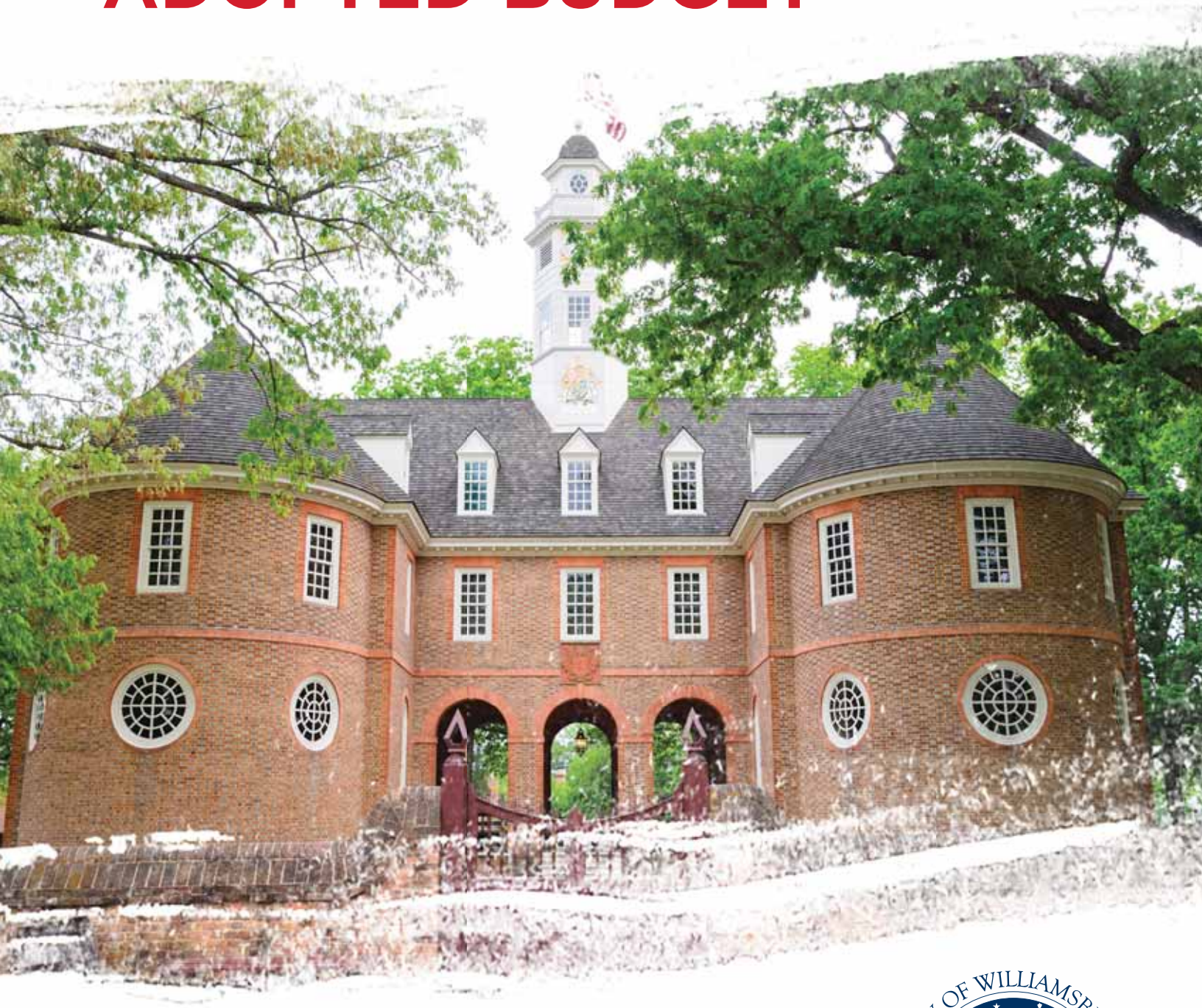
FY 2020
CITY OF WILLIAMSBURG
ADOPTED BUDGET



CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL

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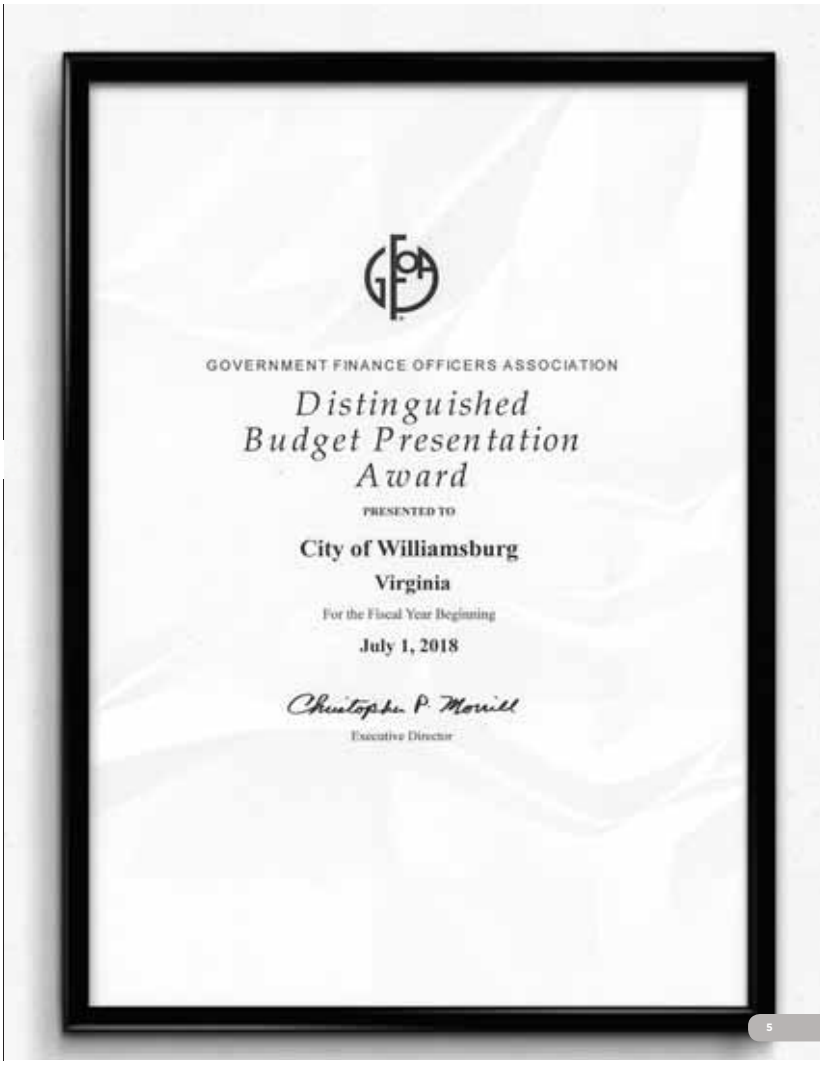
CITY COUNCIL

MAYOR	Paul T. Freiling
VICE MAYOR	Douglas G. Pons
MEMBER	Edward F. Maslin
MEMBER	Barbara L. Ramsey
MEMBER	Benming Zhang

CITY OFFICIALS

CITY MANGER	Andrew O. Trivette
ASSISTANT CITY MANAGER	Vacant
CITY ATTORNEY	Christina Shelton
CLERK OF COUNCIL	Debi Burcham
DIRECTOR OF FINANCE	Barbara Dameron
DIRECTOR OF INFORMATION TECHNOLOGY	Mark A. Barham
DIRECTOR OF PUBLIC WORKS/PUBLIC UTILITIES	Daniel G. Clayton
CHIEF OF POLICE	Sean Dunn
FIRE CHIEF	W. Patrick Dent
RECREATION DIRECTOR	Robbi Hutton
DIRECTOR OF PLANNING & CODES COMPLIANCE	Carolyn A. Murphy
DIRECTOR OF HUMAN SERVICES	Peter P. Walentisch (Retired) Wendy Evans (Incoming)
DIRECTOR OF ECONOMIC DEVELOPMENT	Michele Mixner DeWitt



CITY OF WILLIAMSBURG

VOTERS

CITY COUNCIL

BOARDS & COMMISSIONS

OPERATIONAL
- WJCC School Board
- WRL Library Board

ADIVISORY
- Planning Commission
- Economic Development Authority
- Arts Commission
- Social Services Advisory Board
- Finance & Audit Committee
- Public Housing

SEMI-JUDICIAL
- Architectural Review Board
- Board of Zoning Appeals
- Board of Building Code Appeals
- Board of Equalization

CONSTITUTIONAL & INDEPENDENT OFFICES

COURT SYSTEM
- Circuit Court Judge
  - Electoral Board
    - Voter Registrar
- Clerk of Circuit Court
- District Court Judge
- Juvenile/Domestic
- Relations Judge
- Commonwealth Attorney
- City/County Sheriff

COMMISSIONER OF REVENUE

CITY/COUNTY TREASURER

CITY ATTORNEY

CITY MANAGER

ASSISTANT CITY MANAGER

HUMAN RESOURCES
COMMUNICATIONS

EXECUTIVE ASSISTANT

PARKS & RECREATION

RECREATION CENTER
PARKS
ATHLETICS

POLICE

UNIFORM SERVICES
INVESTIGATIONS
SUPPORT SERVICES
PUBLIC SAFETY/E911 COMM.
PARKING GARAGE

FIRE

SUPPRESSION
PREVENTION
EMERGENCY MEDICAL
EMERGENCY MANAGEMENT

HUMAN SERVICES

INCOME ELIGIBLE BENEFITS
ADULT AND CHILD PROTECTION
COMMUNITY OUTREACH
PUBLIC HOUSING

ECONOMIC DEVELOPMENT

PUBLIC WORKS & UTILITIES

PUBLIC WORKS
- Engineering
- Streets & Stormwater
- Mosquito Control
- Landscaping
- Vehicle Maintenance
- Facilities Maintenance
- Refuse/Recycling
- Cemetery

PUBLIC UTILITIES
- Water Treatment
- Water Distribution
- Wastewater

INFORMATION TECHNOLOGY

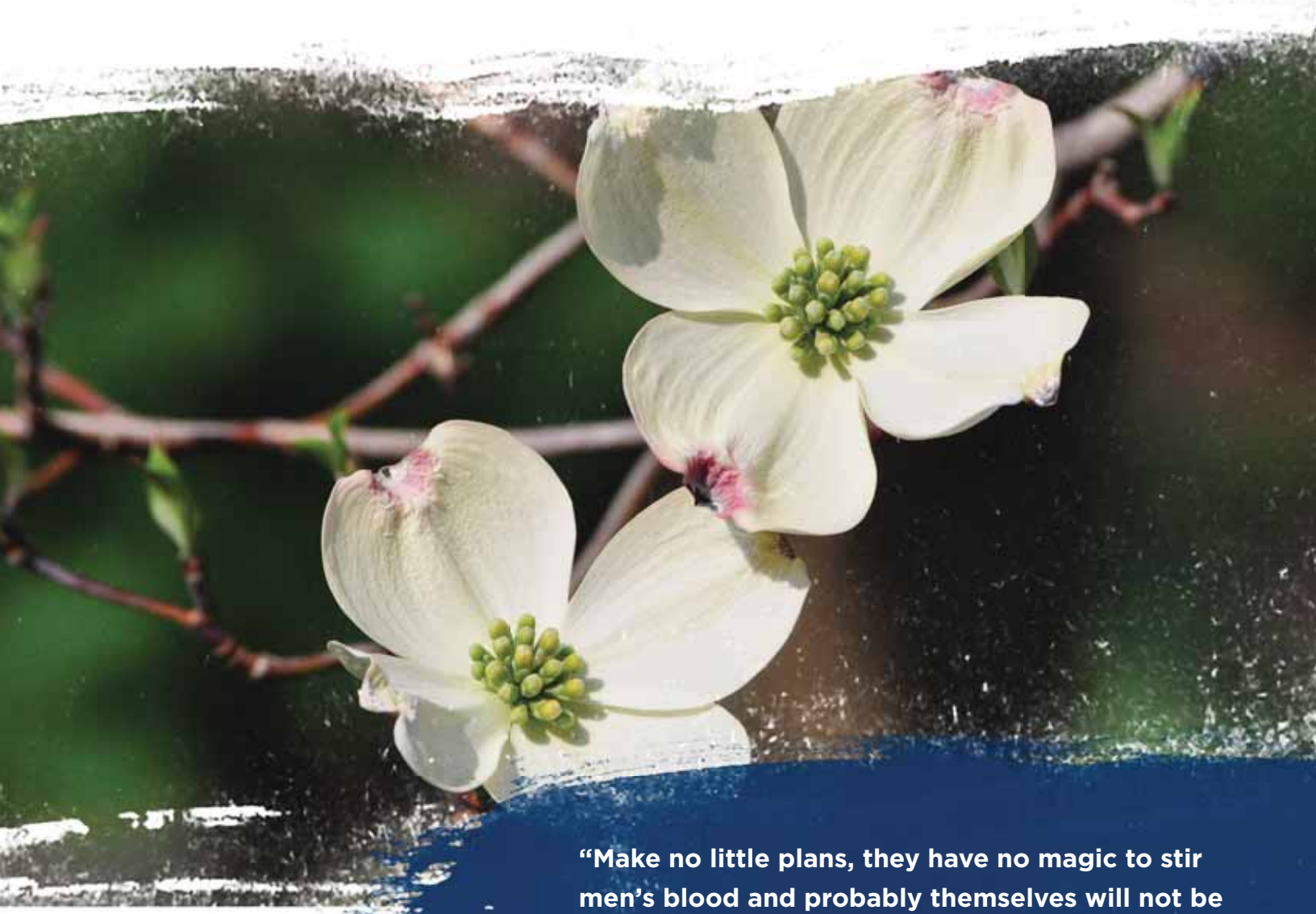
PLANNING & CODES

PLANNING & ZONING
CODES COMPLIANCE

FINANCE

ACCOUNTING
COLLECTIONS, DISBURSEMENTS
PURCHASING
ASSESSMENTS
INVESTMENTS
PAYROLL

2020
BUDGET MESSAGE



"Make no little plans, they have no magic to stir men's blood and probably themselves will not be realized. Make big plans. Aim high in hope and work. Remembering that a noble, logical diagram once recorded will not die, but long after we are gone be a living thing, asserting itself with ever growing insistence." - Daniel Burnham

CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL

Mayor and Members of Council:

I am pleased to present the City Manager's proposed budget for Fiscal Year 2020 (FY20) and the associated five-year Capital Improvement Plan.

Every budget has a theme. The theme for this budget is renewal. We have made strident efforts to renew our budget development process, our appropriation of funds based on needs, our collaboration in meeting the challenges, our commitment to structural balance, and our drive for innovative techniques.

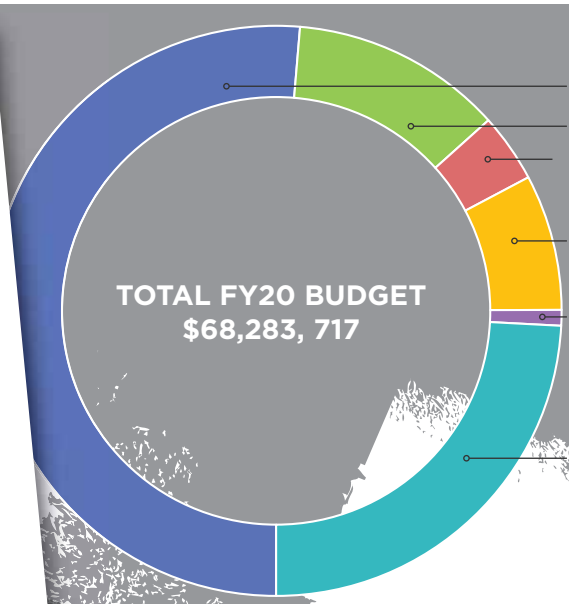
This has resulted in a total operating budget, conservatively balanced, of $68,283,717 across all six funds.

Renewal as a theme is not just another word for change. The chief architects of this budget are newcomers to the City of Williamsburg. This provides a unique perspective into processes and outcomes. It also grants the opportunity to recommit to those principals that have established the City of Williamsburg as the fiscal model to be followed.

Another association with renewal is relevance. We are committed to redesigning the budget process and its presentation so that it remains a relevant method of communication internally and externally. This Budget Message format is but one example of our efforts to be relevant in an increasingly visual and time-constrained world.

This Budget Message continues on the following pages. However, it is not a synthesized version of the budget book. It will highlight the key elements of this proposed budget for each fund, review what is included, the identified needs not included, provide some insight into revenue trends and rate structures, and offer a glimpse into future renewal efforts.

Williamsburg has been exceptionally wellmanaged by its elected officials and appointed leaders for 320 years. Our financial position is a credit to that leadership. It is my honor to now share in that legacy of prudent fiscal stewardship.



ANDREW OMER TRIVETTE CITY MANAGER
Andrew Trivette was appointed to the role of City Manager in 2018 after joining the City team as Assistant City Manager in 2016. He has 19 years experience in local government.

BARBARA DAMERON FINANCE DIRECTOR
Barbara Dameron was hired as the City's Finance Director in 2018. She brings to the City 20 years of government finance accounting experience. She is a former president of the Virginia Government Finance Officer's Association.

VICKIE HERRICK FINANCE DEPUTY DIRECTOR
Vickie Herrick has had a long career with the City of Williamsburg. A certified finance officer and having served as the Interim Director of Finance, she provides a steady hand to budget development

BUDGET DRIVERS

The FY20 Budget has four major drivers: collaboration, education, assessed value, and the reserve.

COLLABORATION

This budget represents a heightened effort to collaborate with both internal and external partners. Beginning in October of 2018, we started collecting data that would shape this budget. The Goals, Initiatives, and Outcomes process included two public information sessions and several meetings with the City Council designed to solicit input on the next two years of priorities for the City. These priorities help inform budget decisions. Each department was consulted to determine needs and was given the opportunity to help problem solve to achieve financial targets. Finally, as decisions were made regarding funding levels for the Williamsburg-James City County School district (WJCCS), the James City County Administrator, the School Superintendent, and the Williamsburg members of the School Board were included.

EDUCATION

Education costs are always a contributing factor in the overall budget from year to year. The impacts on our overall budget are felt in two areas, operating and capital improvement. The City's 9.48% share of educational costs is based on the City's 972 students enrolled in the system during FY19. FY20's education operational costs have increased by 3.2% over last fiscal year, totaling $10,134,651. The WJCCS proposed capital improvement plan for FY20 includes new or advanced projects to resolve capacity issues in both the high schools and elementary schools. If funded as proposed, the City's fund balance will fall below policy mandated levels in FY21. To correct for this, James City County, WJCCS, and the City worked jointly to adjust project time lines. The result is a FY20 CIP that demonstrates full participation in these needed projects over the next five years without increasing the tax rate to fund them.

ASSESSED VALUE

The City's largest single source of revenue remains the real property tax. The assessed value of real property has increased six percent for FY20. There are two potential ways for real property tax revenue to increase. The first is for the assessed value of real property to increase, and the second is for the City Council to increase the real property tax rate. However, the increase of assessed value is preferred because it also means increased equity for property owners. This year's increase is due to a few factors. The City's long-time assessor retired and the new assessor brought renewed methodology including software changes that enabled better capture of property features such as screen rooms and decks. Also property rates in the Commonwealth have trended positively this fiscal year. Despite the predicted asssessed-value increase, this budget is based on the conservative estimate of four percent. This allows for adjustment of rates during the fiscal year based on the appeals process. Any realized unexpected revenues can and will be appropriated mid-year through City Council action.

THE RESERVE

The City's strong reserve policy is a major contributor to the overall fiscal health of our municipality. Recent years have seen a significant drop in this balance from a high in 2014 of 80.9% of the total operating budget to a 2018 reported balance of 67.3%. These numbers can be misleading. They include both unassigned funds, meaning uncommitted, and assigned fund balances. The assigned balances are funds appropriated to current projects that are not yet complete and the funding could be reassigned. The true reserve forecasted for the close of FY19 is $13.9 million, which is 38% of the operating budget. The City Council's policy requires this number not to fall below 35%. To provide resiliency and maintain the policy, our target is 40% and above. This target, if achieved, provides the City with the needed flexibility to address opportunities and emergencies during any fiscal year.

53+

MEETINGS HELD

The FY20 budget development process spans 273 days or nine months. To date it has included more than 53+ meetings designed to determine needs, identify savings, and assemble needed documents.

$10.4K

COST PER STUDENT

The City's participation in the joint school system is predicated on a five-year contract. FY20 will be year three of the newest version of that contract. During this school year the City has 972 students enrolled. The cost to the City per student for the opertaion of the school system is $10,409.

$56

TAX BILL INCREASE

With the expected real property assessed value increase, property owners can expect to pay a higher tax bill. The average residential property is valued at $332,050 and will have a new tax due of $1,992 annually. The City bills twice per year.

14%

RESERVE REDUCTION

Since 2015 the City's reserve has dropped significantly. This drop is primarily due to unanticipated capital expenses. With over $6 million committed to projects dependent on future grant awards, success with those grant applications is paramount.

SPECIAL FUNDS

TOURISM FUND

Following the passage of SB942 in 2017, the City Council decided to consolidate the tourism funding provided through various departments to a selection of tourism industry partners.

This transition provides for greater transparency in the amount of funding provided to tourism purposes. It also allows for better accountability for grant recipients. Future allocations will be handled similarly to business development prospects considered by the Economic Development Authority. This will mean that each recipient of funds will be required to execute a performance agreement that clearly outlines the expectations for return on investment and the period of expected return.

The Tourism Fund is supported by revenues from the historic $2 per night per room tax levied in the City, a transfer of revenues from the General Fund that have historically supported tourism partners, and the City's share of half of the newly created Historic Triangle 1% sales tax enabled by SB942. Total revenues in FY20 are expected to be $5.3 million. This estimate is based on revenue collection during FY19.

The City Council has recognized a need for additional tourism product development to serve as demand generators in the market. To spur private investment in such ventures, $1.9 million is dedicated from this fund to support the Tourism Development Grant Program. The grant program's first cycle is underway now and a host of applications are expected. Other expenses from the fund include $800,000 in mandated funds for the operation of the Greater Williamsburg Chamber and Tourism Alliance, $1.3 million as a grant to the Colonial Williamsburg Foundation to support their operations, and $543,000 is transferred to the Historic Triangle Tourism Council pursuant to the terms of SB942. The remainder of the funding supports administration costs, special event funding, and a host of smaller amounts dedicated to local tourism partners.

SALES TAX FUND

The Sales Tax Fund is known by most as the Capital Improvement Fund. The fund is managed using a five-year plan for expenses. Our projection for FY20 is that the Sales Tax Fund will see $16,500,673 in capital spending which is offset by $7,523,995 in grant funds and other revenues. The plan is dominated by three elements. The first is the construction of a new fire station along Capitol Landing Road. This new fire station is expected to cost over $11 million and improve the Fire Department's four-minute response to residents by 18%. The second is an anticipated $3.5 million renovation of the Police Station. Considering the total of our physical plant, this facility is in the greatest need for replacement. The final project that drives spending in the Capital Plan is the contracted funding of the school system's capital needs. We have allocated $303,950 to this need in FY20 but it escalates to nearly $4 million in FY24. New projects added to the Capital Improvement Plan will garner great scrutiny as we strive to rebuild reserve funds that are housed in the fund.

UTILITY FUND

The City of Williamsburg operates a water and sanitary sewer utility using a Utility Fund. In operation since 1927, the utility is well managed and well-funded with historically low rates. As we assembled the FY20 budget we closely reviewed the trends of the utility in the areas of consumption, construction capital, and rates. What we see is that consumption is trending down. This can be attributed to national trends toward conservation and lower demand fixtures being widely available at lower costs. The trend translates to reduced construction capital each year as this reserve gradually begins to support, in greater sums, the operations. Rates have remained low and are, in fact, the lowest in the region. As we move forward we will need to consider a series of gradual rate increases to combat the draw on this fund's reserve. We are identifying initial increases in FY22.

DEBT CAPACITY

The City's current debt totals $21,960,000. Recent bond issues for the City of Williamsburg include a refunding series in 2010 that totaled $10,635,000 and a refunding series in 2012 that totaled $5,180,000. These legacy bonds resulted in a partial payoff date of 2020 and another in 2027. Left unchanged, this would have left the debt balance of $7,675,000 in 2020 and $784,000 in 2027. In 2017 a public facilities bond series was issued totaling $19,480,000. A portion of this refunded the old debt and the remainder is intended to fund renovation of the Police Station and construction of a new fire station. With the new bond issuance, our current pay-off date is extended to 2038. The debt service totals $2,308,701 during FY20. This amount will decrease in FY21 as a portion of the old debt is retired. Virginia localities are limited to a debt cap of 10% of the assessed value of their real property. In FY19 this limitation was $186,514,400.

HAMPTON ROADS WATER & SEWER COMPARISON RATES FOR FY19

	Water	Sewer	Total
Williamsburg	$5.30 / 1000 Gallons	Included	$5.30 / 1000 Gallons
James City County	0-15: $3.61 / 1000 Gallons 15-30: $6.36 / 1000 Gallons 30+: $16.95 Fixed Quarterly Charge $10.56	$3.08 / 1000 Gallons Fixed Quarterly Charge $5.95	$6.69 / 1000 Gallons + Fixed Charges
Newport News	$4.93 / 1000 Gallons Fixed monthly fee $5	$4.50 / 1000 Gallons Fixed monthly fee $5	$9.43 / 1000 Gallons + Fixed Charges
Portsmouth	$4.41 / 1000 Gallons Fixed monthly fee $5	$4.11 / 1000 Gallons	$9.35 / 1000 Gallons + Fixed Charges
Virginia Beach	$4.41 / 1000 Gallons Fixed monthly fee $4.41	$3.69 / 1000 Gallons Fixed monthly fee $30.81	$8.10 / 1000 Gallons + Fixed Charges
Norfolk	$6.83 / 1000 Gallons	$5.75 / 1000 Gallons	$12.58 / 1000 Gallons
Hampton Roads Sanitation District	N/A	$7.18 / 1000 Gallons	$7.18 / 1000 Gallons

WHAT'S INCLUDED

PERSONNEL

The largest operational increase for the FY20 budget is due to a wage improvement for City staff. The budget includes a two percent cost of living increase (COLA) to offset the 2018 Consumer Price Index/COLA formula increase of 2.8%. Additionally, this year we wanted to connect the annual evaluation process to salary in a meaningful way. We established a merit-based pay increase of up to three percent. In preparation for this we adjusted the evaluation schedule from April to October to better align with budget development. Each employee is evaluated on five groups of 12 performance dimensions. Ratings range from "falls below", "meets", or "exceeds expectations." Depending on these ratings each employee has been awarded 0-3% as a merit increase. The average merit increase for 208 employees is one percent and the average total salary increase is three percent which is consistent with regional local governments.

+1

NEW FULL TIME POSITION

The FY20 Proposed Budget includes only one new full-time-equivalent position. As we accept responsibility for road maintenance in the Historic District, a new Streets Division employee will be required. That position will be funded using VDOT Road Maintenance funds. This moves the total authorized FTE count to 205.5.

MAJOR INCREASES

Departmental spending has increased from FY19 by 2.6% or $516,149. This is not an unreasonable or even unexpected increase given the Cost of Living Increase of 2.8% during 2018. Additionally, the preparation of the FY17 budget included implementation of the 2016 pay-and-class study recommendations. This resulted in over $600,000 in additional personnel costs that were absorbed by each Department's operating budgets. During this year's review of each department's needs, adjustments were made to line items that had been artificially reduced in 2017 to accommodate the increased personnel costs. These Departmental expenses represent the largest expenses of the general fund. They total $20,517,339 or 55.1%.

$175,004

SOLID WASTE

Citing reduced interest in the international recyclables market, the current recycling contractor requested a renegotiated contract. The resulting request for proposals culminated in a new contractor being selected at a rate that will increase the annual costs for Williamsburg by $175,004 in FY20.

$53,895

INFORMATION TECHNOLOGY

The increase in the IT budget of $53,895 is due to new software and the associated maintenance agreements. As the industry trends away from single-sale software licenses, this need will continue to rise but is offset by the loss of expensive periodic updates or renewals.

$39,250

CITY ASSESSOR

The Assessor budget increase of $39,250 is due to modernization of the assessment process, including new software required for improving the assessment capture and defense.

$112,544

HUMAN SERVICES

The City maintains a reserve to offset annual operational overruns of the Human Services Department due to increased service demand. A yearly trend of using this reserve has been observed over the last few fiscal years. To reduce this need, an increase of $112,544 in operations of this department is now budgeted.

$32,392

WILLIAMSBURG JAMES CITY COUNTY LIBRARY

Library increases of $32,392 are largely due to James City County salary increases and modernization of IT infrastructure.

WHAT'S NOT INCLUDED

REMAINING NEEDS

Unfortunately, even with some additional revenues expected, not every identified need can be met. During budget development, all of the Departments and Constitutional Officers were consulted as to their identified needs beyond the capacity of the FY19 budget. These needs totaled $2,200,506. We were able to accommodate $783,506 of these requests leaving $1,417,000 in needs unmet.

Chief among these unmet needs are new positions in public safety. Beginning in FY17, we pursued new facilities for both the Fire and Police Departments. This forced questions regarding both call volume and response times to be answered. Both Departments have identified needs for additional personnel. However, current facilities leave no place for new hires to be housed. Additionally, we are cautious in adding new operational costs such as personnel because of the compounding increases that come with salary. This is driven by a need to build the reserve balance by finishing each fiscal year with a healthy surplus. Adding personnel reduces that potential surplus.

Earlier, I noted that we anticipate budget amendments to appropriate funds mid-year during FY20. When this occurs our first priority will be to address the needs in public safety.

REQUESTS UNFILLED

$300,000
FIRE DEPARTMENT

To address higher-than-acceptable call volumes, new staffing is needed to offer downtime and training oppor-tunities. Adding four new Firefighter/Medic positions will cost $300,000 in salary and benefits.

$84,000
CITY MANAGER'S OFFICE

As we search for new and improved ways to reach our audience, our residents and visitors, we have to modernize. In communications, that means graphic design and video production. Adding a video/graphic editor position would cost $84,000 in salary and benefits.

$105,000
POLICE DEPARTMENT

Regional police departments offer a take-home vehicle benefit to their employees. In Williamsburg this is challenging given the number of our employees who do not live within or near the city limits. Adding a vehicle allowance for our patrol would increase the operating budget $105,000.

$300,000
POLICE DEPARTMENT

To combat rising needs in the community for safety and patrols, the Police Department has requested four new officers. Adding those positions will add $300,000 to the operating budget.

$35,000
CITY MANAGER'S OFFICE

During the FY19 budget development, the positions of City Clerk and an Administrative Assistant were combined. This is challenging given the workload of the Clerk and the need for additional personnel to assist with Human Resources functions. Restoring a part-time Administrative Assistant would add $35,000 to the operating budget.

$54,162
PUBLIC SERVICE AGENCIES

The outside-agency requests reviewed by the Human Services Advisory Board asked for a total increase of $54,162 over last year's allocation. This includes $20,000 requested by Olde Towne Medical and Dental Center and $18,000 requested by Colonial Behavioral Health.

$40,000
COMMISSIONER OF THE REVENUE

The Commissioner of the Revenue requested an additional $40,000 in personnel compensation. The basis for the request is to help remain competitive and attract the best candidates for future positions.

THE FUTURE

THINGS TO WATCH

A budget process provides ample opportunity to consider the future. The fiscal future of Williamsburg is as promising as its past. We will need to continue our efforts to be good stewards of the public trust. This will entail keeping a watchful eye on certain indicators and adjusting or planning for potentially negative circumstances.

The first such indicator to watch is our decreasing annual surplus. The City has long depended on an annual surplus at the end of the fiscal year to rebuild the reserve and fund new capital projects. At the end of FY18 the surplus was $1,515,612 which is down from historic numbers like $2.6 million. The FY19 forecast includes $784,00 in surplus. As this number decreases, preparations for other sources of revenue to rebuild a weary reserve balance will need to be made.

The reserve is a second point of concern. This trend is an indicator that additional spending, outside of budgeted projects, should be carefully considered. A plan should be put into place to add to the reserve not just maintain the current balance.

A third trend to be mindful of is the flat revenues associated with the tourism taxes. It is unusual that in a tourism economy the meals, lodging, and sales taxes are not the largest sources of revenue. This is especially true given the low real property tax rate.

Increasing school costs is a fourth trend to note. Operational and capital costs will continue to rise and be a primary driver of city budget demands.

THINGS TO CONSIDER

To combat these items of note, we have developed the following four strategies that should be considered. Some, the Council has already acted upon.

A budget stabilization line would be a first step toward addressing the reserve and declining surplus. By budgeting a percentage of any new revenues toward a budget-stabilization line, a contribution toward fund balance would be certain in each year. This would make it easier to forecast balances and predict additional needs.

Secondly, a school-planning-project line in the Capital Plan would allow for major school capital projects to be funded without new revenue sources. Contributing a percentage of sales tax growth each year would build an ample source for such projects in future years.

A third suggested action would be to start a five-year planning horizon for the General Fund. We are already doing a five-year plan for capital needs, which helps identify major funding needs and enables long range planning. The same strategy could be applied to departmental needs.

Renewed strategic planning is the fourth strategy. By working on a new vision statement and goal set, we can revive the connection between the Goals, Initiatives, Outcomes, and the budget. This will make determining funding priorities easier and help in identifying areas of potential slimming.

FINAL THOUGHTS

The City of Williamsburg has earned a prominent position in the Commonwealth of Virginia and, indeed, in the United States. It is known both for its contribution to American and world history and also for its superb management.

When I speak to groups of employees or civic clubs, I always try and include my perspective as a newer arrival. I like to remind long time residents that Williamsburg is not the standard in local government but is the model. I often say that somewhere in another locality a City Manager and their staff are huddled around a conference table discussing the challenge of the day. They are looking at examples of how to solve it or sample policies and Williamsburg is the source. It is our everyday challenge to maintain that reputation. Thankfully, it is not difficult.

Recently, I was interviewed by a William & Mary student studying public policy. She asked what makes the City of Williamsburg's culture unique. After pondering it for a minute I offered this observation:

In Williamsburg, employees are working to satisfy the community and not just their supervisor.

After I said it I realized just how accurately it describes the City's culture. We are public servants motivated by the desire to serve. It is powerful to consider and even more so to observe.

Great things are happening in Williamsburg, and we are indeed cultivating a renewal that will undoubtedly yield a colorful garden.

It is my honor to offer the City of Williamsburg's 2020 Fiscal Year Budget for adoption by its City Council.

Andrew O. Trivette
City Manager

FY 2020 GOALS INITIATIVES & OUTCOMES

CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL®

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. Begining 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.

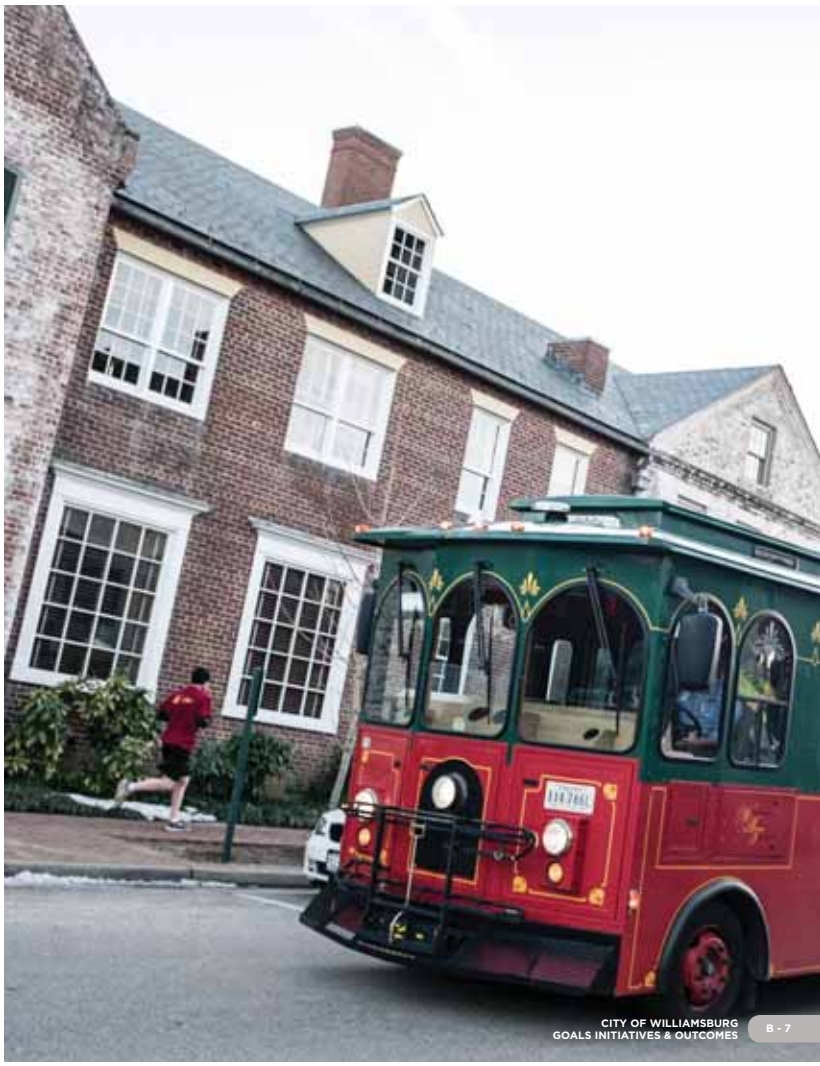
CAPITOL LANDING ROAD CORRIDOR
Staff shall develop a plan for improvement of the Capitol Landing Road Corridor and seek City Council direction on next steps considering funding needs and grant award schedules.

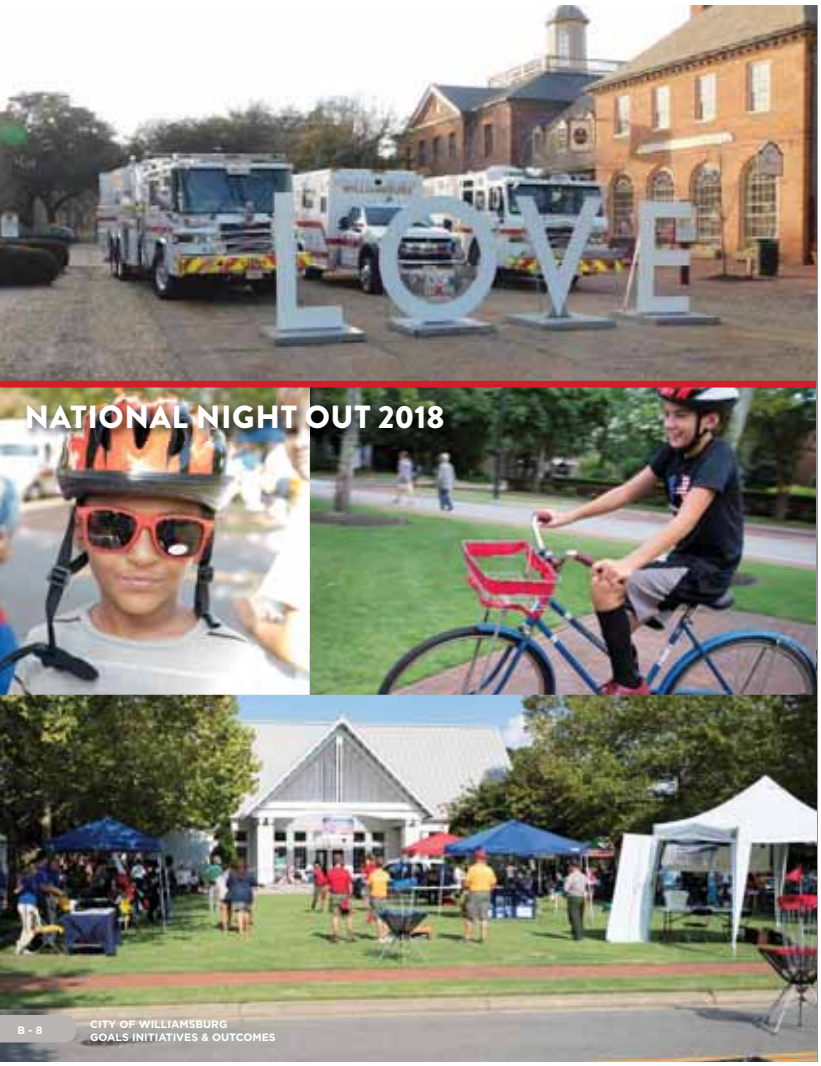
HISTORIC AREA STREET MAINTENANCE
Staff shall develop a plan and cost schedule with the Colonial Williamsburg Foundation for resuming maintenance of the streets inside the Historic District. These items shall be reported to City Council for inclusion in budget planning.

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.





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.

8 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.

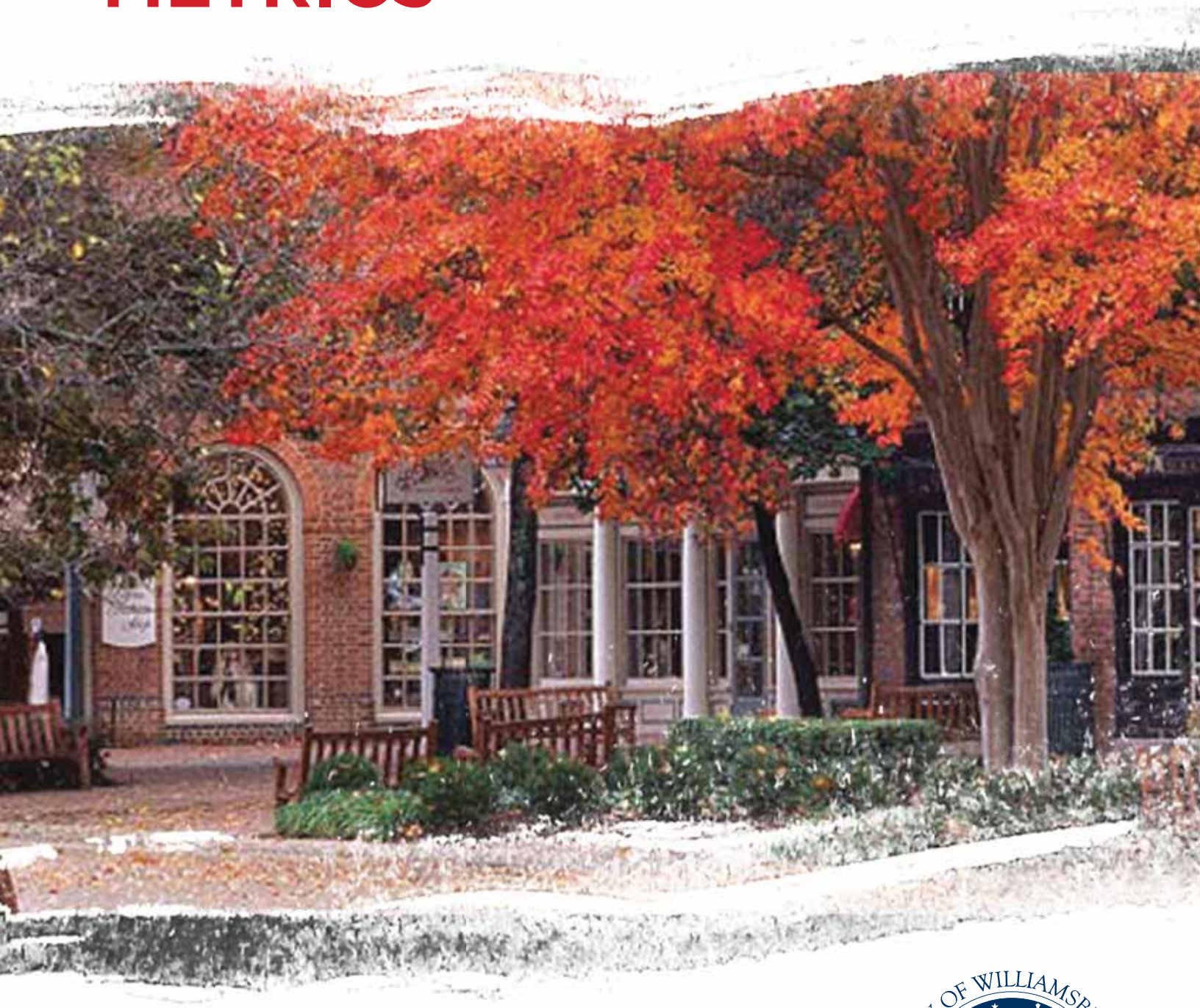
PAPER MILL CREEK PARK
Plan and implement, as feasible, the development of the Paper Mill Creek Park in partnership with the National Park Service while considering sidewalk connectivity and safety for neighboring residential developments.

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.

FY 2020 PERFORMANCE METRICS



CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL

INTRODUCTION

This 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.

Also listed are the desired community outcomes for each department, and observed results. Many of these measures parallel the measures arrayed under the eight goals in the Goals, Initatives, and Outcomes 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, are 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 THE CITY MANAGER

ANDREW O. TRIVETTE, CITY MANAGER

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

COST CENTERS

CITY MANAGER
Administration
Human Resources

CLERK / COMMUNICATIONS
Clerk of Council
Communications

EXPENDITURES AND STAFFING

	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE*	Actual	FTE	Budget	FTE	Adpoted	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 / Communication	$ 123,588	2	$ 119,007	2	$ 175,731	2	$ 164,475	2
TOTAL	$ 723,838	6.5	$ 754,088	6	$ 783,831	6	$ 770,704	6

*An FTE is the hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day. x 5 work days per week. In this instance the number below FTE is the number of Full-Time Equivalent staff.

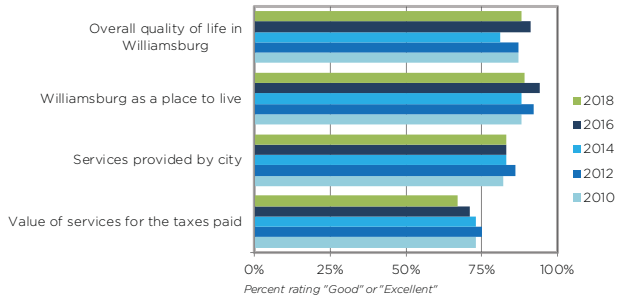
DESIRED OUTCOMES

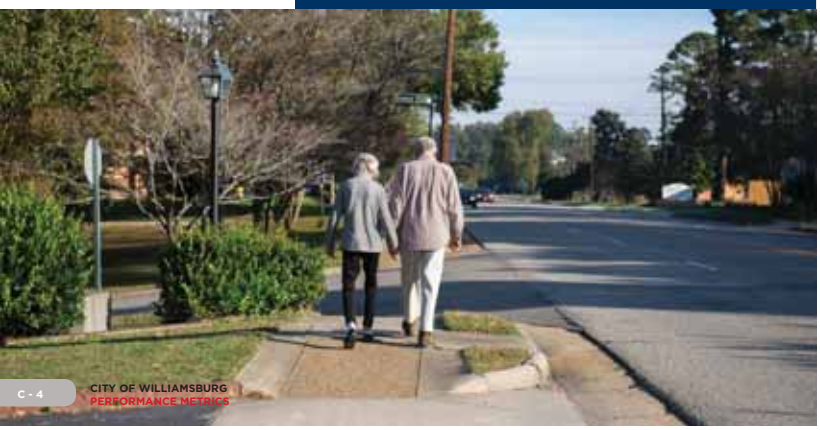
Receive improving National Citizen Survey ratings for indicators of overall Community wellbeing and value of city services "higher" than the national benchmark.

OBSERVED RESULTS

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

NATIONAL CITIZEN SURVEY





COREY MILLER PHOTOGRAPHY

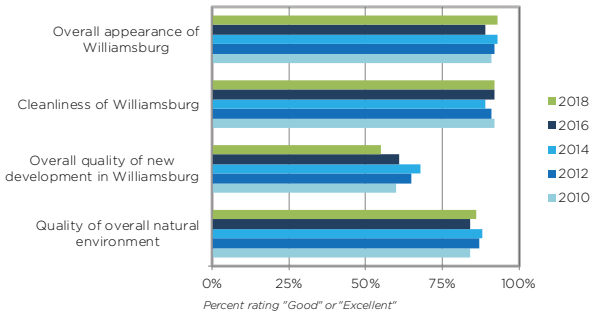
DESIRED OUTCOMES

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

OBSERVED RESULTS

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

NATIONAL CITIZEN SURVEY

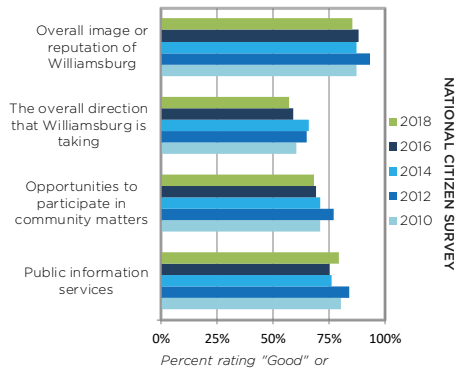


DESIRED OUTCOMES

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.

OBSERVED RESULTS

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



DESIRED OUTCOMES

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

OBSERVED RESULTS

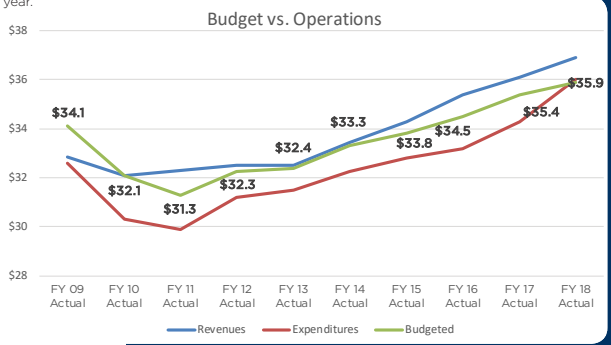
Services provided by the City rated "higher" than the national benchmark. All other categories rated "similar" to the national benchmark for 2018.

DESIRED OUTCOMES

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

OBSERVED RESULTS

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

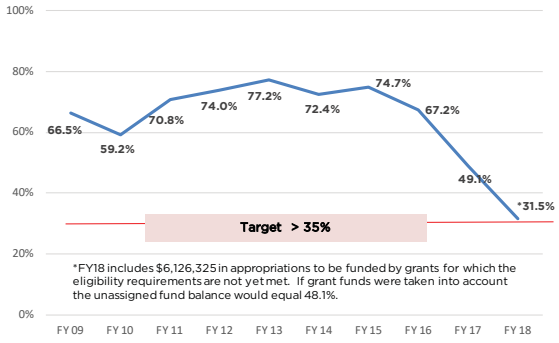


DESIRED OUTCOMES

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

OBSERVED RESULTS

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.

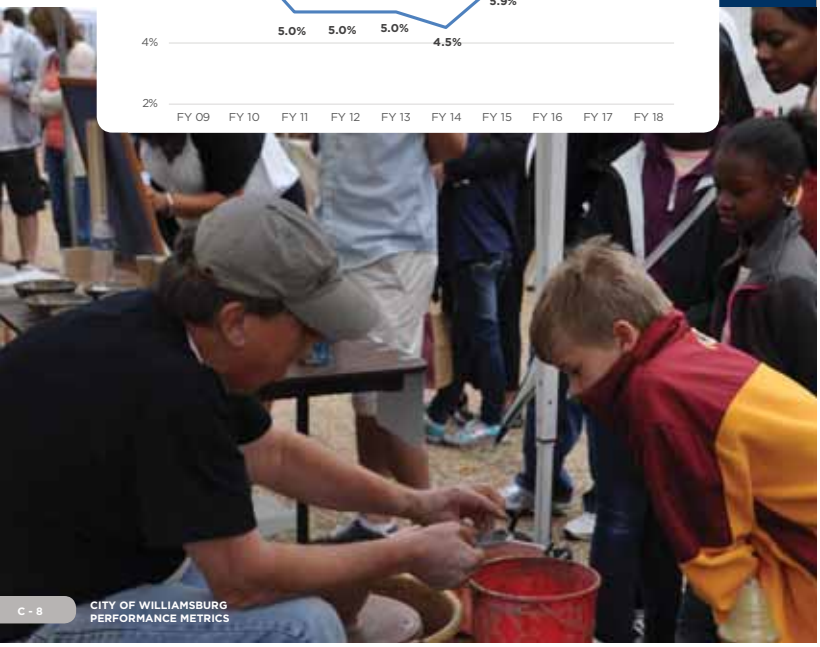


DESIRED OUTCOMES

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

OBSERVED RESULTS

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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Adopted
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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Clerk of Council	1	1	1	1
Communications Specialist	1	1	1	1
TOTAL	2	2	2	2

PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

FINANCE | REAL ESTATE ASSESSMENTS

EXPENDITURES AND STAFFING

	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE*	Actual	FTE	Budget	FTE	Adpoted	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	$ 1,081,035	11

DESIRED OUTCOMES

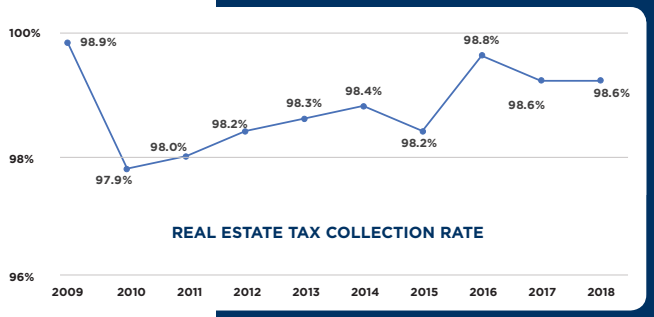
Maintain real estate property tax collections of at least 98% annually.

Maintain residential property assessments at 100% of market value.

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.

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



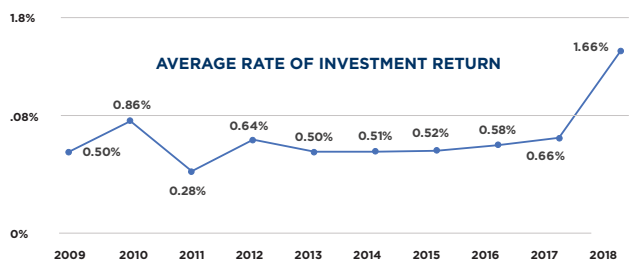
REAL ESTATE TAX COLLECTION RATE

DESIRED OUTCOMES

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

OBSERVED RESULTS

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.

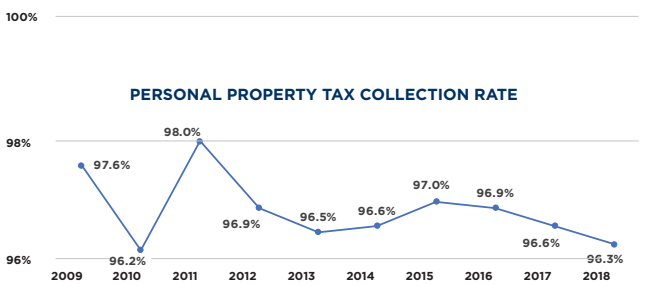


DESIRED OUTCOMES

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

OBSERVED RESULTS

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.



FINANCE COST CENTERS:

FINANCE

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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	96.6%	96.3%	97.0%	97.0%
Average rate of investment return	.66%	1.66%	2.5%	>1.5%

REAL ESTATE ASSESSMENTS

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Adopted
Personnel	$ 175,214	$ 186,684	$ 196,365	$ 223,249
Operating	$ 7,097	$ 9,318	$ 9,525	$ 21,891
Capital Outlay	$ 0	$ 0	$ 0	$ 0
TOTAL	$ 182,311	$ 196,002	$ 205,890	$ 245,140

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Adopted
Real Estate Assessor	1	1	1	1
Assessment Technician	1	1	1	1
TOTAL	2	2	2	2

PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Adopted
# 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 program	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, INFORMATION TECHNOLOGY 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.***

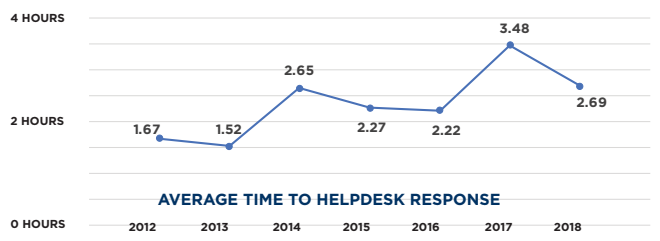
DESIRED OUTCOMES

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. The average time to Help Desk response increased in 2017 and 2018 due to the Enterprise Resource Planning* implementation.

*This is a type of business software that integrates business processes and the applications are typically in real time. The software is used to store, manage, analyze, and interpret data from business activities.

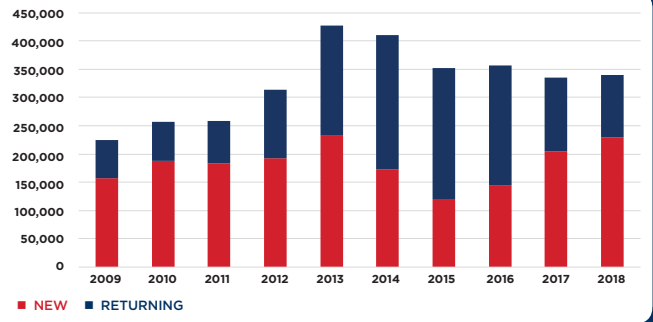


DESIRED OUTCOMES

Increase website visitors by 10% annually.

OBSERVED RESULTS

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.

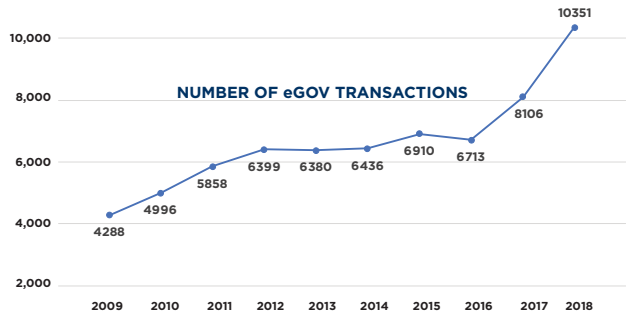


DESIRED OUTCOMES

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

OBSERVED RESULTS

The total number of eGov transactions increased significantly from FY 2009 thru FY 2012, with the pace leveling thru FY 2015 - then continued to rise thru FY 2018. Total number of eGov transatctions increased since 2009 by 10.7%

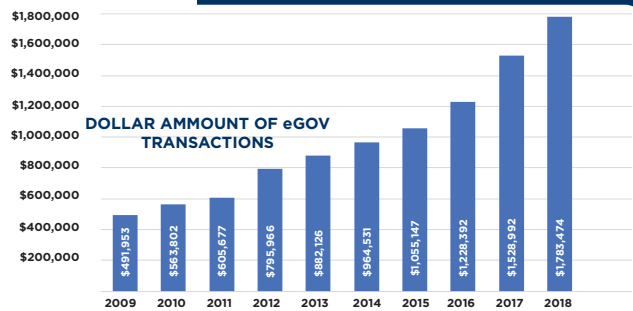


DESIRED OUTCOMES

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

OBSERVED RESULTS

$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 COSTS:

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Adopted
Personnel	$ 395,695	$ 394,555	$ 446,825	$ 453,040
Operating	$ 317,726	$ 367,326	$ 352,350	$ 401,830
Capital Outlay	$ 34,193	$ 35,500	$ 39,750	$ 37,950
TOTAL	$ 747,614	$ 797,381	$ 838,925	$ 892,820

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Adopted
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

LAW ENFORCEMENT OPERATIONS | PUBLIC SAFETY COMMUNICATIONS | PARKING GARAGE

EXPENDITURES AND STAFFING

	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE*	Actual	FTE	Budget	FTE	Adpoted	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	$ 124,972	1	$ 133,811	1	$ 116,960	1	$ 117,212	1
TOTAL	$ 4,546,669	41	$ 4,869,526	42	$ 5,060,523	45	$ 5,091,915	45

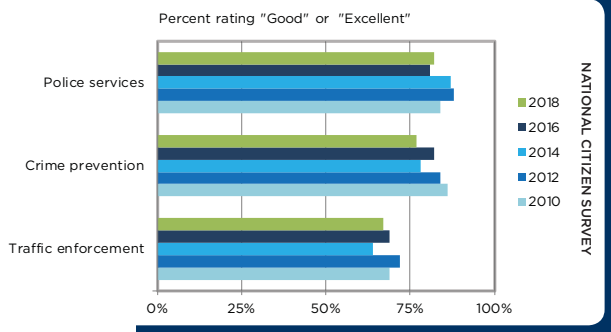
*City is part of consolidated E-911 operations with neighboring York County

DESIRED OUTCOMES

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

OBSERVED RESULTS

The percentage of Williamsburg citizens' ratings of "good" or "excellent" were "higher" for crime prevention, with police services and traffic enforcement "similar" compared to the national benchmark for 2018.

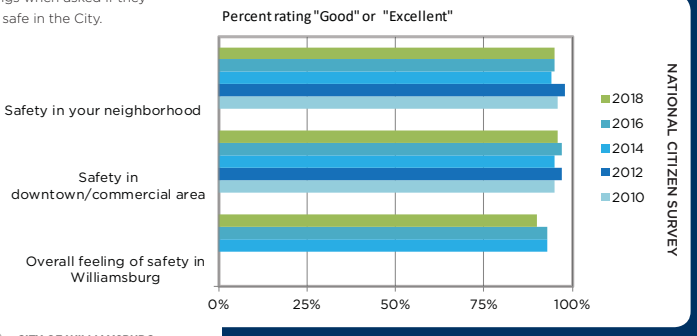


DESIRED OUTCOMES

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

OBSERVED RESULTS

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

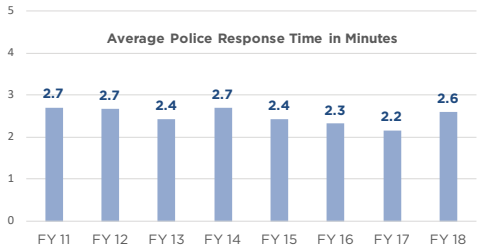


DESIRED OUTCOMES

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).

OBSERVED RESULTS

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



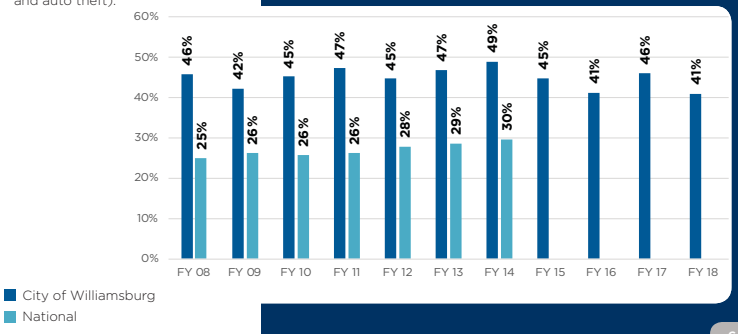
DESIRED OUTCOMES

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).

OBSERVED RESULTS

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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

PUBLIC SAFETY COMMUNICATION

This is a contract service, so there are no cost centers to list.

PARKING GARAGE

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Personnel	$ 67,512	$ 87,884	$ 87,260	$ 87,102
Operating	$ 57,460	$ 45,927	$ 29,700	$ 30,110
Capital Outlay	$ 0	$ 0	$ 0	$ 0
TOTAL	$ 124,972	$ 133,811	$ 116,960	$ 117,212

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Parking Garage Supervisort	1	1	1	1
TOTAL	1	1	1	1

PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
# 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

FIRE SUPPRESSION	FIRE PREVENTION & EDUCATION	EMERGENCY MEDICAL SERVICES	EMERGENCY MANAGEMENT / DISASTER PREPAREDNESS

EXPENDITURES AND STAFFING

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

While the Fire Department has four distinct functions, the staff is crossed trained across vocations and expenditures are accounted for in one cost center.

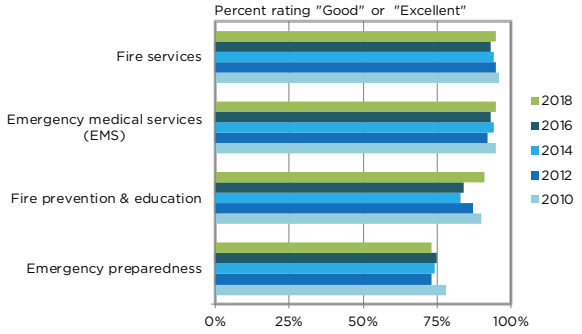
DESIRED OUTCOMES

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.

NATIONAL CITIZEN SURVEY

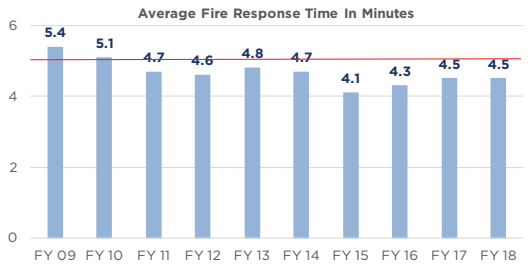


DESIRED OUTCOMES

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.

OBSERVED RESULTS

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

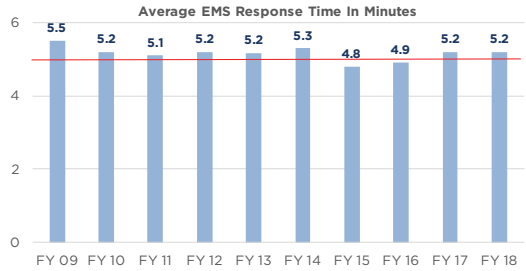


DESIRED OUTCOMES

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.

OBSERVED RESULTS

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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Personnel	$ 3,364,446	$ 3,593,598	$ 3,757,567	$ 3,662,511
Operating	$ 307,242	$ 357,684	$ 400,743	$ 408,767
Capital Outlay	$ 55,535	$ 30,115	$ 51,000	$ 53,000
TOTAL	$ 3,727,223	$ 3,981,397	$ 4,209,310	$ 4,124,278

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

CITY SHOP

BUILDINGS / FACILITES MAINTENANCE

ENGINEERING / STREETS / STORMWATER OPERATIONS

LANDSCAPING

REFUSE / RECYCLING COLLECTION

CEMETERY

EXPENDITURES AND STAFFING

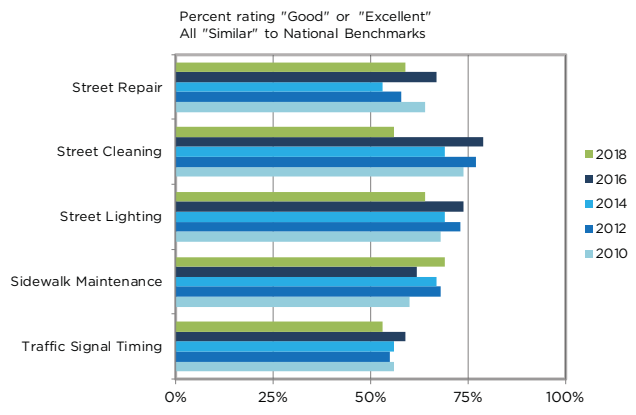
	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE*	Actual	FTE	Budget	FTE	Adpoted	FTE
City Shop	$ 228,798	3	$ 234,081	3	$ 251,008	3	$ 259,100	3
Engineering	$ 269,114	2	$ 277,258	2	$ 286,466	2	$ 287,784	2
Streets	$ 886,013	6	$ 916,166	6	$ 933,035	6	$ 953,405	7
Stormwater Operations	$ 206,228	3	$ 221,671	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	$ 481,691	2	$ 498,077	2
Landscaping	$ 587,314	6	$ 604,295	6	$ 622,915	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

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

OBSERVED RESULTS

Residents rated all Public Works for the 2018 survey "similar" to the national benchmark comparison for all survey categories.

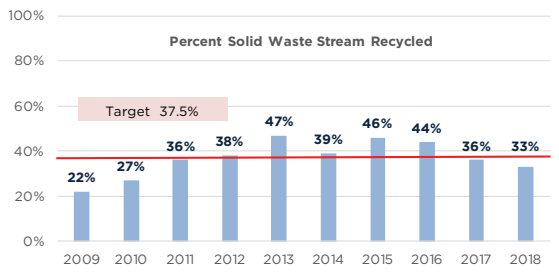


DESIRED OUTCOMES

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

OBSERVED RESULTS

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

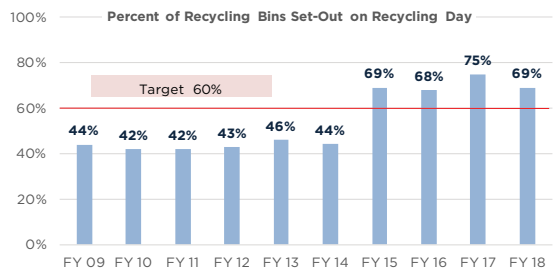


DESIRED OUTCOMES

Increase residential participation in recycling program Citywide.

OBSERVED RESULTS

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.

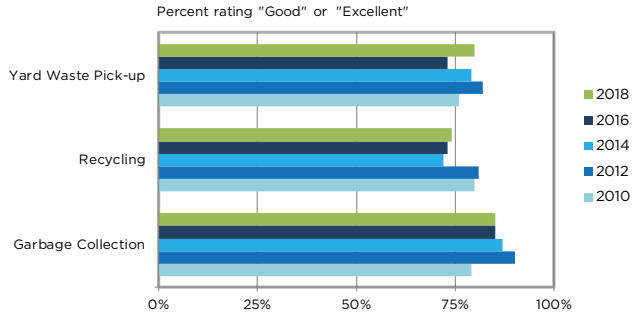


DESIRED OUTCOMES

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

OBSERVED 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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Shop Superintendent	1	1	1	1
Supervisor	1	1	1	1
Mechanic	1	1	1	1
TOTAL	3	3	3	3

PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Personnel	$ 829,609	$ 897,622	$ 889,826	$ 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	$ 1,434,536	$ 1,463,227

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
None (Contracted Service)	0	0	0	0
TOTAL	0	0	0	0

PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Facilities Manager	1	1	1	1
Municipal Service Worker	1	1	1	1
TOTAL	2	2	2	2

PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

LANDSCAPING

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Caretaker	1	1	1	1
TOTAL	1	1	1	1

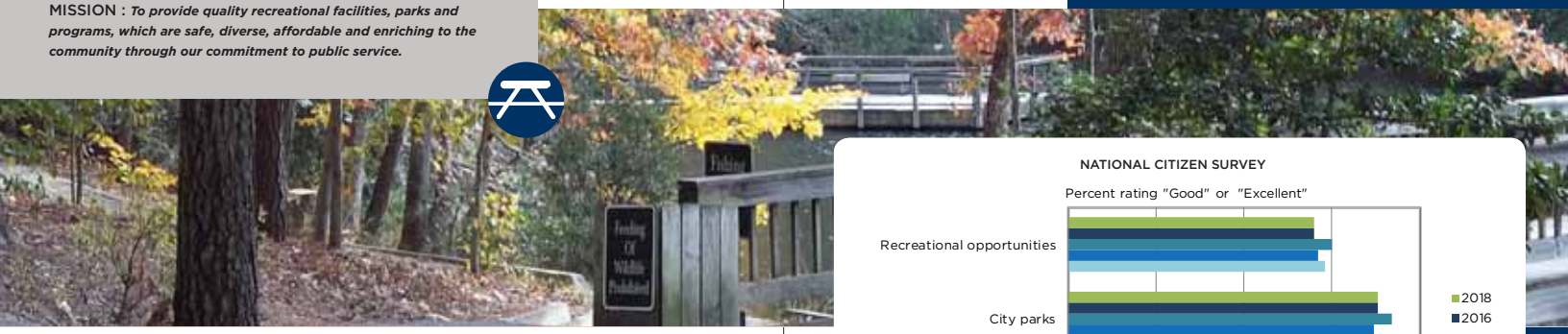
PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
# 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.***

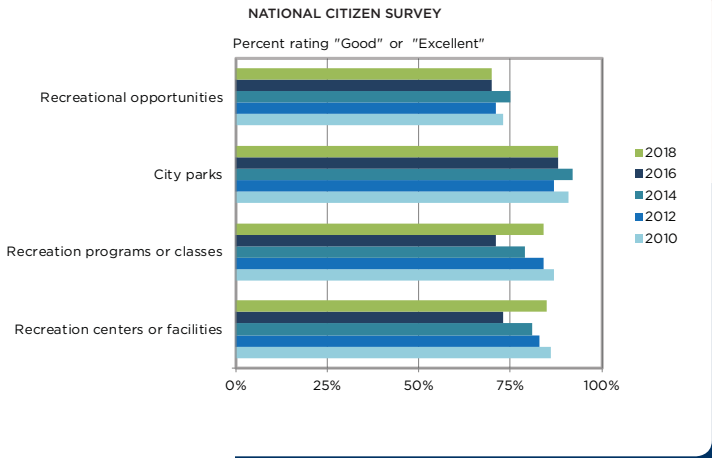


COST CENTERS

ADMINISTRATION | **PARKS** | **PROGRAMS**

EXPENDITURES AND STAFFING

	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE	Actual	FTE	Budget	FTE	Adpoted	FTE
Administration	$ 374,717	3.5	$ 363,804	3.5	$ 351,053	3.5	$ 422,150	3.5
Parks	$ 274,720	1	$ 289,617	1	$ 302,604	1	$ 302,638	1
Programs	$ 500,179	4	$ 519,887	4	$ 569,932	4	$ 555,150	4
TOTAL	$ 1,149,616	8.5	$ 1,173,308	8.5	$ 1,223,589	8.5	$ 1,279,938	8.5



DESIRED OUTCOMES

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

OBSERVED RESULTS

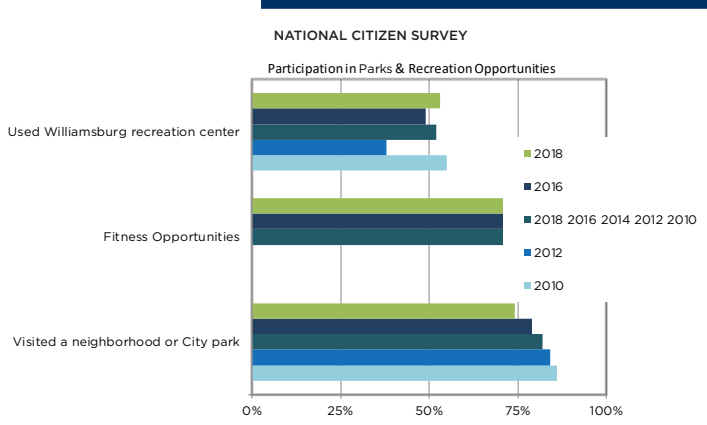
All survey responses were "similar" to the national benchmark for 2018.

DESIRED OUTCOMES

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

OBSERVED RESULTS

2018 Biennial responses from the National Citizen Survey showed a continued decline in park visitation while fitness opportunities remained level. Use of recreation center increased slightly. The survey results include only City residents, as shown below.

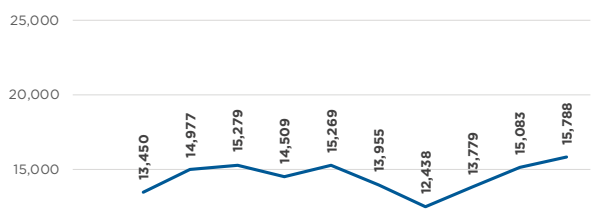


DESIRED OUTCOMES

Increase the total number of recreation program participants.

Observed Results

The co-sponsored STARZ fast-pitch softball program moved to another locality; pool closing and reduced number of tennis classes also impacted participation during FY 2014. Average annual increase since FY09 is 2.1%.

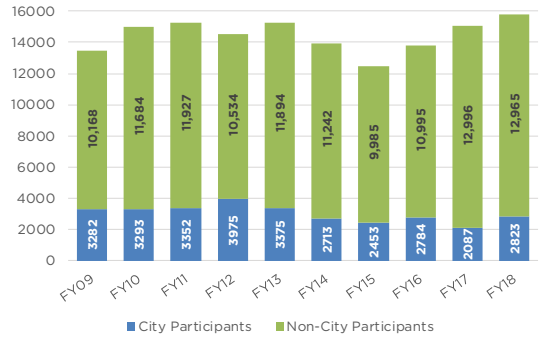


DESIRED OUTCOMES

Increase the percentage of City resident participation in recreation program.

OBSERVED RESULTS

Ratio of City resident to total program participants has ranged from 14% to 24% since 2009. City resident participation for 2018 was 18%.



RECREATION COST CENTERS:

ADMINISTRATION

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Personnel	$ 270,901	$ 248,439	$ 227,828	$ 233,213
Operating	$ 103,816	$ 115,365	$ 123,225	$ 188,937
Capital Outlay	$ 0	$ 0	$ 0	$ 0
TOTAL	$ 374,717	$ 363,804	$ 351,053	$ 422,150

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Recreation Director	1	1	1	1
Deputy Recreation Director	1	1	1	1
Senior Secretary	1	1	1	1
Office Assistant/ Receptionist	.5	.5	.5	.5
TOTAL	3.5	3.5	3.5	3.5

PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 operating & maintenance cost per participant	$31.40	$31.50	$32.50	$32.20

PARKS

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Personnel	$ 215,685	$ 236,449	$ 240,704	$ 240,414
Operating	$ 48,139	$ 45,555	$ 51,900	$ 51,724
Capital Outlay	$ 10,896	$ 7,613	$ 10,000	$ 10,500
TOTAL	$ 274,720	$ 289,617	$ 302,604	$ 302,638

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Park Manager / Waller Mill Park	1	1	1	1
TOTAL	1	1	1	1

PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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	$ 1,167,945	$ 180,000	$ 190,000

PROGRAMS

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Recreation Supervisor	2	2	2	2
Maintenance Superintendent	1	1	1	1
Maintenance Worker	1	1	1	1
TOTAL	4	4	4	4

PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 & 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

PLANNING | **CODES COMPLIANCE**

EXPENDITURES AND STAFFING

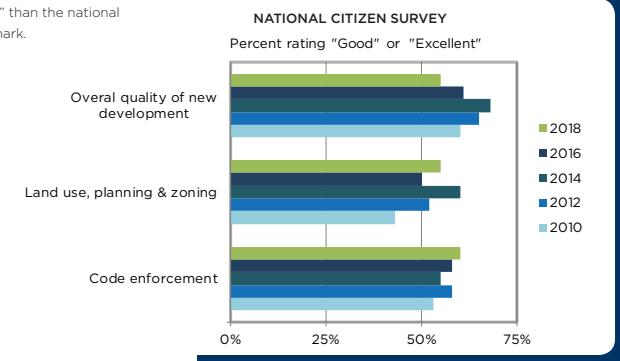
	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE*	Actual	FTE	Budget	FTE	Adpoted	FTE
Planning	$ 374,506	4	$ 428,070	4	$ 484,018	4	$ 463,365	4
Codes Compliance	$ 422,876	5	$ 366,631	5	$ 406,443	5	$ 421,105	5
TOTAL	$ 797,382	9	$ 794,701	9	$ 890,461	9	$ 884,470	9

DESIRED OUTCOMES

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.

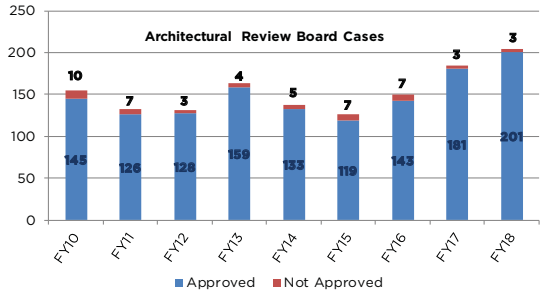


DESIRED OUTCOMES

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

OBSERVED RESULTS

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

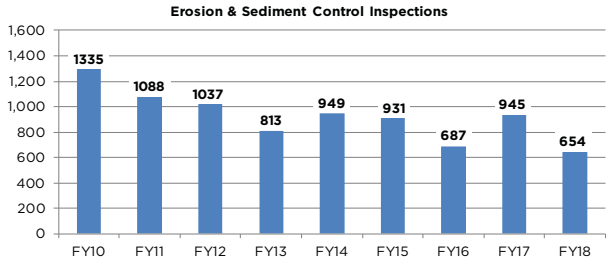


DESIRED OUTCOMES

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

OBSERVED RESULTS

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

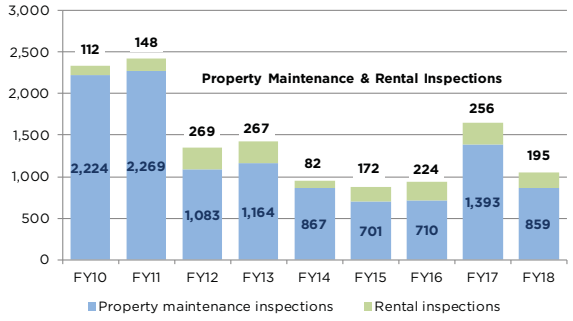


DESIRED OUTCOMES

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

OBSERVED RESULTS

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 & CODES COMPLIANCE COST CENTERS:

PLANNING

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Personnel	$ 329,596	$ 376,173	$ 425,868	$ 422,134
Operating	$ 44,410	$ 51,707	$ 57,650	$ 40,731
Capital Outlay	$ 500	$ 190	$ 500	$ 500
TOTAL	$ 374,506	$ 428,070	$ 484,018	$ 463,365

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Zoning text amendments / % approved	5 / 100%	4 / 100%	5	5
Rezonings / % 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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Personnel	$ 385,844	$ 337,319	$ 363,543	$ 378,249
Operating	$ 37,032	$ 29,312	$ 42,900	$ 42,856
Capital Outlay	$ 0	$ 0	$ 0	$ 0
TOTAL	$ 422,876	$ 366,631	$ 406,443	$ 421,105

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

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

BENEFIT PROGRAMS	SERVICE PROGRAMS
COMMUNITY SERVICE PROGRAMS	COMPREHENSIVE SERVICE

EXPENDITURES AND STAFFING

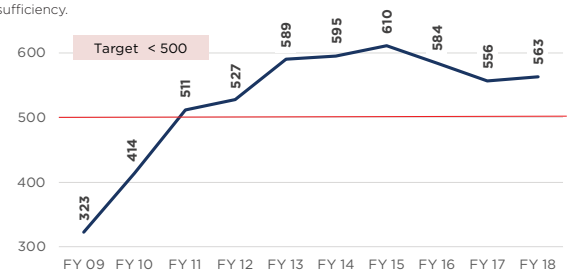
	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE*	Actual	FTE	Budget	FTE	Adpoted	FTE
Health & Welfare	$ 2,074,409	14	$ 2,421,878	14	$ 2,268,015	14	$ 2,660,961	14
Less Subsidy from General Fund	(826,176)		(826,176)		(825,533)		(938,077)	
TOTAL (Net Expenditures)	$ 1,248,233	14	$ 1,595,702	14	$ 1,442,482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

DESIRED OUTCOMES

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 45 in FY 2012, followed by two years of decline in cases, down approximately 42% from the peak.

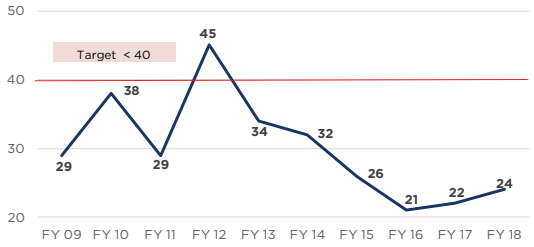


DESIRED OUTCOMES

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.

OBSERVED RESULTS

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

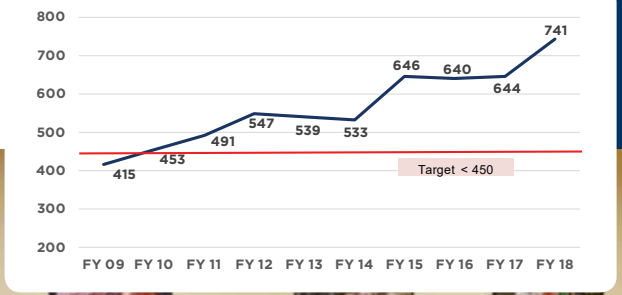


DESIRED OUTCOMES

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

OBSERVED RESULTS

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:

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
* 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

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

ADMINISTRATION | **WATER TREATMENT** | **WATER & SEWER SYSTEM**

EXPENDITURES AND STAFFING

	FY 2017		FY 2018		FY 2019		FY 2020	
	Actual	FTE*	Actual	FTE	Budget	FTE	Adpoted	FTE
*Administration	$ 1,946,113	4	$ 1,877,930	4	$ 2,520,155	4	$ 2,490,580	4
Water Treatment	1,162,602	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	$ 6,392,646	26	$ 6,571,858	26	$ 7,312,493	26	$ 7,468,354	26

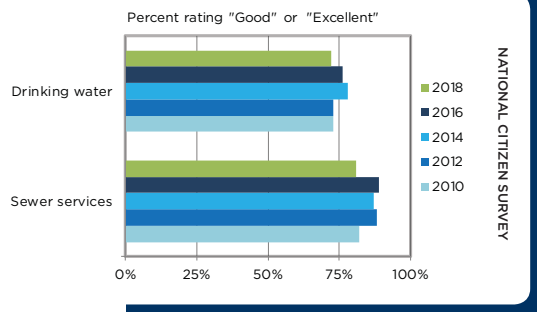
* Administration includes Newport News water agreement charges and debt service costs

DESIRED OUTCOMES

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

OBSERVED RESULTS

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

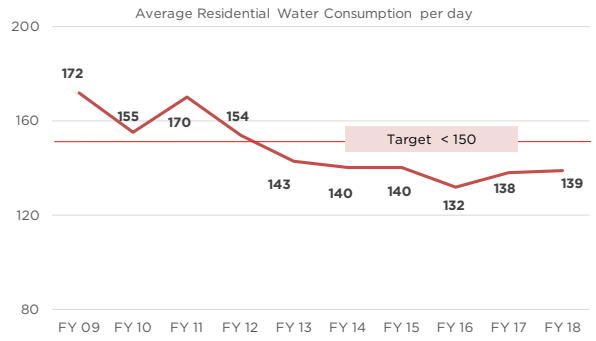


DESIRED OUTCOMES

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

OBSERVED RESULTS

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

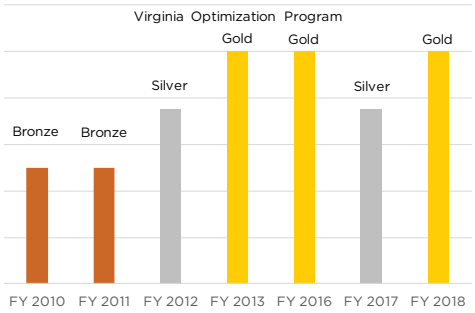


DESIRED OUTCOMES

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).

OBSERVED RESULTS

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.

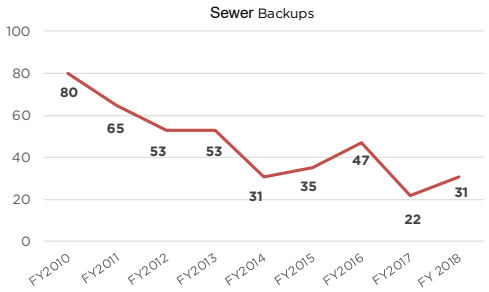


DESIRED OUTCOMES

Minimize sewer backups using preventive maintenance schedule.

OBSERVED RESULTS

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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Personnel	$ 304,819	$ 330,639	$ 459,713	$ 438,395
Operating	$ 38,530	$ 32,036	$ 83,150	$ 101,197
Capital Outlay (Including debt service)	$ 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

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
# of residential connections	3,721	3,795	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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
Personnel	$ 760,823	$ 757,910	$ 807,672	$ 827,400
Operating	$ 381,341	$ 396,351	$ 542,255	$ 519,761
Capital Outlay	$ 20,438	$ 7,939	$ 25,000	$ 23,000
TOTAL	$ 1,162,602	$ 1,162,200	$ 1,374,927	$ 1,370,161

STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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 MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

EXPENDITURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

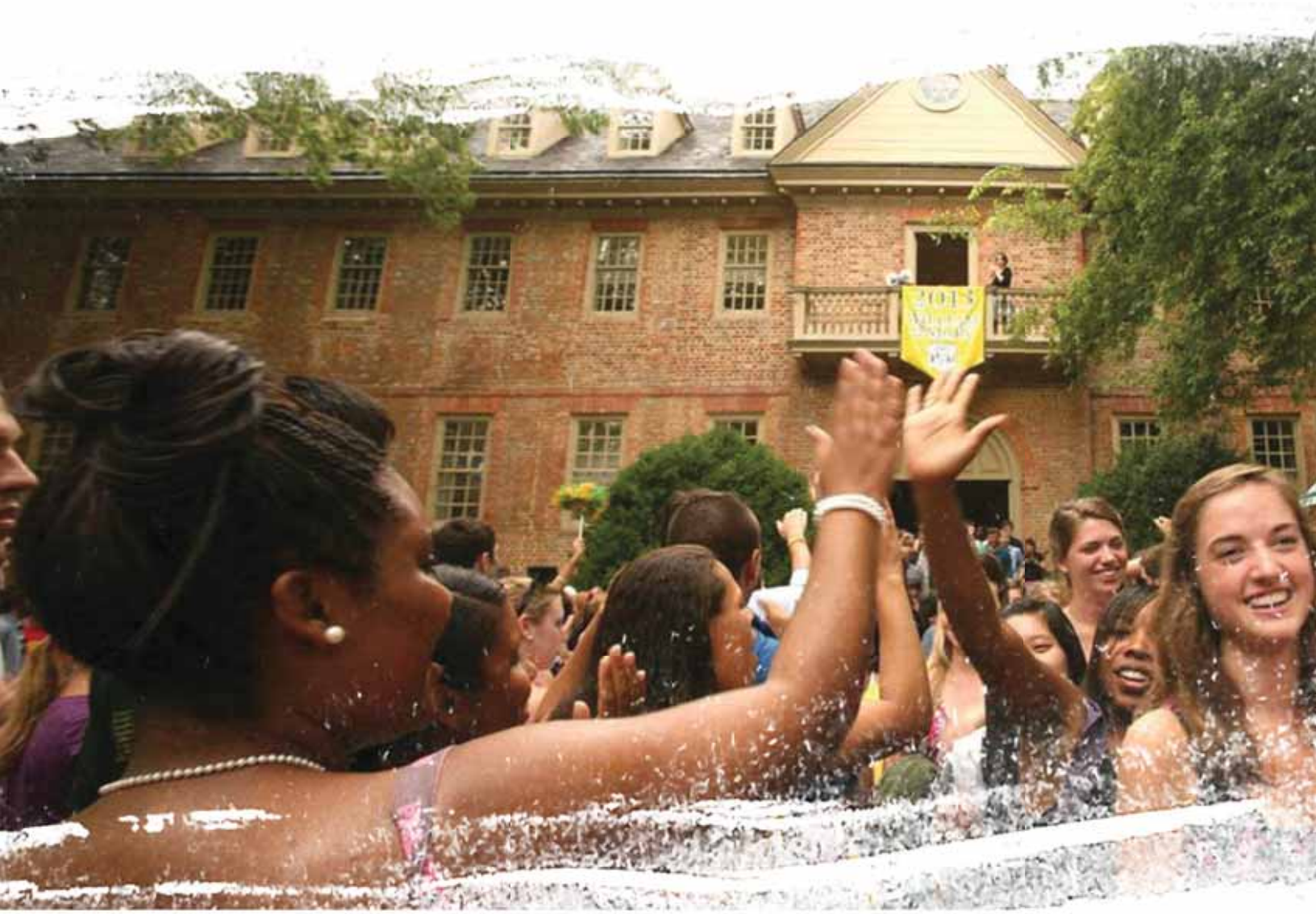
STAFFING

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
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

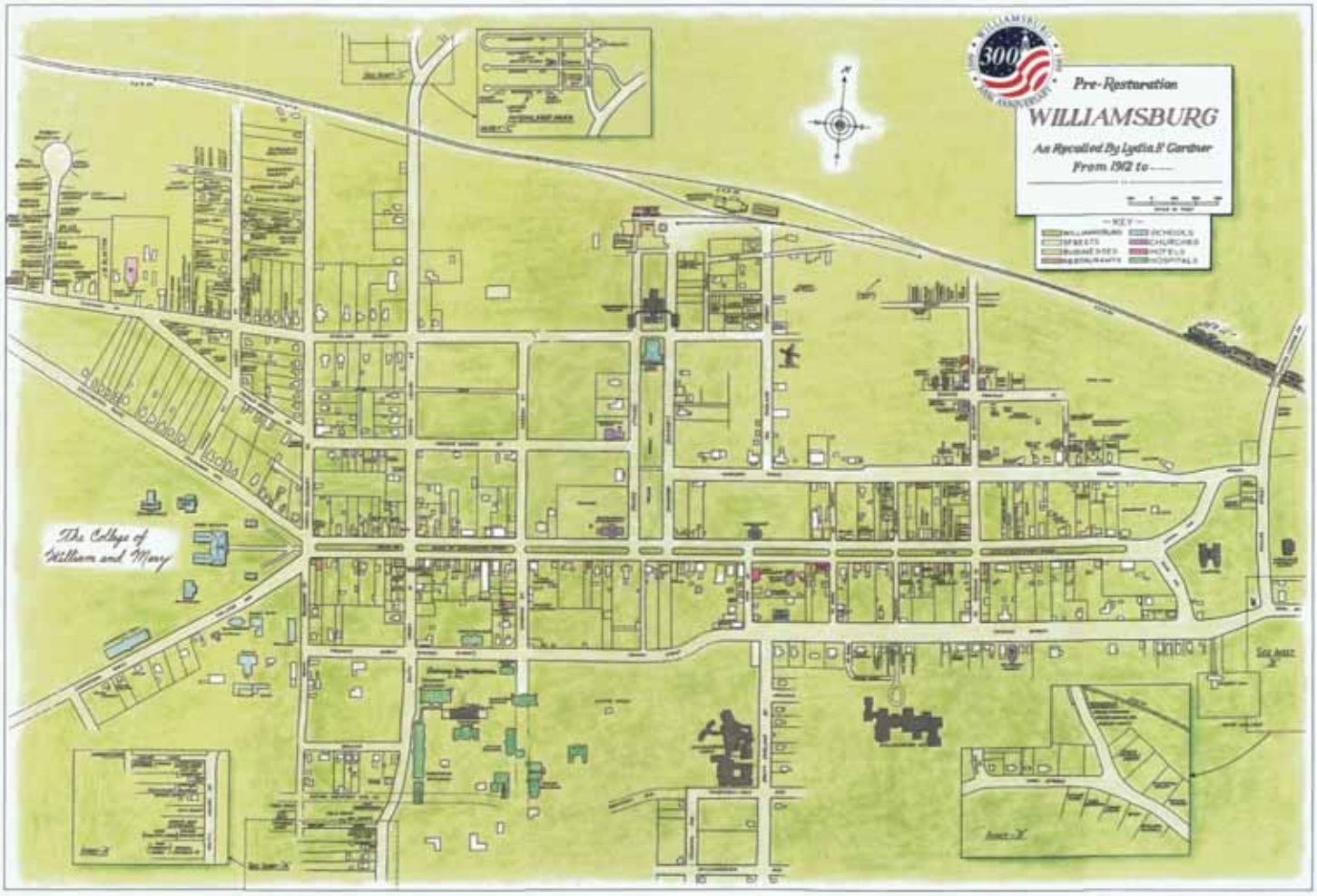
PERFORMANCE MEASURES

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2019 Adopted
# 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

FY 2020 COMMUNITY PROFILE



CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL


Pre-Restoration
WILLIAMSBURG
As Recalled By Lydia S. Gardner
From 1912 to ----
The College of William and Mary

WILLIAMSBURG VIRGINIA

WHERE THE PAST MEETS THE FUTURE

Williamsburg was founded as the capital of the Virginia Colony in 1699 and celebrated its 300th Anniversary in 1999. The original capital of Jamestown was the first permanent English-speaking settlement in the New World founded in 1607. Colonial leaders petitioned the Virginia Assembly to relocate the capital from Jamestown to Middle Plantation, five miles inland between the James and the York Rivers. The new city was renamed Williamsburg in honor of England's reigning monarch, King William III. From 1699 to 1780 Williamsburg was the political, cultural, and educational center where the dream of American freedom, independence, and self-government was nurtured by the leadership of patriots such as George Washington, Thomas Jefferson, George Mason, and Peyton Randolph.[1]

Williamsburg was one of America's first planned cities. Laid out in 1699 under the supervision of Governor Francis Nicholson, it was to be a "new and well-ordered city" suitable for the capital of the largest and most populous of the British colonies in America. A succession of beautiful capitol buildings became home to the oldest legislative assembly in the New World. The young city grew quickly into the center of political, religious, economic, and social life in Virginia.

Williamsburg also became a center of learning. Famous political leaders emerged from the College of William and Mary, which had been founded in 1693, such as Presidents Thomas Jefferson, James Monroe, and John Tyler. Today, the College of William and Mary is the second-oldest higher learning institution in the United States. In 2018, the university ranked number 32 in National Universities and number 7 in Best Undergraduate Teaching.[2] Although William and Mary has a 325-year history, it remains a cutting-edge research university that is innovative, vibrant, and engaged. As a public university, William and Mary is an important partner in the region's economic success, both in terms of local and regional impact as they collaborate with businesses, non-profits, and the public sector to strengthen the economic core.[3]

The first hospital established in America for the care and treatment of mental illness was founded in Williamsburg in 1773. The public hospital was built near the College of William and Mary in what is now known as Colonial Williamsburg. The hospital is still in operation today; however, it is no longer in the original restored building but is located on the outskirts of Williamsburg.
In 1789, the capital was again moved, this time up the James River to Richmond, where it remains today. Williamsburg reverted to a quiet college town and rural county seat. In retrospect, Williamsburg's loss of capital city status was its salvation, as many 18th-century buildings survived into the early twentieth century. The restoration of Williamsburg began in 1926, after the Rector of Bruton Parish Church, the Reverend Doctor W.A.R. Goodwin, brought the city's importance to the attention of John D. Rockefeller, Jr., who then funded and led the massive reconstruction of the 18th century city we see today. National attention soon focused on the restoration effort. During a landmark visit in 1934, Franklin D. Roosevelt proclaimed its main thoroughfare, the Duke of Gloucester Street, "the most historic avenue in America."

WILLIAMSBURG TODAY

Today Colonial Williamsburg is still the only place that takes you back to a time when our country was being born, and the ideals that established America were being defined. In the Historic Area of the city, the 18th century is happening right now. You can step back in time and experience the people who made America. [4]

Just a few blocks away, Merchants Square offers 21st century shopping and dining experiences. On Saturday mornings from March through November, you can enjoy a Saturday morning at Williamsburg's Farmers Market. Flowerbeds and benches offer a tranquil setting for market shopping while listening to live music. This award winning producer-only market offers produce, fruit, fish, meats (including free-range chickens, beef, lamb and pork), artisan cheese, honey, peanuts, baked goods, pasta, handmade soap, potted plants, cut flowers, and many other offerings.

The Shops at High Street offer the perfect combination of dining, entertainment and shopping. This area also offers a special community of luxurious condominiums, townhomes, and apartments – a vibrant downtown within a neighborly embrace.

Midtown Row, Williamsburg's new city center, is currently under construction in the heart of Williamsburg. This unique experience-based retail, entertainment, and residential district is adjacent to the campus of William & Mary, less than a mile from Colonial Williamsburg, and less than five miles from Jamestown, Yorktown, Busch Gardens, and Water Country USA. The development is designed to be a pedestrian and cycle friendly community with a village green featuring outdoor programing and community events. The district includes restaurants, 233,047 square feet of retail shops, 6,219 square feet of premium office space, entertainment, and brand new residential apartments accommodating up to 628 residents.

Quarterpath at Williamsburg is a community designed to support a life of wellness. The neighborhood has walking trails, greenspaces, and world-class healthcare. This mixed-use village also features shops, restaurants, and office space.

EDUCATION

Williamsburg-James City County Public Schools (WJCC) serves the students of the City of Williamsburg and the County of James City. There are 15 schools: 9 elementary, three middle and three high schools. Of the 11,712 students served, about 8.3% are City residents. All WJCC schools have earned full accreditation for the 11th year in a row. WJCC ranked 16th out of 132 Virginia school divisions in Niche's 2017 Best School Districts rankings, scoring an overall A grade in this rigorous assessment of academic and student-life data.

TOURISM

Tourism has historically been the economic backbone of this region. The area's rich history that birthed a nation provides a journey into the battles and sacrifices that secured the nation's liberty and independence. However, sharing this rich history requires both marketing and infrastructure. Legislation passed by the General Assembly of Virginia (Senate Bill 942) on April 18, 2018, creates a revenue stream to assist with promoting the region's many attractions. The bill established a one percent sales tax for the Historic Triangle (City of Williamsburg, James City County, and York County). Fifty-percent of this tax will fund the marketing, advertising, and promoting of the Historic Triangle as a tourism destination. The other half of this tax will be distributed to the locality in which the tax was collected. Williamsburg will use the City's share of this tax to fund a local Tourism Fund. The goal of the fund is to partner with the private sector in building tourism infrastructure, creating experiences, and marketing local attractions. Grants will be awarded annually through an application process, with the first series of grants being awarded in fall of 2019.

QUALITY OF LIFE

The City offers numerous festivals and special events throughout the year. Residents and visitors enjoy annual events such as:

- An Occasion for the Arts – an Arts and Music Festival, complete with food vendors
- Scrumptious – a festival featuring music, food, sidewalk sales; and craft beer venues
- Jazz Festival
- William & Mary Global Film Festival
- 2nd Sundays – an arts and music festival every second Sunday from March through December

and many other opportunities throughout the year.

There is no better place to celebrate our nation's birth than in Williamsburg. Activities stretch from morning till after sundown. There are historic reenactments to enjoy as well as concerts, recreational activities, and a variety of foods – everything from hot dogs to gourmet dining. At nightfall, the historic area adds the finishing touch to the celebration with an amazing fireworks display.

The City of Williamsburg has a strong commitment to providing quality parks, recreation programs, and facilities that make Williamsburg a premiere community in which to discover, imagine, and grow. Williamsburg maintains ten parks which provide residents with varied uses from passive activities to structured play. Park amenities include playground equipment, sand volleyball, tennis, basketball, picnic pavilions, athletic fields, and outdoor fitness equipment.

Nestled among the trees is the scenic Waller Mill Park, a 2705-acre park. Featured at the park is a 360-acre reservoir that is open for fishing, boating, pedal boating, canoeing, and kayaking. There are over 7 miles of hiking trails with water and wooded views. Additional park features include an 18-hole disc golf course, a 1.5-acre fenced dog park with agility equipment, playground structures, picnic shelters, grills, wheelchair accessible docks, and watercraft rentals.

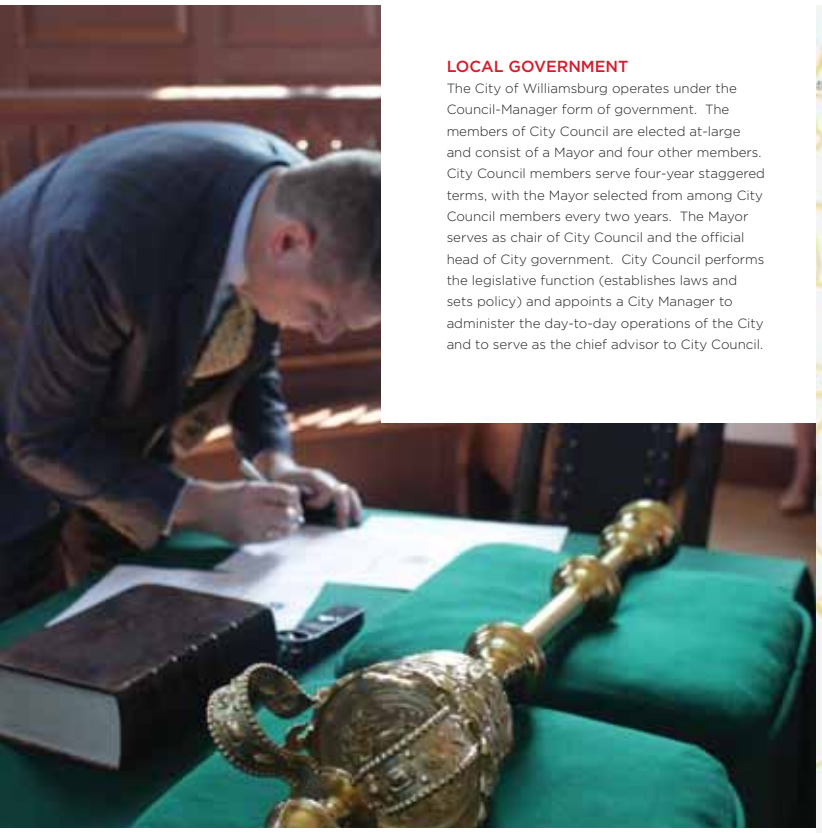
The Quarterpath Recreation Center is a 35,000 square foot facility providing a wide array of recreational activities and amenities. Various instructional classes, athletic programs for youth and adults, sports camps, open gym time and special events are held throughout the year at this facility. There are four rooms available for rent that are ideal for meetings, sports banquets, birthday celebrations, and other special events.

The Parks and Recreation Department is proud to host a variety of Special Events throughout the year that contributes to the individual, social, economic, and environmental health and well-being of our community. You can learn to play pickleball at one of our clinics or participate in one of our pickleball tournaments. Bring Fido to Pups in Pastels, our dog Easter egg hunt or join us at our Canine Carnival. Let your kids drop a line at our Kid's Fishing Derby or go dip netting for the invertebrates that call the reservoir their home in our Water Exploration Program. There are endless opportunities to get outside and get active with Williamsburg Parks and Recreation.

The Williamsburg Regional Library (WRL) enriches lives, opens doors to new learning experiences, and welcomes everyone. Offering collections, programs, and services for citizens of all ages, WRL is a key part of our vibrant community. Residents can watch and listen to thousands of streaming movies and music, as well as downloading ebooks, audiobooks, and magazines at wrl.org. People interested in learning a new life skill such as crocheting, using a green screen, or speaking a new language can access thousands of online instructional videos available on the library website.

Visitors to our library buildings can explore new book displays and discover copies of the hottest bestsellers as well as audiobooks and DVDs, pursue in-depth reading and research, consult expert staff, and experience the visual arts, multi-media presentations, and interactive learning. The library offers a wide range of film series, talks, book groups, concerts, and performances for all ages. Citizens can be part of a local community of readers and learners, make new friends, bring their family to take part in a hands-on learning activity, or just sit back and enjoy a great read. The Regional Library serves Williamsburg, James City County, and York County with two locations: one in downtown Williamsburg and one in James City County. Also available is a mobile library, which has scheduled stops in neighborhoods, adult care facilities, camps, preschools, and schools.

PHOTO BY WENDY MILLER @ CULTURE FIX

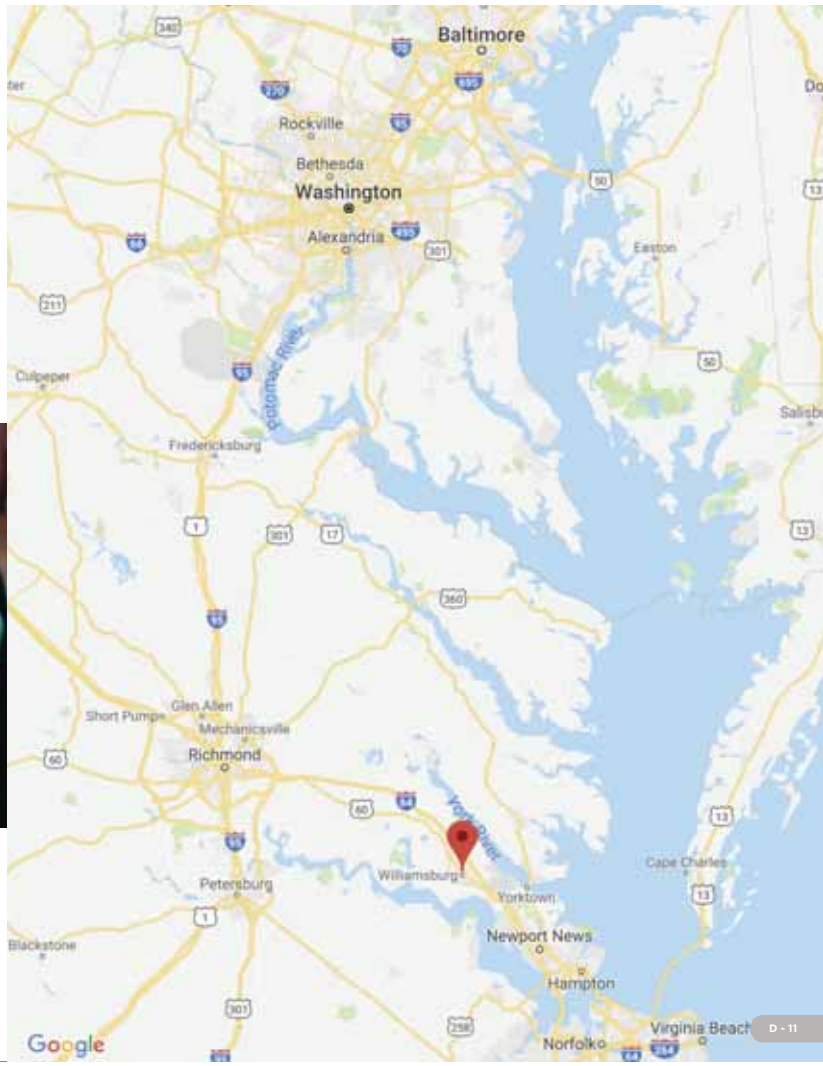


LOCAL GOVERNMENT

The City of Williamsburg operates under the Council-Manager form of government. The members of City Council are elected at-large and consist of a Mayor and four other members. City Council members serve four-year staggered terms, with the Mayor selected from among City Council members every two years. The Mayor serves as chair of City Council and the official head of City government. City Council performs the legislative function (establishes laws and sets policy) and appoints a City Manager to administer the day-to-day operations of the City and to serve as the chief advisor to City Council.

DEMOGRAPHICS

Williamsburg is in the northern part of the Hampton Roads metropolitan area, located on the Virginia Peninsula and bordered by the counties of James City and York. The City is located along I-64, with easy access to Richmond, Virginia, Washington DC and the coast. The City has a unique blend of history, tourism, college, and a small-town feel with the benefit of access to big-city amenities.



CITY OF WILLIAMSBURG

Date Established
by Virginia General Assembly
1699

Area: 9.05 Sq. Miles

15,183
Population
(2018)*

Number of Public Libraries (Regional) **2**

Number of Items Circulated - FY 2018
1,152,048

Fireman **40** full-time **25** volunteer

Number of Police Officers
41

Number of

150 Restaurants

26 Hotels & Motels

Number of

10 Parks

6 Ball Fields

10 Tennis Courts

Population by gender

8.027 Female

7.004 Male

Population by age

1.414 Under 15

2.420 15-19

4.308 20-29

1.495 30-39

2.349 40-59

1.439 60-69

1.606 Over 70

Weldon Cooper - 2017 estimate

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1. "The History of Colonial Williamsburg." Colonial Williamsburg, history.org/Foundation/cwhistory.cfm. Accessed 20 August 2018.

2. "College of William and Mary." U.S. News, usnews.com/best-colleges/william-and-Mary-3705. Accessed 30 August 2018.

3. "Economic Development." William & Mary, wm.edu/about/wmdifference/economicdevelopment/index.php. Accessed 20 August 2018.

4. "Explore Colonial Williamsburg." Colonial Williamsburg, colonialwilliamsburg.com/explore. Accessed 20 August 2018.

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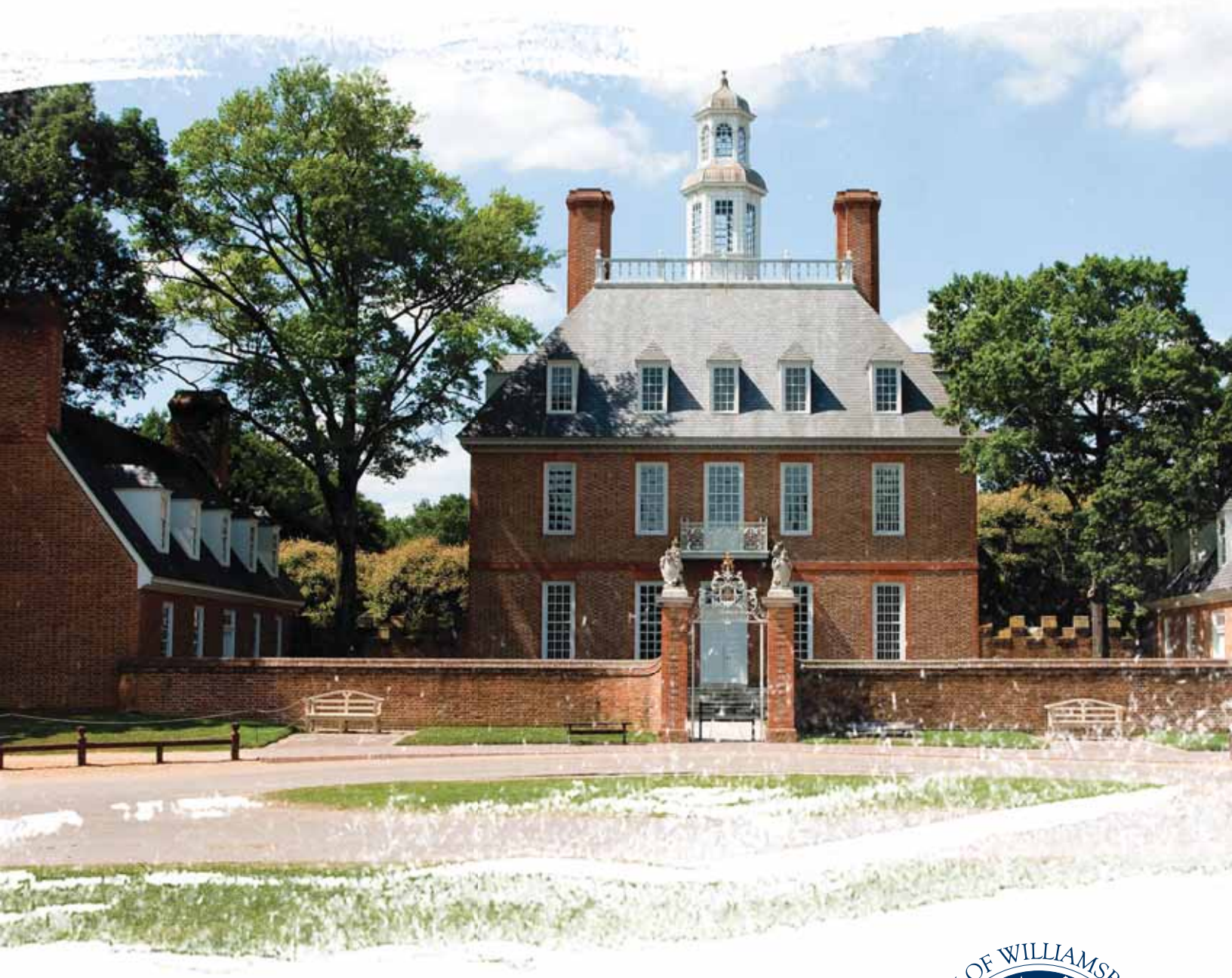
FY 2020 BUDGET SUMMARIES



CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL

INTRODUCTION

The Summary Section provides an overview of all budgeted funds for the upcoming year. These include the General Fund, Captial Improvment Fund (funded by sales tax, grants, and bonds), Tourism Fund, Utility Fund (which also includes capital improvements), Public Assistance Fund, and the Quarterpath Community Development Authority Fund.

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.

ALL FUNDS - FISCAL YEAR 2020

REVENUES	Adopted FY 2020	Estimated FY 2019	Actual FY 2018
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	(10,220,000)	-	-
TOTAL REVENUES	$ (69,115,929)	$ (56,576,690)	$ (52,865,024)

EXPENDITURES / EXPENSES	Adopted FY 2020	Estimated FY 2019	Actual FY 2018
General Government Administration	$ 5,015,760	$ 4,682,782	$ 4,054,405
Judicial Administration	511,000	440,000	422,688
Public Safety	21,156,018	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	4,365,594	3,810,642	2,865,062
Education	10,344,202	11,944,093	10,936,896
Parks, Recreation, and Culture	2,733,182	2,858,042	2,853,295
Community Development	2,028,860	1,787,961	6,027,508
Tourism Fund	5,261,000	5,376,000	-
Debt Service	1,828,186	1,874,005	5,028,253
TOTAL EXPENDITURES/EXPENSES BEFORE TRANSFERS	$ 68,230,427	$ 61,651,729	$ 56,557,269
Transfers Out (In)	$ -	$ -	$ (81,861)
Transfer To (From) Fund Balance / Net Positive	832,212	(5,075,039)	13,275,381
Transfer To (From) Budget Stabilization	53,290	-	-
Other Financing Uses (Sources)	-	-	(16,885,766)
TOTAL EXPENDITURES/EXPENSES	$ 69,115,929	$ 56,576,690	$ 52,865,024

BY FUNDS - FISCAL YEAR 2020

REVENUES	General Fund	Sales Tax Capital Improvements	Tourism Fund	Utility Fund	Public Assistance Fund	Quarterpath CDA**	Grand Total
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	$ (37,260,618)	$ (17,743,995)	$ (3,056,000)	$ (7,787,244)	$ (2,660,961)	$ (607,111)	$ (69,115,929)

EXPENDITURES/EXPENSES	General Fund	Sales Tax Capital Improvements	Tourism Fund	Utility Fund*	Public Assistance Fund	Quarterpath CDA**	Grand Total
General Government Administration	$ 4,955,970	$ 59,790	$ -	$ -	$ -	$ -	$ 5,015,760
Judicial Administration	471,000	40,000	-	-	-	-	511,000
Public Safety	10,427,453	10,728,565	-	-	-	-	21,156,018
Public Works	4,023,090	2,959,870	-	-	-	-	6,982,960
Public Utilities	-	-	-	8,003,666	-	-	8,003,666
Health and Welfare	1,679,633	25,000	-	-	2,660,961	-	4,365,594
Education	10,040,252	303,950	-	-	-	-	10,344,202
Parks, Recreation, and Cultural	2,343,182	390,000	-	-	-	-	2,733,182
Community Development	1,061,749	360,000	-	-	-	607,111	2,028,860
Tourism Fund	-	-	5,261,000	-	-	-	5,261,000
Debt Service	-	1,633,498	-	194,688	-	-	1,828,186
TOTAL BEFORE TRANSFERS	$ 35,002,328	$ 16,500,673	$ 5,261,000	$ 8,198,354	$ 2,660,961	$ 607,111	$ 68,230,427
Transfers Out (In)	$ 2,205,000	$ -	$ (2,205,000)	$ -	$ -	$ -	$ -
Transfer To (From) Fund Balance/Net Position	-	1,243,322	-	(411,110)	-	-	832,212
Transfer to Budget Stabilization	53,290	-	-	-	-	-	53,290
TOTAL	$ 37,260,618	$ 17,743,995	$ 3,056,000	$ 7,787,244	$ 2,660,961	$ 607,111	$ 69,115,929

*Includes Utility Fund Captial Projects
**Quarterpath CDA is a fiduciary fund for collectiona and remittance of special assessments each year.

	General Fund	Capital Improvement Fund	Tourism Fund	Utility Fund	Public Assistance Fund	Quarterpath CDA	Grand Total
Fund Balance/ Net Position7/1/2018	$ 44,140,354	$ 481,500	-	$ 24,454,119	$ 572,411	-	$ 69,648,384
Projected Change in Fund Balance/Net Position FY 2019	$ 143,910	$ (1,449,190)	$ 2,220,973	$ 259,057	-	-	$ 1,174,750
Budgeted Change in Fund Balance/Net Position FY 2020	-	$ (22,230,055)	-	$ (411,110)	-	-	$ (22,641,165)
PROJECTED FUND BALANCE/NET POSITION FY 2020	$ 44,284,264	$ (23,197,745)	$ 2,220,973	$ 24,302,066	$ 572,411	-	$ 48,181,969

COMBINED GENERAL FUND & CAPITAL FUND BALANCE $21,086,519

PROJECTED COMPONENTS OF FUND BALANCE/ NET POSITION - JUNE 30, 2020

	Combined General Fund and Sales Tax Capital Improvements	Tourism Fund	Utility Fund	Public Assistance Fund	Quarterpath CDA	Grand Total
Net Invested in Capital Assets	-	-	$ 18,025,978	-	$ (11,410,000)	$ 6,615,978
Nonspendable	$ 2,770,074	-	-	-	-	$ 2,770,074
Restricted	$ 2,547,730	-	-	$ 572,411	$ 607,000	$ 3,727,141
Assigned	$ 2,727,499	$ 2,220,973	-	-	-	$ 4,948,472
Unassigned/Unrestricted	$ 13,041,216	-	$ 6,276,088	-	$ (213,622)	$ 19,103,682
TOTAL FUND BALANCE/NET POSITION	$ 21,086,519	$ 2,220,973	$ 24,302,066	$ 572,411	$ (11,016,622)	$ 37,165,347

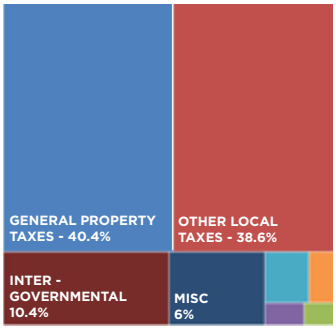
General Fund and Sales Tax Capital Improvements Fund are combined for Comprehensive Audited Financial Report presentation.

GENERAL FUND - FISCAL YEAR 2020

REVENUES	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2019	Actual FY 2018
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 & 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	(3,880,904)	(3,760,249)	(3,725,568)	(3,623,982)	(3,599,088)
TOTAL	$ (37,260,618)	$ (36,429,945)	$ (36,402,371)	$ (36,910,771)	$ (36,142,518)

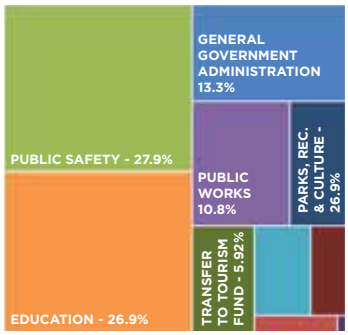
EXPENDITURES/EXPENSES	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2019	Actual FY 2018
General Governemnt Administration	$ 4,955,970	$ 4,454,581	$ 4,704,812	$ 4,102,807	$ 3,979,485
Judicial Administration	471,000	440,000	440,000	422,688	401,237
Public Safety	10,427,453	10,725,894	10,556,854	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	1,679,633	1,542,627	1,541,427	1,537,210	1,529,083
Education	10,040,252	9,824,093	9,848,360	8,962,075	8,817,150
Parks, Recreation, and Cultural	2,343,182	2,235,966	2,256,441	2,180,202	2,151,455
Community Development	1,061,749	1,083,514	1,082,495	4,309,258	4,217,723
TOTAL BEFORE FUND TRANSFERS	$ 35,002,328	$ 34,080,110	$ 34,197,371	$ 35,365,159	$ 34,298,934
Transfer to Tourism Fund	$ 2,205,000	$ 2,205,000	$ 2,205,000	$ -	$ -
Transfer to Reserved	-	144,835	-	1,545,612	1,843,584
Transfer to Budget Stabillization	53,290	-	-	-	-
TOTAL	$ 37,260,618	$ 36,429,945	$ 36,402,371	$ 36,910,771	$ 36,142,518

REVENUES



USE OF MONEY & PROPERTY 1.9%
CHARGES FOR SERVICES 1.2%
FINES .8%
LICENSES & PERMITS .6%

EXPENDITURES

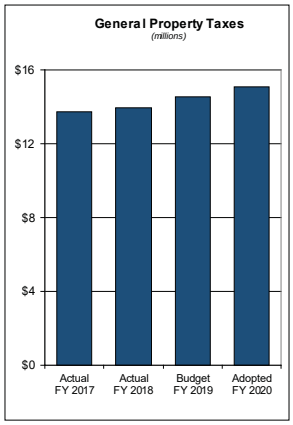


HEALTH & WELFARE 4.5%
COMMUNITY DEVELOPMENT 2.9%
JUDICIAL ADMINISTRATION 1.2%
TRANSFER TO BUD. STABILIZATION .1%

GENERAL FUND REVENUE HIGHLIGHTS

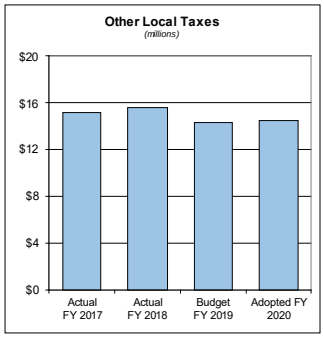
GENERAL PROPERTY TAXES

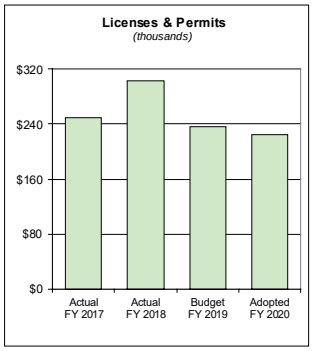
All real estate, public service, personal and business property taxes, including penalties and interest, are included. On average, real estate property reassessments are expected to increase approximately 6%; however, the proposed budget currently includes a 4% increase. Incorporated in this reassessment 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

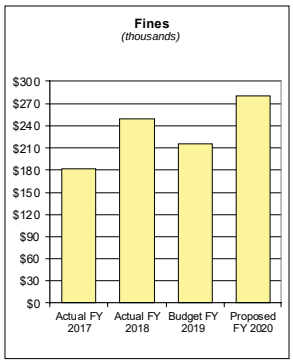
This category consists of consumer utility taxes, communication sales taxes, business and franchise, bank stock, recordation, cigarette, room, and meal taxes. Utility taxes are based on residential and commercial usage. Overall, other local tax receipts are estimated to increase by 1% for FY 2020. This 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.

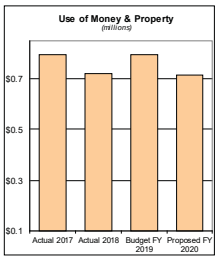


FINES

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 2020 is projected to be $122K, an increase of approximately $32K compared to FY 2019.

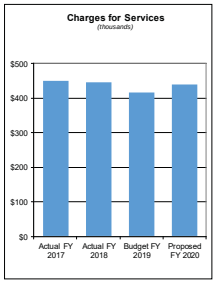
USE OF MONEY AND PROPERTY

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.



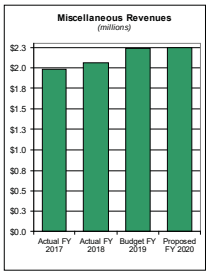
CHARGES FOR SERVICES

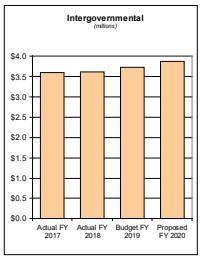
Charges represent fees for various activities within the City, such as all recreation fees and program revenues, cemetery lots, and grave openings. Entrance fees for Waller Mill Park were imposed during FY 2011, and are expected to generate approximately $48.5K for FY 2019, and $53.5K for FY 2020. Overall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





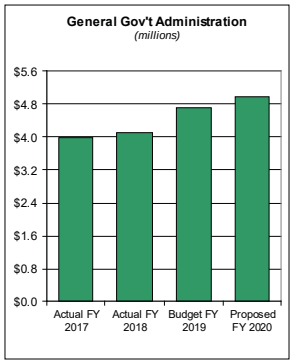
INTERGOVERNMENTAL

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 FUND EXPENDATURE HIGHLIGHTS

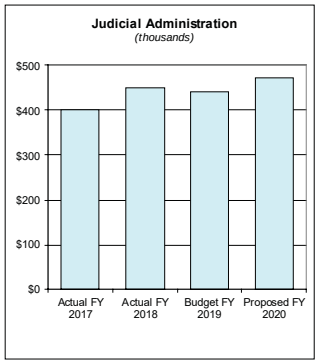
GENERAL GOVERNMENT ADMINISTRATION

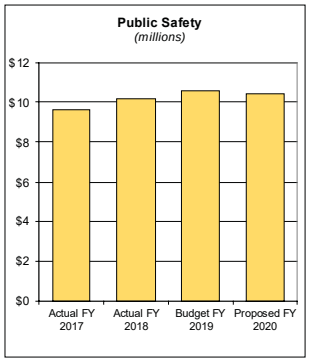
This category includes City Council, Clerk of Council/Communications, City Manager, Human Resources, City Attorney, Commissioner of the Revenue, City Assessor, Treasurer, Finance, Vehicle Repair Shop, Electoral Board, Registrar, and Information Technology. Expenditures are estimated to increase 5.3% 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

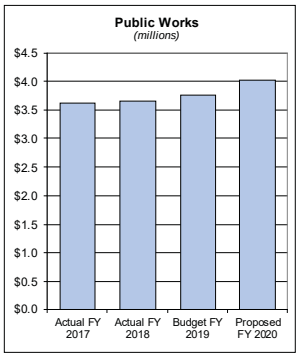
Judicial functions are performed by the Circuit Court, General District Court, Juvenile and Domestic Relations Court, Clerk of the Circuit Court, Commonwealth Attorney, 9th District Court Service Unit, and Magistrate. Judicial functions have been performed in the jointly operated Williamsburg-James City 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 $471,000 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 is expected to be down $92K 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 1.2%.

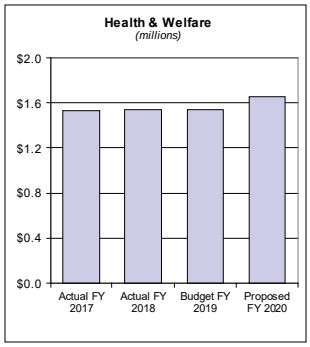


PUBLIC WORKS

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 6.8%, primarily due to increased cost for recycling.

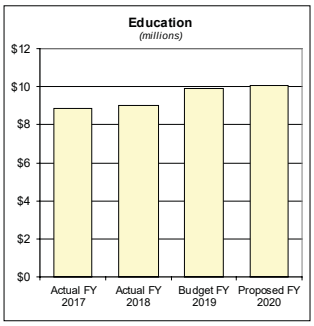
HEALTH AND WELFARE

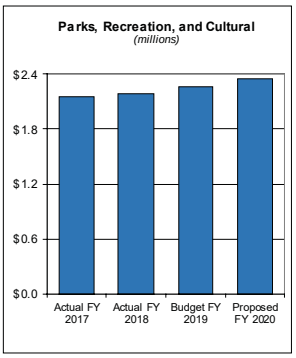
This category consists of the City's contribution to the local Health Department, Colonial Behavioral Health, and Olde Town Health Clinic and the subsidy to the Public Assistance Fund and Public Assistance Transportation. Peninsula Health Center, Olde Town Medical Center, and Colonial Behavioral Health provides health services for the community. Contributions for FY 20 increased, compared to FY 19, as follows: Peninsula Health Center by .9%, Colonial Behavioral Health by 1.6%, and Olde Town Medical by 22%. 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 9% for next year.



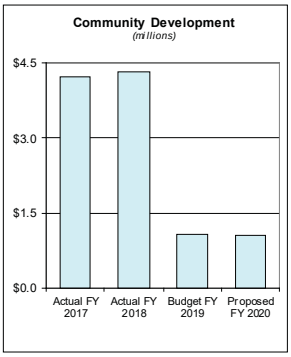
EDUCATION

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 Million, up 2%, based on the joint School contract with James City County. . 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

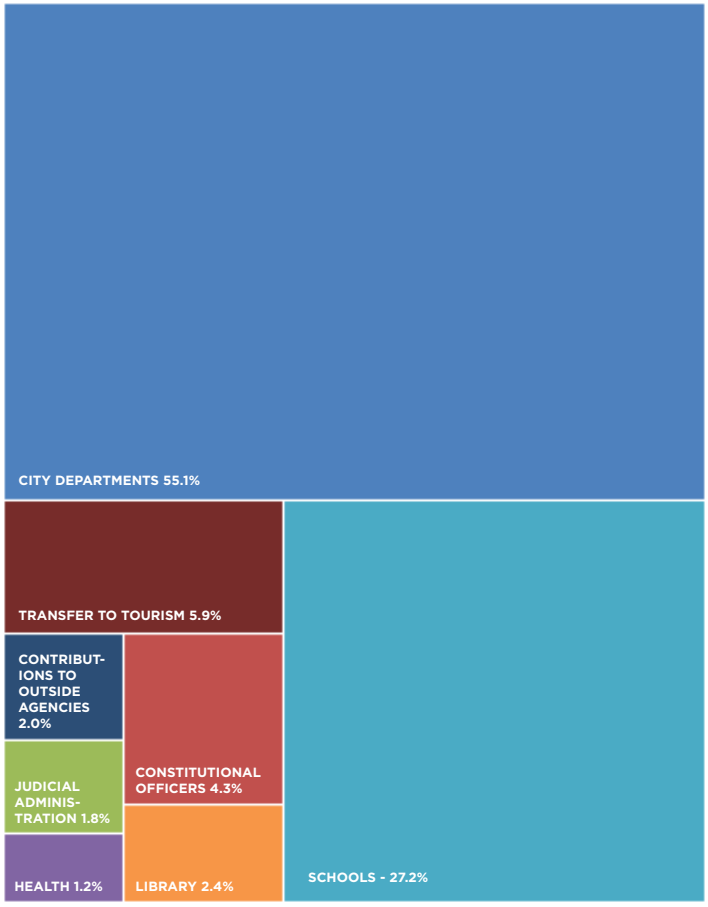
This includes contributions to various human service and community & economic development agencies within the City. Funding decreased 75% in FY 2019 as a result of the creation of the Tourism Fund as of July 1, 2018. More information on the Tourism Fund can be found on pages 3, 33, and 39 of the Budget Summary Section and the Tourism Fund Policy can be found in the Budget Guide. This category decreased 1.9% in FY 2020 primarily due to a reduction in operating cost in the Planning Department.

GENERAL FUND
MAJOR FUNDING CATEGORIES

This table summaries 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.

	PURPOSE	Adopted **FY 2020**	Budgeted **FY 2019**	Acutal **FY 2018**	Actual **FY 2017**
I	CITY DEPARTMENTS	$ 20,550,617	$ 19,994,979	$ 18,839,038	$ 18,049,459
II	CONSTITUTIONAL OFFICERS	$ 1,609,854	$ 1,654,902	$ 1,634,406	$ 1,637,749
III	JUDICIAL ADMINISTRATION	$ 661,821	$ 614,607	$ 593,293	$ 508,386
IV	HEALTH	$ 478,156	$ 453,194	$ 448,266	$ 441,135
V	SCHOOLS	$ 10,040,252	$ 9,848,360	$ 8,962,075	$ 8,817,150
VI	LIBRARY	$ 904,244	$ 872,852	$ 859,699	$ 841,810
VII	CONTRIBUTIONS TO OUTSIDE AGENCIES	$ 757,384	$ 758,477	$ 4,028,383	$ 4,003,246
VIII	TRANSFER TO TOURISM	$ 2,205,000	$ 2,205,000	-	-
	Transfer to Budget Stabilization*	$ 53,290	-	-	-
	TOTAL	$ 37,260,618	$ 36,402,371	$ 36,910,771	$ 36,142,519

* Budget Stabilization Fund: New to FY 2020, this fund may be used at the City's discretion to address cash flow shortages during economic downturns, fund one-time opportunities, and provide flexibility to fund opportunities in alignment with the City Council's Biennial Goals, Initiatives, and Outcomes. Policy for this fund is currently being developed.



GENERAL FUND
SUMMARY OF EXPENDITURES

SECTION I - CITY DEPARTMENTS
55.1%

1101 CITY COUNCIL

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 41,338	$ 41,338	$ 41,338	$ 41,338	$ 41,338
Operating	141,131	97,645	99,100	87,188	90,836
Capital Outlay	-	-	-	-	-
TOTAL	$ 182,469	$ 138,983	$ 140,438	$ 128,526	$ 132,174

1102 CLERK OF COUNCIL COMMUNICATIONS

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
$ 812,031	$ 477,256	$ 721,637	$ 289,395	$ 347,759

1203 ECONOMIC DEVELOPMENT

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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 RESOURCES

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

1214 DEPARTMENT OF FINANCE

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

SECTION I - CITY DEPARTMENTS CONT.

1221 CITY SHOP

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

3101 POLICE

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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	$ 4,391499	$ 4,504,240	$ 4,371,223	$ 4,174,607	$ 3,866,689

3102 POLICE - E911

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

3103 PARKING GARAGE

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

3501 ANIMAL CONTROL

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

SECTION I - CITY DEPARTMENTS CONT.

4203 SOLID WASTE COLLECTION

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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

4309 LANDSCAPING

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 421,481	$ 410,561	$ 409,865	$ 399,013	$ 373,253
Operating	208,361	204,416	204,550	204,826	213,807
Capital Outlay	5,000	8,500	8,500	456	254
TOTAL	$ 634,842	$ 623,477	$ 622,915	$ 604,295	$ 587,314

5302 - 5305 PUBLIC ASSISTANCE

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ -	$ -	$ -	$ -	$ -
Operating	1,201,477	1,089,433	1,088,233	1,088,944	1,087,948
Capital Outlay	-	-	-	-	-
TOTAL	$ 1,201,477	$ 1,089,433	$ 1,088,233	$ 1,088,944	$ 1,087,948

7101-7104 RECREATION

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 847,210	$ 784,521	$ 797,584	$ 804,372	$ 754,430
Operating	398,728	387,643	392,505	329,031	357,902
Capital Outlay	34,000	34,000	33,500	39,904	37,285
TOTAL	$ 1,279,938	$ 1,206,164	$ 1,223,589	$ 1,173,308	$ 1,149,616

7108 CEMETARY

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 67,972	$ 65,043	$ 64,869	$ 66,465	$ 63,392
Operating	6,117	6,812	6,870	5,122	5,226
Capital Outlay	1,000	1,000	1,000	300	600
TOTAL	$ 75,089	$ 72,855	$ 72,739	$ 71,888	$ 69,218

8101 PLANNING

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 422,134	$ 435,997	$ 425,868	$ 376,174	$ 329,596
Operating	40,731	48,539	57,650	51,707	44,410
Capital Outlay	500	500	500	190	500
TOTAL	$ 463,365	$ 485,037	$ 484,018	$ 428,070	$ 374,506

TOTAL CITY DEPARTMENTS

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 13,778,985	$ 13,788,870	$ 13,755,200	$ 13,164,058	$ 12,389,994
Operating	6,641,633	5,982,091	6,109,579	5,580,023	5,523,626
Capital Outlay	130,000	132,500	130,200	94,957	135,839
TOTAL	$ 20,550,617	$ 19,903,461	$ 19,994,979	$ 18,839,038	$ 18,049,459

SECTION II - CONSTITUTIONAL OFFICERS 4.3%

1209 COMMISSIONER OF REVENUE	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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	$ 335,524	$ 312,131	$ 309,621	$ 233,026	$ 214,846

1102 TREASURER	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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	$ 76,211	$ 70,540	$ 70,540	$ 69,719	$ 60,019

1201 ELECTORAL BOARD	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
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	$ 35,633	$ 24,404	$ 24,404	$ 29,097	$ 28,412

1203 REGISTRAR	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 147,427	$ 145,076	$ 145,073	$ 139,265	$ 130,224
Operating	12,920	10,800	11,740	11,437	12,405
Capital Outlay	600	-	-	-	-
TOTAL	$ 160,947	$ 155,876	$ 156,813	$ 150,702	$ 142,629

3301 REGIONAL JAIL	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ -	$ -	$ -	$ -	$ -
Operating	1,001,539	1,093,524	1,093,524	1,151,863	1,191,843
Capital Outlay	-	-	-	-	-
TOTAL	$ 1,001,539	$ 1,093,524	$ 1,093,524	$ 1,151,863	$ 1,191,843

TOTAL CONSTITUTIONAL OFFICERS	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 501,685	$ 454,070	$ 454,067	$ 396,016	$ 375,669
Operating	1,107,569	1,202,405	1,200,835	1,238,390	1,262,079
Capital Outlay	600	-	-	-	-
TOTAL	$ 1,609,854	$ 1,656,475	$ 1,654,902	$ 1,634,406	$ 1,637,749

SECTION III - JUDICIAL ADMINISTRATION 1.8%

2100 JOINT COURTHOUSE	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ -	$ -	$ -	$ -	$ -
Operating	471,000	440,000	440,000	422,688	401,237
Capital Outlay	-	-	-	-	-
TOTAL	$ 471,000	$ 440,000	$ 440,000	$ 422,688	$ 401,237

3303 MIDDLE PENINSULA JUVENILE DETENTION COMMISSION	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ -	$ -	$ -	$ -	$ -
Operating	53,620	53,705	53,705	73,696	18,765
Capital Outlay	-	-	-	-	-
TOTAL	$ 53,620	$ 53,705	$ 53,705	$ 73,696	$ 18,765

3304 GROUP HOME COMMISSION	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ -	$ -	$ -	$ -	$ -
Operating	112,627	100,732	100,732	84,494	78,851
Capital Outlay	-	-	-	-	-
TOTAL	$ 112,627	$ 100,732	$ 100,732	$ 84,494	$ 78,851

3305 COLONIAL COMMUNITY CORRECTIONS	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ -	$ -	$ -	$ -	$ -
Operating	24,574	20,170	20,170	12,415	9,533
Capital Outlay	-	-	-	-	-
TOTAL	$ 24,574	$ 20,170	$ 20,170	$ 12,415	$ 9,533

TOTAL JUDICIAL ADMINISTRATION	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ -	$ -	$ -	$ -	$ -
Operating	661,821	614,607	614,607	593,293	508,386
Capital Outlay	-	-	-	-	-
TOTAL	$ 661,821	$ 614,607	$ 614,607	$ 593,293	$ 508,386

SECTION IV - HEALTH 1.2%

5101 HEALTH AGENCIES	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Peninsula Health District	$ 109,645	$ 108,683	$ 108,683	$ 104,755	$ 102,705
Olde Town Medical Center	109,511	89,511	89,511	88,511	83,430
Colonial Behavioral Health	259,000	255,000	255,000	255,000	255,000
TOTAL	$ 478,156	$ 453,194	$ 453,194	$ 448,266	$ 441,135

SECTION V - SCHOOLS 27.2%

6101 SCHOOL BOARD	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 17,439	$ 17,439	$ 17,439	$ 15,233	$ 12,434
TOTAL	$ 17,439	$ 17,439	$ 17,439	$ 15,233	$ 12,434

6103 JOINT SCHOOL OPERATIONS	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Operating	$ 10,022,813	$ 9,806,654	$ 9,830,921	$ 8,946,842	$ 8,804,716
TOTAL	$ 10,022,813	$ 9,806,654	$ 9,830,921	$ 8,946,842	$ 8,804,716

TOTAL SCHOOLS	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
	$ 10,040,252	$ 9,824,093	$ 9,848,360	$ 8,962,075	$ 8,817,150

SECTION VI - LIBRARY 2.4%

7302 REGIONAL LIBRARY	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Operating	$ 904,244	$ 872,852	$ 872,852	$ 859,699	$ 841,810
TOTAL	$ 904,244	$ 872,852	$ 872,852	$ 859,699	$ 841,810

SECTION VII - CONTRIBUTIONS TO OUTSIDE AGENCIES 2.0%

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Outside Agencies	$ 598,384	$ 598,477	$ 598,477	$ 3,881,188	$ 3,843,217
Arts Commission	159,000	157,875	160,000	147,195	160,029
TOTAL	$ 757,384	$ 756,352	$ 758,477	$ 4,028,383	$ 4,003,246

SECTION VIII - TOURISM FUND 5.9%

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Transfer to Tourism Fund	$ 2,205,000	$ 2,205,000	$ 2,205,000	$ -	$ -

BUDGET STABILIZATION

	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Transfer to Budget Stablilzation	$ 53,290	$ -	$ -	$ -	$ -

GENERAL FUND SUMMARY

BY MAJOR PROGRAMS	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
City Departments	$ 20,550,617	$ 19,903,461	$ 19,994,979	$ 18,839,038	$ 18,049,459
Constitutional Officers	1,609,854	1,656,475	1,654,902	1,634,406	1,637,749
Judicial	661,821	614,607	614,607	593,293	508,386
Health	478,156	453,194	453,194	448,266	441,135
Schools	10,040,252	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	757,384	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
Trans. To Bud. Stabilizatn	53,290	-	-	-	-
TOTAL	$ 37,260,618	$ 36,429,945	$ 36,402,371	$ 36,910,771	$ 36,142,519

BY MAJOR FUNCTION	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019	Actual FY 2018	Actual FY 2017
Personnel	$ 14,298,109	$ 14,260,379	$ 14,226,706	$ 13,575,306	$ 12,778,097
Operating	22,778,620	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
Transfer to Fund Balance	53,290	-	-	-	-
TOTAL	$ 37,260,618	$ 36,429,945	$ 36,402,371	$ 36,910,771	$ 36,142,519

CONTRIBUTIONS TO OUTSIDE AGENCIES

HUMAN SERVICES	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/2019
3e Restoration	$ -	$ -	$ 1,000	$ -	$ -	-100.0%
ARC of Greater Williamsburg	1,500	2,500	1,500	1,500	-	-
Avalon	19,000	19,000	19,000	19,000	19,000	-
Child Development Resourc-es	5,000	5,000	5,000	5,000	5,000	-
Colonial Court Appointed Special Advocates (CASA)	6,000	6,000	6,000	6,000	6,000	-
Community Action Agency	21,102	23,264	21,102	21,102	21,102	-
Community Services Agency	7,500	7,500	7,500	7,500	7,500	-
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	-
Peninsula Agency on Aging	12,278	12,278	11,573	11,022	11,022	6.1%
Peninsula Committee On Homelessness	2,759	2,759	2,759	2,759	2,759	-
Williamsburg Faith in Action	5,000	10,000	5,000	5,000	5,000	-
SUBTOTAL	$ 89,639	$ 105,801	$ 88,434	$ 86,883	$ 84,883	1.4%

HEALTH AGENCIES	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/2019
Local Health Department	$109,645	$109,645	$108,683	$104,755	$102,705	0.89%
Olde Town Health Clinic	109,511	109,511	89,511	88,511	83,430	22.34%
Colonial Behavioral Health	259,000	273,000	255,000	255,000	255,000	1.57%
SUBTOTAL	$478,156	$492,156	$453,194	$448,266	$441,135	5.51%

COMMUNITY & ECONOMIC DEVELOPMENT AGENCIES	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/2019
Chamber of Commerce	$ -	$ -	$ -	$ 800,000	$ 800,000	N/A
Colonial Soil & Water Conservation	5,500	-	5,500	3,500	3,500	-
* Colonial Williamsburg Foundation	-	-	-	1,300,000	1,300,000	N/A
Farmers Market	3,800	3,800	3,800	3,800	3,800	-
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	-
Regional Economic Development Initiatives	14,658	14,658	14,658	14,117	14,310	-
Thomas Nelson Community College (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 Developement Center	10,500	10,500	10,500	10,500	10,500	-
Virginia Cooperative Extension	5,602	6,496	5,602	5,541	5,451	-
Virginia First Cities	12,811	12,811	12,811	-	-	-
** Williamsburg Area Destination Marketing	-	-	-	1,123,558	1,128,430	N/A
* Williamsburg Hotel/Motel Association	-	-	-	10,000	10,000	N/A
Williamsburg Land Conservatory	5,000	5,000	5,000	5,000	5,000	0.00%
SUBTOTAL	$ 119,600	$ 114,994	$ 120,898	$ 3,346,180	$ 3,351,429	-1.07%

* 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.

CULTURAL	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/2019
* Arts Commission	$159,000	$159,000	$160,000	$147,195	$160,029	-0.6%
* Culturefix	-	-	-	6,650	-	N/A
* Virginia Arts Festival	-	-	-	55,000	50,000	N/A
Virginia Symphony Lake Matoaka Concert	8,670	-	8,670	6,000	6,000	N/A
SUBTOTAL	$167,670	$159,000	$168,670	$214,845	$216,029	-0.6%

TRANSPORT-ATION	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/2019
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%
SUBTOTAL	$380,475	$380,475	$380,475	$380,475	$350,905	0.0%

TOTAL CONTRIBUTIONS TO OUTSIDE AGENCIES

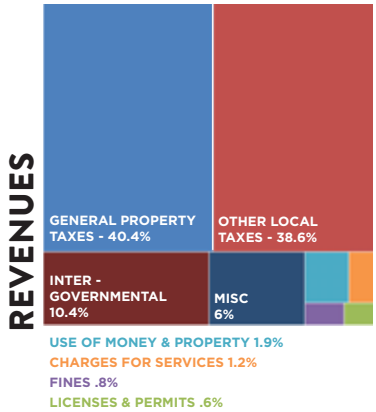
	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/2019
TOTAL	$ 1,235,540	$ 1,252,426	$ 1,211,671	$ 4,476,649	$ 4,444,381	2.0%

* 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.

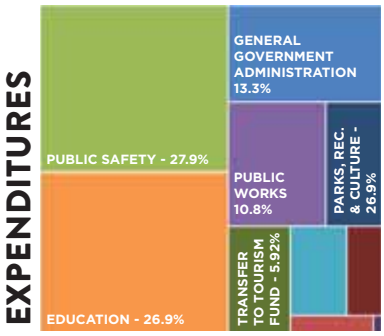
UTILITY FUND - FISCAL YEAR 2020

REVENUES	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019			Actual FY 2019	Actual FY 2018
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	(300,000)	(300,000)	(300,000)			(908,000)	(449,000)
TOTAL	$(7,787,244)	$(7,687,400)	$(7,619,644)			$(8,459,471)	$(7,545,578)



EXPENDITURES/EXPENSES	Adopted FY 2020	Estimated FY 2019	Budgeted FY 2019			Actual FY 2019	Actual FY 2018
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	730,000	390,000	390,000			1,469,474	1,033,582
TOTAL	$8,198,354	$7,428,343	$7,702,493			$8,041,331	$7,426,228

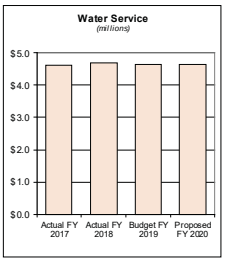
Transfers to / (from) fund balance	(411,110)	259,057	(82,849)			418,139	119,350
TOTAL EXPENSES AND TRANSFERS	$7,787,244	$7,687,400	$7,619,644			$8,459,471	$7,545,578



UTILITY FUND REVENUE HIGHLIGHTS

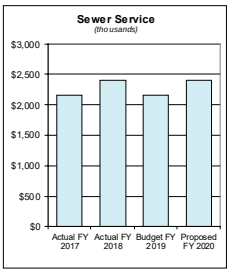
WATER SERVICE

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.



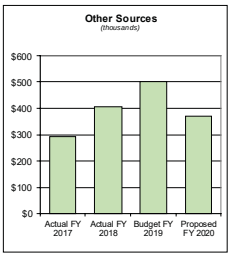
SEWER SERVICE

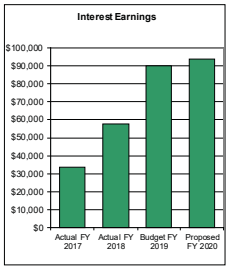
Sewer lines are maintained by the City, with 15 pump stations collecting and transmitting sewage to the Hampton Roads Sanitation District for treatment. Sewer charges are billed together with water, and both are based on consumption. Sewer charges are collected and paid to HRSD on a contractual basis. 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

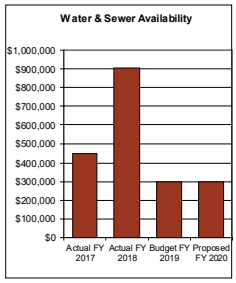
These revenues are made up of penalties, water and sewer connection fees, water tank antenna contracts, and other miscellaneous items. The amount of revenue provided by these sources is difficult to estimate from year to year. For FY 2020, a decrease in revenues of $130K or 26%, is projected. The majority 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.



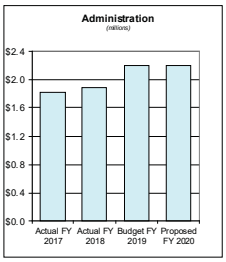
WATER & SEWER AVAILABILITY

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.

UTILITY FUND EXPENSE HIGHLIGHTS

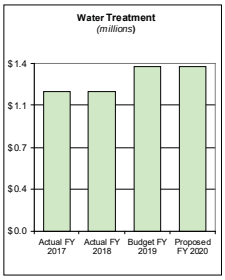
ADMINISTRATION

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.



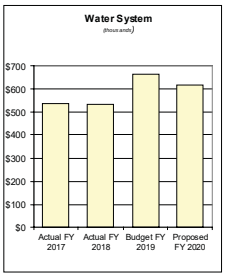
WATER TREATMENT

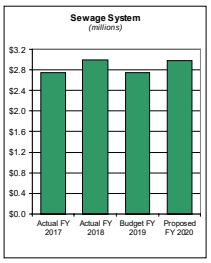
The City owns and operates its own water treatment plant located at the Waller Mill Reservoir, in adjacent York County. The plant produces an average of 3.3 million gallons of water daily, and continues to provide safe drinking water to over 4,300 accounts. Expenses for the water treatment plant are 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

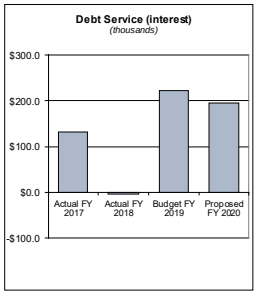
Water system personnel are responsible for managing the water distribution system, which consists of 60 miles of lines and four water tanks throughout the City. Expenses for FY 2020 are expected to decrease by 6.8% from last fiscal year due to a full-time position that transferred from the Water System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





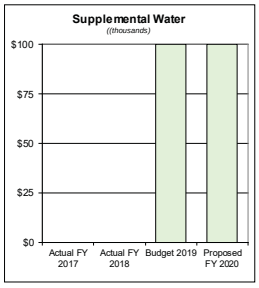
SEWAGE SYSTEM

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.

PUBLIC ASSISTANCE FUND FISCAL YEAR 2020

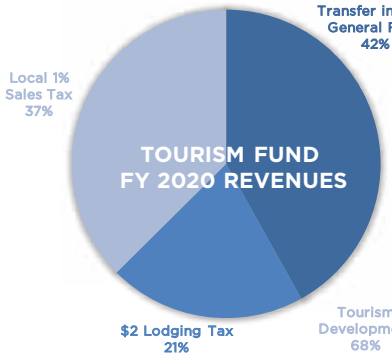
REVENUES	Adopted FY 2020	Budgeted FY 2019	Actual FY 2019	Actual FY 2018
State	$707,057	$588,764	$510,082	$449,351
Federal	755,827	561,480	633,880	666,203
Miscellaneous	260,000	260,000	260,000	260,000
City - General Fund	938,077	825,533	826,176	826,176
Reserves	-	32,238	191,740	(127,321)
TOTAL	$2,660,961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

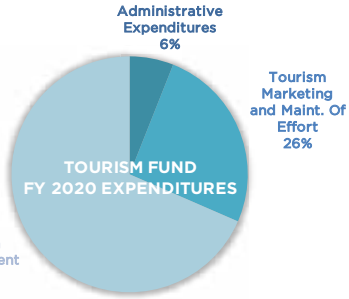
EXPENDITURES	Adopted FY 2020	Budgeted FY 2019	Actual FY 2019	Actual FY 2018
Health and Welfare	$2,660,961	$2,268,015	$2,421,878	$2,074,409
TOTAL	$2,660,961	$2,268,015	$2,421,878	$2,074,409

TOURISM FUND - FISCAL YEAR 2020

REVENUES	Adopted FY 2020	Estimated FY 2019	Budget FY 2018
Transfer in from General Fund	$2,205,000.00	$2,205,000.00	$2,205,000.00
$2 Lodging Tax	1,086,000.00	1,090,000.00	1,130,000.00
Local 1% Sales Tax	1,970,000.00	2,081,000.00	1,947,000.00
Interest	-	-	-
TOTAL	$5,261,000	$5,376,000	$5,282,000

EXPENDITURES	Adopted FY 2020	Estimated FY 2019	Budget FY 2018
Administrative Expenditures	$316,100	$105,027	$105,028
Tourism Marketing and Maintanence Of Effort	1,343,000	1,345,000	1,365,000
Tourism Development	3,601,900	3,925,973	3,811,972
TOTAL	$5,261,000	$5,376,000	$5,282,000





QUARTERPATH COMMUNITY DEVELOPMENT AUTHORITY FUND

FIDUCIARY 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

FY 2020 PROPOSED BUDGET

REVENUES	
Recovered Costs	$ 607,111
TOTAL REVENUES	$ 607,111

EXPENDITURES	
Operating	$ 607,111
TOTAL EXPENDITURES	$ 607,111

SCHEDULE OF BUDGETED REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

	GENERAL FUND	CAPITAL IMPROVMENT FUND	PUBLIC ASSISTANCE FUND	TOTAL
Fund Balance June 30, 2018 [audited]	$44,140,354	$481,500	$ 572,411	$ 45,194,255
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	$ 572,411	$ 30,635,608

ESTIMATED REVENUES FISCAL YEAR 2020	GENERAL FUND	CAPITAL IMPROVMENT FUND	PUBLIC ASSISTANCE FUND	TOTAL
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)	-	40,000	-	40,000
Intergovernmental	3,880,904	-	2,660,961	6,541,865
TOTAL REVENUES	$ 37,260,618	$ 7,523,995	$ 2,660,961	$ 47,445,574

ESTIMATED EXPENDITURES FISCAL YEAR 2020	GENERAL FUND	CAPITAL IMPROVMENT FUND	PUBLIC ASSISTANCE FUND	TOTAL
General Government Administration	-$4,955,970	-$59,790	-	-$5,015,760
Judicial Administration	-471,000	-	-	-471,000
Public Safety	-10,427,453	-10,728,565	-	-21,156,018
Public Works	-4,023,090	-2,899,870	-	-6,922,960
Health and Welfare	-1,679,633	-25,000	-2,660,961	-4,365,594
Education	-10,040,252	-303,950	-	-10,344,202
Parks, Recreation, and Cultural	-2,343,182	-390,000	-	-2,733,182
Community Development	-1,061,749	-360,000	-	-1,421,749
Regional Library	-	-60,000	-	-
Courthouse (contingency)	-	-40,000	-	-40,000
Debt Service	-	-1,633,498	-	-1,633,498
Transfer to Tourism Fund	-2,205,000	-	-	-
Transfer to Budet Stabilization Fund	-53,290	-	-	-
TOTAL REVENUES	-$37,260,618	-$16,500,673	-$2,660,961	-$54,103,962

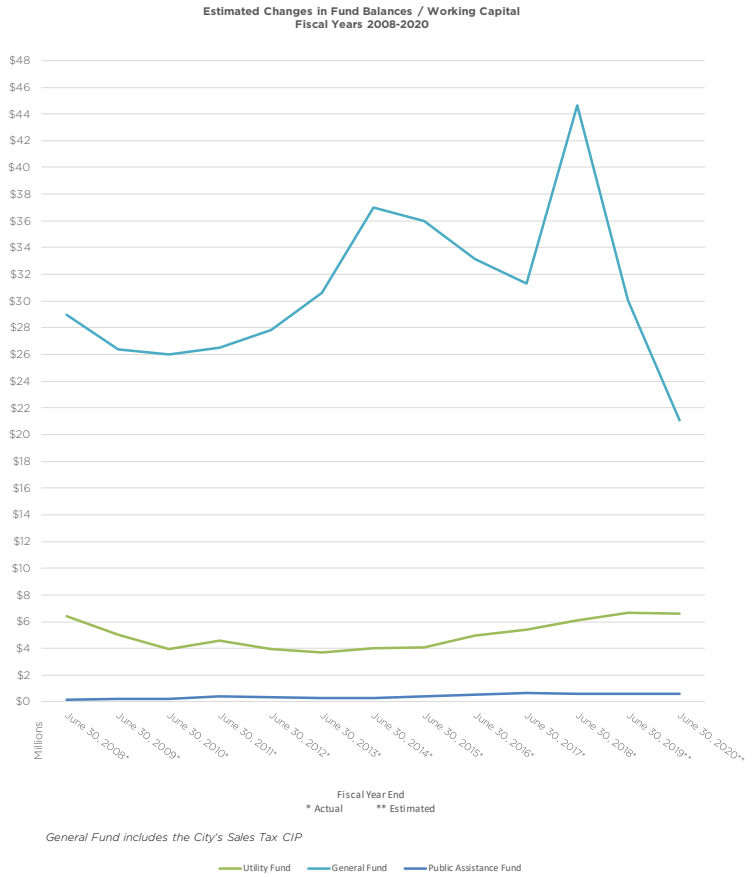
	GENERAL FUND	CAPITAL IMPROVMENT FUND	PUBLIC ASSISTANCE FUND	TOTAL
Estimated Fund Balances June 30, 2020	$44,284,264	-$23,197,745	$572,411	$21,658,930
Estimated General Fund Fund Balance	$44,284,264	-$23,197,745	-	$21,086,519

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.



General Fund includes the City's Sales Tax CIP

SCHEDULE OF BUDGETED REVENUES, EXPENSES, & CHANGES IN UTILITY FUND WORKING CAPTIAL

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

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

REVENUE & EXPENSE TRENDS 1990-2018

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.

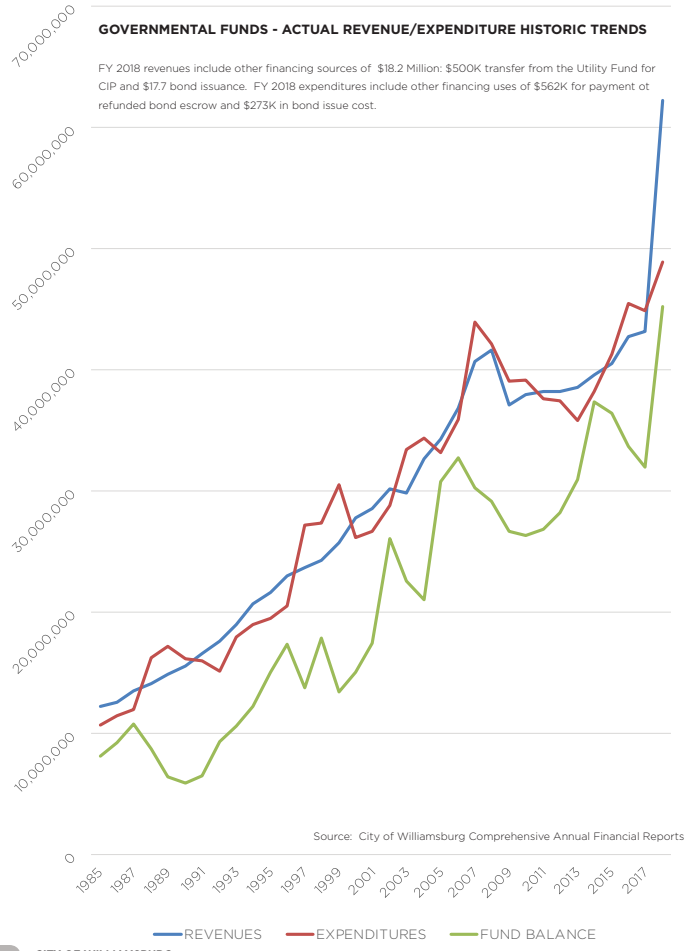
2015 Stryker Center construction costs of $3 Million, street resurfacing costing $339K, and two motel properties on Capitol Landing Road were purchased for $1.45 Million. York Street sidewalk and roadway improvements from Page Street to Quarterpath Road were made at a cost of $750K. Unassigned fund balance 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 the Budget Message and the Toursim Fund Policy in the Budget Guide.



GENERAL FUND OPERATING BUDGET - REVENUES FISCAL YEAR 2020

REVENUE FROM LOCAL SOURCES

PROPERTY TAXES (0110)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
CURRENT R.E. TAXES	$(11,487,500)	$(11,038,000)	$(11,038,000)	$(10,446,929)	$(10,310,620)	4.07%
DELINQUENT R.E. TAXES	(130,000)	(131,700)	(130,000)	(142,148)	(119,225)	-
CURRENT-PUB SVC-REAL PROP TAX	(330,000)	(328,116)	(328,721)	(312,286)	(307,053)	0.39%
CURRENT-PUB SVC-PERS PROP TAX	(700)	(680)	(700)	(688)	(353)	-
CURRENT-PERS PROPERTY TAXES	(1,520,000)	(1,500,000)	(1,480,000)	(1,499,344)	(1,472,802)	2.70%
DELINQ- PERS. PROPERY TAXES	(35,000)	(35,000)	(35,000)	(35,498)	(35,849)	-
CURRENT BUS. PERS. PROP TAXES	(1,445,000)	(1,379,497)	(1,370,000)	(1,339,288)	(1,364,571)	5.47%
DELINQ- BUS. PERS. PROP TAXES	(8,000)	(7,000)	(8,000)	(2,799)	(5,783)	-
PENALTIES-ALL PROPERTY TAXES	(50,000)	(50,000)	(50,000)	(60,369)	(52,869)	-
NON-FILE FEES-CURRENT YEAR PP	(4,000)	(5,550)	(4,000)	(125)	(634)	-
INTEREST-ALL PROPERTY TAXES	(25,000)	(20,000)	(30,000)	(23,920)	(20,827)	-16.67%
PENALTIES-ROOM AND MEAL TAX	(25,000)	(21,500)	(25,000)	(29,271)	(36,361)	-
INTEREST-ROOM AND MEAL TAX	(3,400)	(3,320)	(2,000)	(3,346)	(3,808)	70.00%
PENALTIES-BUSINESS LICENSES	(8,000)	(8,000)	(8,000)	(17,068)	(6,792)	-
INTEREST-BUSINESS LICENSES	(1,200)	(1,200)	(1,200)	(1,909)	(887)	-
TOTAL PROPERTY TAXES	$(15,072,800)	$(14,529,563)	$(14,510,621)	$(13,914,987)	$(13,738,436)	3.87%

OTHER LOCAL TAXES (0120)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
VA POWER	$(207,000)	$(207,780)	$(207,000)	$(207,991)	$(207,965)	-
COMMUNICATION TAX	(615,300)	(624,000)	(675,000)	(657,210)	(678,419)	-8.84%
VIRGINIA NATURAL GAS	(84,000)	(84,000)	(82,000)	(84,772)	(82,559)	2.44%
CONTRACTING	(332,200)	(309,000)	(269,500)	(309,242)	(246,965)	23.27%
RETAIL SALES	(906,400)	(840,000)	(808,400)	(843,473)	(749,435)	12.12%
PROFESSIONAL	(387,200)	(366,500)	(366,500)	(361,644)	(343,626)	5.65%
REPAIRS & PERSONAL BUSINESS	(563,200)	(517,400)	(517,400)	(524,444)	(483,417)	8.85%
WHOLESALE	(11,000)	(10,700)	(10,700)	(11,185)	(10,547)	2.80%
CABLE TV-PEG FEES	(22,435)	(22,000)	(22,000)	(22,324)	(22,254)	1.98%
GAS & ELECTRIC	(64,000)	(64,000)	(64,000)	(63,786)	(65,224)	-
TELEPHONE	(33,450)	(30,000)	(30,000)	(33,632)	(29,970)	11.50%
OTHER	(2,900)	(2,500)	(2,500)	(3,200)	(2,500)	16.00%
BANK STOCK TAXES	(340,000)	(340,000)	(305,000)	(355,989)	(307,396)	11.48%
RECORDATION TAXES	(230,000)	(227,000)	(316,204)	(392,423)	(291,551)	-27.26%
CIGARETTE TAX	(140,000)	(135,000)	(135,000)	(167,638)	(130,032)	3.70%
HOTEL AND MOTEL TAXES	(3,300,000)	(3,288,000)	(3,300,000)	(3,358,649)	(3,316,634)	-
$2 LODGING TAX	-	-	-	(1,123,558)	(1,128,430)	-
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%

LICENSES & PERMITS (0130)

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
ANIMAL LICENSES (DOG)	$ (2,225)	$ (2,225)	$ (2,000)	$ (3,395)	$ (2,047)	11.25%
RENTAL INSPECTION FEES	(4,000)	(3,500)	(4,250)	(2,250)	(7,500)	-5.88%
ON STREET PARKING PERMITS	(6,500)	(6,500)	(6,500)	(6,500)	(6,070)	-
LAND USE APPLICATION FEES	(1,200)	(5,000)	(1,200)	(5,244)	(5,143)	-
TRANSFER FEES	(1,100)	(400)	(1,100)	(1,243)	(2,408)	-
ZONING ADVERTISING FEES	(2,000)	(7,000)	(2,000)	(3,300)	(5,100)	-
ZONING & SUBDIVISION PERMITS	(500)	(350)	(1,000)	(4,110)	(710)	-50.00%
BUILDING PERMITS	(75,000)	(80,000)	(85,000)	(128,180)	(73,597)	-11.76%
BUILDING INSPECTION FEES	(1,500)	(2,000)	(200)	(200)	(680)	650.00%
ELECTRICAL PERMITS	(30,000)	(30,000)	(30,000)	(25,241)	(28,727)	-
ELECTRICAL INSPECTION FEES	(100)	(100)	(100)	(80)	-	-
PLUMBING PERMITS	(25,000)	(30,000)	(22,000)	(24,276)	(21,793)	13.64%
PLUMBING INSPECTION FEES	(100)	(100)	(100)	-	-	-
MECHANICAL PERMITS	(25,000)	(27,000)	(25,000)	(25,791)	(24,249)	-
MECHANICAL INSPECTION PERMITS	(100)	(100)	(100)	-	(80)	-
SIGN PERMITS & INSPECTION FEES	(3,500)	(3,500)	(4,000)	(4,245)	(4,110)	-12.50%
RIGHT OF WAY PERMITS	(1,000)	1,000	(1,500)	(2,860)	(3,360)	-33.33%
ELEVATOR PERMITS	(10,000)	(10,000)	(10,000)	(10,509)	(13,185)	-
OCCUPANCY PERMITS	(1,200)	(1,200)	(1,200)	(1,072)	(1,792)	-
SWATER,EROS,SEDIM CONTROL PRM	(13,000)	(18,000)	(13,000)	(16,649)	(17,251)	-
SOLICITOR PERMITS-BINGO,RAFFLE	(240)	(240)	(500)	(270)	(840)	-52.00%

TAXI DRIVER	(525)	(500)	(800)	(525)	(675)	-34.38%
ALARM AGENT PERMITS	-	-	-	-	-	
FIRE PREVENTION	(200)	(200)	(500)	(300)	(525)	-60.00%
FIRE PROTECTION	(6,000)	(10,000)	(6,000)	(9,361)	(5,938)	-
FIRE PROTECTION INSPECTION	-	-	(40)	-	(40)	-100.00%
REZONING	(1,000)	(1,000)	(1,000)	(2,284)	(3,444)	-
PRECIOUS METAL PERMIT	(200)	(200)	(200)	(200)	(200)	-
TOUR GUIDES	(3,100)	(3,100)	(5,400)	(5,100)	(6,300)	-42.59%
SITE PLAN REVIEW FEES	(4,000)	(10,500)	(4,000)	(12,946)	(3,349)	-
GAS PERMITS	(5,500)	(6,000)	(7,000)	(6,650)	(10,707)	-21.43%
GAS INSPECTION FEES	(100)	(100)	(200)	(40)	-	-50.00%
TOTAL LICENSES & PERMITS	$ (223,890)	$ (257,815)	$ (235,890)	$ (302,819)	$ (249,819)	-5.09%

FINES (0140)

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
COURT FINES AND FORFEITURES	$ (143,000)	$ (165,000)	$ (125,000)	$ (144,499)	$ (128,999)	14.40%
PARKING FINES	(137,000)	(122,000)	(90,000)	(104,712)	(52,176)	52.22%
CODE VIOLATIONS	-	(200)	(200)	-	-	-100.00%
TOTAL OTHER LOCAL TAXES	$ (280,000)	$ (287,200)	$ (215,200)	$ (249,211)	$ (181,175)	30.11%

REVENUE FROM USE OF MONEY (0150)

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
RENT - GENERAL PROPERTY	$ (7,200)	$ (7,200)	$ (7,200)	$ (7,000)	$ (15,084)	-
RENT- LONGHILL PROPERTY	(9,456)	(9,344)	(9,768)	(9,018)	(8,552)	-3.19%
RENT- CITY SQUARE - LOTS 1,2,3	(35,198)	(33,089)	(50,000)	(33,361)	(32,390)	-29.60%
RENT - COMMUNITY BLDG.	(50,000)	(45,000)	(50,000)	(54,475)	(52,290)	-
RENT- MUNICIPAL CENTER	(15,600)	(15,600)	(15,600)	(15,600)	(15,600)	-
RENT - PARKING FEES PGPG	(300,000)	(283,000)	(350,000)	(317,960)	(350,777)	-14.29%
SALE OF SURPLUS EQUIPMENT	(25,000)	(25,000)	(25,000)	(26,778)	(46,602)	-
RENT - TRAIN STATION	(112,518)	(132,000)	(132,000)	(131,942)	(131,987)	-14.76%
COMMISSIONS-TRAIN STATION	(2,600)	(2,600)	(3,000)	(2,642)	(2,739)	-13.33%
RENT - STRYKER BLDG	(1,680)	(420)	(2,000)	(1,260)	(7,241)	-16.00%
STRYKER BLDG ROOM RENTALS	(2,600)	(2,200)	(4,000)	(2,626)	(4,928)	-35.00%
RENT-210A STRAWBERRY PLAINS	(10,800)	(10,800)	(10,800)	(10,818)	(10,800)	-
RENT - 743 SCOTLAND STREET	-	(6,000)	(6,000)	-	-	-100.00%
RENT-TRIANGLE BLDG	(142,128)	(130,000)	(130,000)	(108,238)	(116,800)	9.33%
TOTAL USE OF MONEY	$ (714,779)	$ (702,253)	$ (795,368)	$ (721,718)	$ (795,790)	-10.13%

CHARGES FOR SERVICES (0160)

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
SHERIFFS FEES	$(1,370)	$(1,366)	$(1,350)	$(1,366)	$(1,366)	1.48%
COMMONWEALTHS ATTORNEY FEES	(320)	(420)	(250)	(337)	(205)	28.00%
TOTAL CHARGES FOR SERVICES	$(1,690)	$(1,786)	$(1,600)	$(1,703)	$(1,571)	5.63%

CHARGES FOR PARKS & RECREATION (0161)

	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
TENNIS FEES	$(20,000)	$(20,000)	$(20,000)	$(20,155)	$(26,036)	-
WALLER MILL PARK RENTALS	(79,000)	(78,500)	(78,500)	(84,710)	(86,754)	0.64%
WALLER MILL PARK ENTRANCE FEES	(53,500)	(48,500)	(48,500)	(52,724)	(53,331)	10.31%
VENDING MACHINES	(400)	(400)	(400)	(485)	(546)	-
CLASSES	(17,500)	(16,000)	(16,000)	(17,445)	(20,843)	9.38%
ATHLETICS	(150,000)	(140,000)	(140,000)	(147,526)	(134,833)	7.14%
MISCELLANEOUS	(40,000)	(33,500)	(33,500)	(39,865)	(44,650)	19.40%
WALLER MILL DOG PARK FEES	(7,000)	(7,000)	(7,000)	(7,539)	(8,122)	-
WALLER MILL PARK PROGRAMS	(8,000)	(8,000)	(8,000)	(8,020)	(8,872)	-
WALLER MILL PARK RETAIL SALES	(14,000)	(14,000)	(14,000)	(13,024)	(14,712)	-
TOTAL CHARGES FOR PARKS & RECREATION	$(389,400)	$(365,900)	$(365,900)	$(391,492)	$(398,700)	6.42%

CHARGES FOR PLANNING & COMMUNITY DEVELOPMENT (0601)

	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALE OF MAPS,SURVEYS, ETC	$(800)	$(660)	$(1,000)	$(921)	$(605)	-20.00%
SALE OF PUBLICATIONS	(400)	(800)	(200)	(800)	-	100.00%
SALE OF CEMETERY LOTS	(20,000)	(20,000)	(20,000)	(21,550)	(18,250)	-
GRAVE OPENINGS	(24,000)	(20,000)	(24,000)	(27,350)	(26,500)	-
GRAVE STONE FOUNDATIONS	(3,500)	(3,325)	(4,000)	(3,325)	(4,950)	-12.50%
CHARGES FOR PLANNING & COMMUNITY DEVELOPMENT	$(48,700)	$(44,785)	$(49,200)	$(53,946)	$(50,305)	-1.02%

MISCELLANEOUS (0189)

	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
PMTS IN LIEU OF TAXES,LOC,ENTI	$ (123,000)	$ (123,000)	$ (123,000)	$ (124,610)	$ (124,137)	-
EMS RECOVERY FEES	(625,000)	(621,765)	(631,000)	(615,312)	(579,149)	-0.95%
EMERGENCY SVCS AGREEMENT	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)	-
OTHER	(38,000)	(55,000)	(25,000)	(52,545)	(33,586)	52.00%
ROYALTIES	(100)	(120)	(120)	-	(118)	-16.67%
COLLECTION ADM FEES	(4,200)	(4,000)	(4,200)	(4,007)	(4,173)	-
FISCAL AGENT FEES	(23,770)	(23,770)	(24,000)	(23,752)	(24,440)	-0.96%
PORT ANNE MTCE FEES	(8,000)	(7,959)	(7,600)	(7,601)	(7,324)	5.26%
TOTAL MISCELLANEOUS	$ (942,070)	$ (955,614)	$ (934,920)	$ (947,826)	$ (892,927)	0.76%

REVENUE FROM THE COMMONWEALTH

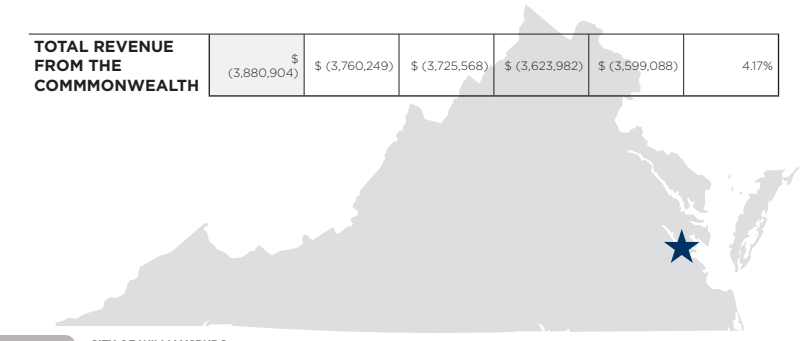
NON-CATEGORICAL AID (0220)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
TAX ON DEEDS (GRANTORS TAX)	$ (60,000)	$ (40,000)	$ (60,000)	$ (104,466)	$ (68,449)	-
ROLLING STOCK TAXES	(10,000)	(11,000)	(9,000)	(13,181)	(9,104)	11.11%
RENTAL CAR TAXES	(37,000)	(37,000)	(36,000)	(40,134)	(36,159)	2.78%
TOTAL NON-CATEGORICAL AID	$ (107,000)	$ (88,000)	$ (105,000)	$ (157,781)	$ (113,713)	1.90%

SHARED COSTS (0230)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
COMMISSIONER OF REVENUE	$ (75,800)	$ (75,625)	$ (74,000)	$ (75,701)	$ (73,943)	2.43%
TREASURER	(18,400)	(18,400)	(18,500)	(18,299)	(17,910)	-0.54%
REGISTRAR/ELECTORAL BOARD	(37,000)	(37,000)	(37,000)	(37,399)	(37,029)	-
TOTAL SHARED COSTS	$ (131,200)	$ (131,025)	$ (129,500)	$ (131,398)	$ (128,882)	1.31%

EDUCATION (0240)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
STATE SALES TAX	$ (1,347,682)	$ (1,246,000)	$ (1,270,267)	$ (1,096,059)	$ (1,134,338)	6.09%

OTHER CATEGORICAL AID (0240)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
599 FUNDS	$ (399,592)	$ (399,592)	$ (385,333)	$ (385,332)	$ (385,332)	3.70%
EMERGENCY SERVICES GRANTS-CD	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	-
STREET & SIDEWALKS	(1,859,430)	(1,859,430)	(1,799,468)	(1,799,468)	(1,758,306)	3.33%
FIRE PROGRAMS	-	-	-	(1,695)	-	-
EMS - 4 FOR LIFE	-	-	-	-	(18,296)	-
ASSET FORFEITURE PROCEEDS	-	-	-	(800)	(10,125)	-
LITTER PREVENTION & RECYCLING	(6,000)	(6,202)	(6,000)	(7,038)	(6,192)	-
DMV EQUIPMENT GRANTS	-	-	-	(14,410)	(12,970)	-
STATE GRANTS	-	-	-	-	(934)	-
TOTAL OTHER CATEGORICAL AID	$ (2,295,022)	$ (2,295,224)	$ (2,220,801)	$ (2,238,743)	$ (2,222,155)	3.34%

TOTAL REVENUE FROM THE COMMMONWEALTH	$ (3,880,904)	$ (3,760,249)	$ (3,725,568)	$ (3,623,982)	$ (3,599,088)	4.17%



NON-REVENUE RECEIPTS (0410)

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
ENTERPRISE FUND-OVERHEAD	$ (840,000)	$ (840,000)	$ (840,000)	$ (687,925)	$ (659,713)	-
ARTS COMMISSION	(75,000)	(75,000)	(75,000)	(74,500)	(75,000)	-
WHF GRANT	(260,000)	(260,000)	(260,000)	(260,000)	(260,000)	-
OVERTIME/POLICE SERVICES	(78,300)	(78,300)	(78,300)	(44,820)	(56,325)	-
OVERTIME/FIRE SERVICES	(50,000)	(50,000)	(50,000)	(52,671)	(43,560)	-
TOTAL NON-REVENUE RECEIPTS	$ (1,303,300)	$ (1,303,300)	$ (1,303,300)	$ (1,119,917)	$ (1,094,598)	0.00%

TOTAL GENERAL FUND REVENUES

$(37,260,618)	$(36,429,945)	$(36,402,371)	$(36,910,771)	$(36,142,518)	2.36%

GENERAL FUND OPERATING BUDGET - EXPENDITURES FISCAL YEAR 2020

CITY COUNCIL (1101)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$38,400	$38,400	$38,400	$38,400	$38,400	0.00%
FICA	2,938	2,938	2,938	2,938	2,938	0.00%
PROFESSIONAL SERVICE-AUDIT	60,500	56,600	56,600	54,950	53,350	6.89%
PRINTING / NEWSLETTER	500	500	500	192	146	0.00%
ADVERTISING	3,000	3,000	3,000	1,936	3,561	0.00%
SPECIAL EVENTS	21,000	8,000	8,000	1,803	5,304	162.50%
POSTAGE	500	500	500	-	-	0.00%
PUBLIC OFFICIAL LIABILITY	4,942	4,845	5,800	5,565	5,186	-14.79%
OFFICE SUPPLIES			500	168	1,134	-100.00%
OTHER OPERATING SUPPLIES	1,000	1,000	1,000	1,127	1,596	0.00%
TRAVEL -MILEAGE	400	400	400	-	232	0.00%
TRAVEL -CONVENTION & EDUCATION	3,000	3,000	3,000	3,148	2,053	0.00%
DUES & ASSOCIATION MEMBERSHIPS	9,489	8,000	8,000	8,299	7,995	18.61%
MAYORS CONTINGENCY	2,000	2,000	2,000	100	3,920	0.00%
CITY VIDEO	25,000					
CITIZEN SURVEY	9,800	9,800	9,800	9,900	6,360	0.00%
TOTAL CITY COUNCIL	$182,469	$138,983	$140,438	$128,526	$132,174	29.93%

CLERK OF CITY COUNCIL (1102)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$110,364	$117,804	$117,804	$91,363	$97,642	-6.32%
PART-TIME SALARIES	-	-	-	1,658	-	
FICA	8,443	9,012	9,012	7,111	7,502	-6.31%
RETIREMENT [VRS]	15,058	16,073	16,073	10,532	9,648	-6.31%
DENTAL	-	-	-	-	-	
HOSPITALIZATION	20,794	20,794	20,794	2,153	-	0.00%
GROUP INSURANCE	1,432	1,528	1,528	946	859	-6.28%
WORKERS COMPENSATION	24	23	20	20	18	20.00%
TRAINING	1,500	1,500	1,500	-	-	0.00%
ORDINANCES	5,000	7,000	7,000	4,938	7,920	-28.57%
OFFICE SUPPLIES	-	300	300	-	-	-100.00%
OTHER OPERATING SUPPLIES	-	500	500	286	-	-100.00%
TRAVEL -MILEAGE	-	100	100	-	-	-100.00%
TRAVEL -CONVENTION & EDUCATION	1,265	-	-	-	-	
DUES & ASSOCIATION MEMBERSHIPS	195	900	900	-	-	-78.33%
PUBLICATION RESOURCES	200	200	200	-	-	0.00%
FURNITURE & FIXTURES	200	-	-	-	-	
TOTAL CLERK OF CITY COUNCIL	$164,475	$175,734	$175,731	$119,007	$123,588	-6.41%

CITY MANAGER (1201)

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
SALARIES & WAGES	$327,426	$335,196	$335,196	$351,990	$333,330	-2.32%
PART-TIME SALARIES	7,500	7,500	7,500	9,645	24,545	0.00%
FICA	25,048	21,626	21,626	26,411	25,545	15.82%
RETIREMENT [VRS]	44,673	46,025	46,025	46,005	43,281	-2.94%
HOSPITALIZATION	34,843	34,843	34,843	35,550	28,674	0.00%
GROUP INSURANCE	4,247	4,375	4,375	4,102	3,894	-2.93%
WORKERS COMPENSATION	479	470	410	391	351	16.83%
CAR ALLOWANCE	7,200	12,000	12,000	11,262	7,200	-40.00%
FLU VACCINE				2,220	3,668	
PROFESSIONAL SERVICES	3,000	-	-	2,280	3,645	
PRINTING	800	800	800	458	745	0.00%
ADVERTISING	-	1,000	1,000	50	50	-100.00%
POSTAGE	350	1,000	1,000	347	942	-65.00%
TELECOMMUNICATION	7,000	7,000	7,000	7,839	7,836	0.00%
MOTOR VEHICLE INSURANCE	625	613	600	575	532	4.17%
PUBLIC OFFICIAL LIABILITY	3,706	3,633	4,200	4,174	3,890	-11.76%
GENERAL LIABILITY	100	97	115	102	98	-13.04%
OFFICE SUPPLIES	2,000	1,500	1,500	1,521	3,559	33.33%
GAS & OIL	480	480	480	483	421	0.00%
BOOKS & SUBSCRIPTIONS	600	500	500	553	356	20.00%
OTHER OPERATING SUPPLIES	3,500	2,500	2,500	4,743	3,596	40.00%
TRAVEL -MILEAGE	-	800	800	96	1,254	-100.00%
TRAVEL -CONVENTION & EDUCATION	10,000	10,000	10,000	13,017	16,850	0.00%
DUES & ASSOCIATION MEMBERSHIPS	7,000	7,000	7,000	6,934	6,169	0.00%
FURNITURE & FIXTURES	800	-	-	-	-	
TOTAL CITY MANAGER	$491,377	$498,957	$499,470	$530,748	$520,431	-1.62%

NON-DEPARTMENTAL (1202)

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
CONTINGENCY	$100,000	$63,600	$100,000	$97,532	$116,102	0.00%
CREDIT CARD FEES	38,600	38,242	36,000	37,839	35,889	7.22%
COMPENSATION CONTINGENCY	-	-	-	-	24,500	
PERSONNEL CONTINGENCY	317,136	50,000	262,512	-	18,290	20.81%
LINE OF DUTY ACT	60,000	56,814	54,525	43,829	42,978	10.04%
ECONOMIC DEVELOP. CONTINGENCY	110,000	110,000	110,000	110,000	110,000	0.00%
CONTRIBUTION EDA TAX INCENTIVE	186,295	158,600	158,600	-	-	17.46%
PERFORMANCE MEASUREMENT	-	-	-	195	-	
TOTAL NON-DEPARTMENTAL	$812,031	$477,256	$721,637	$289,395	$347,759	12.53%

ECONOMIC DEVELOPMENT (1203)

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
SALARIES	$175,305	$171,373	$171,373	$170,968	$162,233	2.29%
SALARIES-PART TIME	-	-	-	2,160	-	
FICA	13,411	13,110	13,110	13,148	12,348	2.30%
RETIREMENT-VRS	23,918	23,381	23,381	24,707	22,107	2.30%
HOSPITALIZATION	8,030	8,030	8,030	9,067	6,130	0.00%
GROUP INSURANCE	2,274	2,223	2,223	2,270	2,077	2.29%
PROFESSIONAL SERVICES	17,500	17,500	17,500	6,281	20,000	0.00%
ADVERTISING	2,000	-	-	-	-	
MARKETING	-	10,000	10,000	12,188	13,384	-100.00%
EXISTING BUSINESS PROGRAMS	5,000	5,000	5,000	3,929	5,596	0.00%

ECONOMIC DEVELOPMENT CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
TELECOMMUNICATION	2,000	2,000	2,000	2,615	82	0.00%
OFFICE SUPPLIES	1,000	700	700	894	879	42.86%
OTHER OPERATING SUPPLIES	10,000	7,500	7,500	1,878	396	33.33%
TRAVEL -MILEAGE	250	250	250	666	206	0.00%
TRAVEL-BUSINESS RECRUITMENT	5,000	5,000	5,000	4,404	-	
TRAVEL -CONVENTION & EDUCATION	3,500	9,100	9,100	9,206	10,971	-61.54%
DUES & ASSOCIATION MEMBERSHIPS	4,120	3,500	3,500	4,995	2,971	17.71%
TOTAL ECONOMIC DEVELOPMENT	$273,308	$278,667	$278,667	$269,377	$259,379	-1.92%

CITY ATTORNEY (1204)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES	$139,631	$136,893	$136,893	$137,117	$136,086	2.00%
PART-TIME SALARIES	20,714	27,300	27,300	28,130	27,852	-24.12%
FICA	12,266	12,561	12,561	12,011	11,512	-2.35%
RETIREMENT (VRS)	18,677	18,677	18,677	19,494	18,907	0.00%
HOSPITALIZATION	20,670	20,670	20,670	21,089	18,936	0.00%
GROUP INSURANCE	1,829	1,776	1,776	1,813	1,758	2.98%
WORKERS COMPENSATION	216	212	200	195	175	8.00%
TRAINING	200	200	200	46	34	0.00%
CITY ATTORNEY-RETAINER	50,000	50,000	50,000	50,004	51,004	0.00%
MAINTENANCE-OFFICE EQUIPMENT	1,100	1,100	1,100	1,064	1,195	0.00%
OTHER LEGAL FEES	1,300	1,300	1,300	453	255	0.00%
PRINTING	500	500	500	308	315	0.00%
POSTAGE	300	300	300	323	222	0.00%

CITY ATTORNEY CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
TELECOMMUNICATION	500	500	500	876	812	0.00%
PROFESSIONAL LIABILITY	2,135	2,133	2,600	2,133	2,133	-17.88%
OFFICE SUPPLIES	1,000	1,000	1,000	721	1,541	0.00%
BOOKS & SUBSCRIPTIONS	4,200	4,200	4,200	4,086	4,184	0.00%
OTHER OPERATING SUPPLIES				419	873	
TRAVEL -MILEAGE	600	600	600	723	331	0.00%
TRAVEL -CONVENTION & EDUCATION	2,750	2,750	2,750	4,032	2,440	0.00%
DUES & ASSOCIATION MEMBERSHIPS	1,700	1,700	1,700	600	1,718	0.00%
TOTAL CITY ATTORNEY	$280,288	$284,372	$284,827	$285,637	$282,282	-1.92%

HUMAN RESOURCES (1205)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES	$65,000	$60,502	$60,502	$60,741	$50,527	7.43%
FICA	4,973	4,628	4,628	4,314	3,752	7.45%
RETIREMENT (VRS)	8,957	8,337	8,337	8,311	6,912	7.44%
HOSPITALIZATION	20,670	20,670	20,670	21,089	9,468	0.00%
GROUP INSURANCE	852	793	793	810	633	7.38%
TRAINING	1,500	1,500	1,500	-	-	0.00%
DUES & ASSOCIATION MEMBERSHIPS	700					
QUEST	1,200	1,200	1,200	1,598	1,628	0.00%
EMPLOYEE OMBUDSMAN	6,000	6,000	6,000	6,000	6,000	0.00%
HEALTH & WELLNESS PROGRAM	5,000	5,000	5,000	1,470	899	0.00%
TOTAL HUMAN RESOURCES	$114,852	$108,630	$108,630	$104,333	$79,819	5.73%

TRIANGLE BUILDING (1206)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
TRASH REMOVAL	$4,000	$4,000	$4,000	$1,172	$3,360	0.00%
MAINTENANCE-BLDG	23,470	13,000	13,000	27,324	6,642	80.54%
SERVICE CONTRACTS	-	1,000	1,000	2,685	-	-100.00%
ADVERTISING	1,000	200	200	-	936	400.00%
EXTERMINATING CONTRACT	1,000	2,000	2,000	670	-	-50.00%
ELECTRICITY	10,600	10,500	10,500	9,890	10,235	0.95%
WATER/SEWER	4,000	6,000	6,000	4,393	5,789	-33.33%
POSTAGE	-	200	200	-	-	-100.00%
INSURANCE	1,430	1,402	2,000	1,410	1,410	-28.50%
LANDSCAPING	500	1,000	1,000	-	2,100	-50.00%
REPAIR & MTCE SUPPLIES	600	6,000	6,000	3,317	12,527	-90.00%
OTHER OPERATING SUPPLIES	-	1,000	1,000	1,897	1,084	-100.00%
REAL ESTATE TAXES	8,400	8,100	8,100	8,231	8,221	3.70%
TOTAL TRIANGLE BUILDING	$55,000	$54,402	$55,000	$60,990	$52,304	0.00%

COMMISSIONER OF THE REVENUE (1209)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
SALARIES & WAGES	$214,400	$193,640	$193,640	$151,733	$148,999	10.72%
FICA	16,402	14,813	14,813	11,102	11,178	10.73%
RETIREMENT [VRS]	29,396	26,562	26,562	21,405	20,786	10.67%
PROFESSIONAL SERVICES				1,280		
MAINTENANCE, OFFICE EQUIPMENT				146		

COMMISSIONER OF THE REVENUE CONTINUED	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
HOSPITALIZATION	55,831	55,831	55,831	27,724	20,424	0.00%
GROUP INSURANCE	2,795	2,525	2,525	2,018	1,933	10.69%
TRAINING	3,000	1,000	300	50	-	900.00%
PRINTING	2,500	2,500	1,500	2,110	1,070	66.67%
POSTAGE	3,000	3,000	4,000	4,955	4,000	-25.00%
TELECOMMUNICATION	3,900	3,900	3,200	4,169	2,315	21.88%
OFFICE SUPPLIES	600	2,200	500	2,288	1,713	20.00%
BOOKS & SUBSCRIPTIONS	400	400	400	562	1,098	0.00%
OTHER OPERATING SUPPLIES	400	500	300	861	399	33.33%
TRAVEL -MILEAGE	300	300	-	85	-	
TRAVEL -CONVENTION & EDUCATION	2,200	4,600	5,800	2,179	857	-62.07%
DUES & ASSOCIATION MEMBERSHIPS	400	360	250	360	75	60.00%
TOTAL COMMISSIONER OF THE REVENUE	$335,524	$312,131	$309,621	$233,026	$214,846	8.37%

CITY ASSESSOR (1210)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
SALARIES & WAGES	$158,498	$136,717	$136,717	$128,989	$122,238	15.93%
FICA	12,125	10,459	10,459	9,597	9,008	15.93%
RETIREMENT [VRS]	21,625	18,663	18,663	18,449	17,057	15.87%
HOSPITALIZATION	28,346	28,346	28,346	27,444	24,886	0.00%
GROUP INSURANCE	2,056	1,680	1,680	1,716	1,586	22.38%
WORKERS COMPENSATION	599	587	500	489	439	19.80%
PROFESSIONAL SERVICES	7,845	400	400	334	384	1861.25%

CITY ASSESSOR CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
PRINTING	250	250	250	300	205	0.00%
ADVERTISING	100	100	100	-	106	0.00%
POSTAGE	1,450	1,445	900	1,440	26	61.11%
TELECOMMUNICATION	3,120	3,120	1,600	2,398	1,157	95.00%
MOTOR VEHICLE INSURANCE	420	408	400	384	355	5.00%
PUBLIC OFFICIAL LIABILITY	3,706	3,633	4,300	4,174	3,890	-13.81%
OFFICE SUPPLIES	500	500	500	96	390	0.00%
CAR & TRUCK SUPPLIES	-	100	100	18	20	-100.00%
GAS & OIL	-	300	300	-	-	-100.00%
OTHER OPERATING SUPPLIES	320	503	300	176	344	6.67%
TRAVEL -CONVENTION & EDUCATION	3,600	200	200	-	-	1700.00%
DUES & ASSOCIATION MEMBERSHIPS	580	175	175	-	220	231.43%
TOTAL CITY ASSESSOR	$245,140	$207,587	$205,890	$196,002	$182,311	19.06%

TREASURER (1213)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$40,576	$36,011	$36,011	$36,134	$31,858	12.68%
PARTTIME SALARIES	2,000	2,000	2,000	1,903	1,387	0.00%
FICA	3,104	2,755	2,755	2,440	2,078	12.67%
RETIREMENT [VRS]	5,536	5,022	5,022	5,139	4,422	10.23%
HOSPITALIZATION	20,794	20,794	20,794	19,490	17,468	0.00%
GROUP INSURANCE	526	458	458	478	411	14.91%
MAINTENANCE, OFFICE EQUIPMENT	-	100	100	-	-	-100.00%

TREASURER CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
POSTAGE	250	250	250	240	265	0.00%
TELECOMMUNICATION	2,400	2,400	2,400	3,450	1,736	0.00%
OFFICE SUPPLIES	500	150	150	35	168	233.33%
TRAVEL -MILEAGE	-	75	75	-	-	-100.00%
TRAVEL -CONVENTION & EDUCATION	300	300	300	185	-	0.00%
DUES & ASSOCIATION MEMBERSHIPS	225	225	225	225	225	0.00%
TOTAL TREASURER	$76,211	$70,540	$70,540	$69,719	$60,019	8.04%

FINANCE (1214)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$572,210	$574,823	$574,823	$579,340	$558,895	-0.45%
FICA	43,774	42,500	43,974	40,642	40,758	-0.45%
RETIREMENT [VRS]	78,070	78,000	78,535	77,940	78,368	-0.59%
HOSPITALIZATION	84,000	84,000	85,871	89,873	75,887	-2.18%
GROUP INSURANCE	7,422	7,466	7,466	7,190	7,243	-0.59%
WORKERS COMPENSATION	958	939	800	782	702	19.75%
EDUCATION ASSISTANCE	4,320	1,000	1,000	1,588	6,604	332.00%
TRAINING	-	-	300	375	-	-100.00%
PROFESSIONAL SERVICES	1,200	1,200	4,000	1,468	4,076	-70.00%
MAINTENANCE, OFFICE EQUIPMENT	200	200	400	132	398	-50.00%
MAINTENANCE, SERVICE CONTRACTS				339		
PRINTING	9,100	9,100	8,000	9,086	8,008	13.75%
ADVERTISING	650	-	-	765	-	

FINANCE CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
POSTAGE	9,000	8,000	9,000	7,979	9,346	0.00%
TELECOMMUNICATION	8,700	8,715	8,700	9,680	6,922	0.00%
MOTOR VEHICLE INSURANCE	420	408	400	384	355	5.00%
SURETY BONDS	650	638	700	660	708	-7.14%
PUBLIC OFFICIAL LIABILITY	741	727	850	835	778	-12.82%
GENERAL LIABILITY	395	387	450	409	393	-12.22%
OFFICE SUPPLIES	1,925	1,900	1,900	2,306	1,851	1.32%
GAS & OIL	250	385	500	242	577	-50.00%
BOOKS & SUBSCRIPTIONS	200	100	200	-	138	0.00%
OTHER OPERATING SUPPLIES	1,900	1,900	1,500	1,847	1,753	26.67%
TRAVEL -MILEAGE	-	125	150	116	145	-100.00%
TRAVEL -CONVENTION & EDUCATION	8,135	3,800	3,800	3,677	1,209	114.08%
DUES & ASSOCIATION MEMBERSHIPS	1,675	1,675	900	1,215	805	86.11%
TOTAL FINANCE	$835,895	$827,987	$834,219	$838,869	$805,918	0.20%

CITY SHOP (1221)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$171,315	$167,460	$167,460	$141,871	$142,458	2.30%
SALARIES & WAGES OVERTIME	750	750	750	503	560	0.00%
FICA	13,166	12,868	12,868	10,937	10,872	2.32%
RETIREMENT [VRS]	23,374	22,848	22,848	20,136	19,982	2.30%
HOSPITALIZATION	-	-	-	-	5,410	
GROUP INSURANCE	2,222	2,172	2,172	1,873	1,872	2.30%

CITY SHOP CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
WORKERS COMPENSATION	2,395	2,348	2,000	1,955	1,754	19.75%
TRAINING	500	500	500	-	-	0.00%
REPAIR & MAINTENANCE	1,800	-	-	-	-	
MAINTENANCE, CARS & TRUCKS	-	-	-	-	32	
MAINTENANCE, BUILDINGS	4,000	4,000	4,000	12,144	7,896	0.00%
MAINTENANCE, POWERED EQ	-	-	-	1,064	-	
MAINTENANCE, SERVICE CONTRACTS	2,000	2,000	2,000	2,111	1,826	0.00%
LAUNDRY & DRY CLEANING	5,700	5,700	5,700	6,220	6,088	0.00%
ELECTRICITY	10,075	10,000	10,000	9,327	8,978	0.75%
HEATING	5,820	5,000	5,000	5,447	4,172	16.40%
TELECOMMUNICATION	800	800	800	937	469	0.00%
RADIO	250	250	250	135	270	0.00%
BOILER INSURANCE	155	152	130	122	162	19.23%
FIRE INSURANCE	2,428	2,300	2,300	2,260	2,228	5.57%
MOTOR VEHICLE INSURANCE	420	408	400	384	355	5.00%
GENERAL LIABILITY	200	193	250	205	196	-20.00%
OFFICE SUPPLIES	-	-	-	-	647	
LAUNDRY, HOUSEKEEPING, JANITOR	130	130	130	117	56	0.00%
REPAIR & MAINTENANCE SUPPLIES	150	150	150	141	-	0.00%
VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	19	
CAR & TRUCK SUPPLIES	4,000	3,500	3,500	8,505	5,793	14.29%
TIRES	400	400	400	-	468	0.00%

CITY SHOP CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
GAS & OIL	2,500	2,500	2,500	2,212	2,046	0.00%
UNIFORMS & APPAREL	800	800	800	626	511	0.00%
OTHER OPERATING SUPPLIES	750	350	1,100	941	418	-31.82%
MOTOR VEHICLES & EQUIPMENT	3,000	3,000	3,000	3,909	3,257	0.00%
TOTAL CITY SHOP	$259,100	$250,580	$251,008	$234,081	$228,798	3.22%

ELECTORAL BOARD (1301)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$6,446	$6,446	$6,446	$6,435	$6,333	0.00%
SALARIES-PART TIME	14,585					
FICA	493	493	493	492	525	0.00%
PROFESSIONAL SERVICES		7,500	7,500	13,311	12,595	-100.00%
MAINTENANCE, VOTING MACHINE	-	5,240	5,240	4,905	4,100	-100.00%
PRINTING	9,029	-	-	-	-	
POSTAGE	-	-	-	175	4	
OFFICE SUPPLIES	-	-	-	221	45	
FOOD SUPPLIES, FOOD SERV SUPP	1,700	1,300	1,300	912	769	30.77%
TRAVEL -MILEAGE	200	300	300	324	359	-33.33%
TRAVEL -CONVENTION & EDUCATION	3,000	3,000	3,000	2,141	3,503	0.00%
DUES & ASSOCIATION MEMBERSHIPS	180	125	125	180	180	44.00%
TOTAL ELECTORAL BOARD	$35,633	$24,404	$24,404	$29,097	$28,412	46.01%

REGISTRAR (1302)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$101,290	$98,814	$98,814	$98,815	$92,016	2.51%
PARTTIME SALARIES	9,000	9,000	9,000	2,905	4,013	0.00%
FICA	7,749	8,248	8,248	7,638	7,189	-6.05%
RETIREMENT [VRS]	13,872	13,532	13,532	14,115	12,813	2.51%
HOSPITALIZATION	14,173	14,173	14,173	14,460	12,984	0.00%
GROUP INSURANCE	1,319	1,286	1,286	1,313	1,191	2.57%
WORKERS COMPENSATION	24	23	20	20	18	20.00%
PRINTING	1,300	1,250	4,000	1,206	3,074	-67.50%
ADVERTISING	600	500	500	266	156	20.00%
POSTAGE	3,500	2,500	2,500	3,398	3,200	40.00%
TELECOMMUNICATION	3,120	3,120	1,600	2,398	1,175	95.00%
OFFICE SUPPLIES	600	900	900	480	637	-33.33%
BOOKS & SUBSCRIPTIONS	-	490	200	153	-	-100.00%
OTHER SUPPLIES	600	300	300	775	788	100.00%
TRAVEL -MILEAGE	200	400	400	526	-	-50.00%
TRAVEL -CONVENTION & EDUCATION	2,750	1,200	1,200	2,065	3,204	129.17%
DUES & ASSOCIATION MEMBERSHIPS	250	140	140	170	170	78.57%
LEASE/RENT OF BUILDINGS	600	-	-	-	-	
TOTAL REGISTRAR	$160,947	$155,876	$156,813	$150,702	$142,629	2.64%

COURTHOUSE (2100)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
J/A-COURTHOUSE	$471,000	$440,000	$440,000	$422,688	$401,237	7.05%

POLICE (3101)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$2,383,178	$2,503,647	$2,503,647	$2,300,711	$2,194,391	-4.81%
OVERTIME	55,000	-	-	58,973	-	
PART-TIME WAGES	80,000	72,000	72,000	62,523	30,538	11.11%
DISCRETIONARY LEAVE	55,000	54,000	54,000	69,511	54,010	1.85%
OVERTIME & TRAFFIC CONTROL	105,000	85,000	85,000	62,881	91,449	23.53%
COMPENSATION-OFF DUTY POLICE	78,300	78,300	78,300	78,578	78,306	0.00%
FICA	182,313	213,660	213,660	194,211	177,662	-14.67%
RETIREMENT [VRS]	325,560	342,304	342,304	329,846	302,509	-4.89%
HOSPITALIZATION	503,239	503,239	503,239	446,199	398,787	0.00%
GROUP INSURANCE	30,950	31,971	31,971	30,806	28,125	-3.19%
WORKERS COMPENSATION	57,484	56,357	48,000	46,911	42,097	19.76%
CLOTHING ALLOWANCE	6,000	2,625	2,500	1,073	1,073	140.00%
EDUCATION ASSISTANCE	8,000	10,000	10,000	16,358	20,777	-20.00%
TRAINING	50,000	40,000	35,000	30,629	25,479	42.86%
PROFESSIONAL HEALTH SERVICES	25,000	25,000	19,000	29,289	18,925	31.58%
PROFESSIONAL SERVICES	6,500	6,500	6,500	6,555	34,213	0.00%
PROFESSIONAL SERVICES OTHER				120		
REPAIR & MAINTENANCE				16		
MAINTENANCE, CARS & TRUCKS	16,000	12,000	12,000	14,885	13,341	33.33%
MAINTENANCE, BUILDINGS	4,000	4,000	4,000	7,425	3,862	0.00%
MAINTENANCE, OFFICE EQUIPMENT	500	500	500	495	30	0.00%
ABANDONED VEHICLES	300	300	300	495	-	0.00%

POLICE CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
MAINTENANCE, SERVICE CONTRACTS	100,000	100,000	80,000	87,241	77,852	25.00%
ADVERTISING	2,500	2,500	2,500	3,982	2,060	0.00%
EXTERMINATING CONTRACT	125	125	-	-	-	
DETECTIVE FUNDS	8,000	8,000	8,000	6,152	4,644	0.00%
ELECTRICITY	14,600	14,500	14,500	14,095	13,566	0.69%
HEATING	2,330	2,000	2,000	2,319	1,722	16.50%
POSTAGE	2,500	1,500	1,500	3,080	1,325	66.67%
TELECOMMUNICATION	42,000	42,000	36,000	45,168	35,937	16.67%
RADIO	41,052	41,052	41,052	37,500	37,532	0.00%
EMERGENCY 911				12		
BOILER INSURANCE	155	152	150	122	122	3.33%
FIRE INSURANCE	4,249	4,000	4,000	3,955	3,899	6.23%
MOTOR VEHICLE INSURANCE	8,750	8,576	8,100	8,054	7,447	8.02%
SURETY BONDS	650	638	700	660	708	-7.14%
PUBLIC OFFICIAL LIABILITY	494	484	600	557	519	-17.67%
GENERAL LIABILITY	13,070	12,810	12,500	12,044	11,792	4.56%
OFFICE SUPPLIES	10,000	10,000	10,000	13,326	8,435	0.00%
LAUNDRY, HOUSEKEEPING, JANITOR	500	500	500	177	170	0.00%
REPAIR & MAINTENANCE SUPPLIES	500	500	500	17	825	0.00%
CAR & TRUCK SUPPLIES	8,000	7,000	7,000	4,937	8,577	14.29%
TIRES	5,000	5,000	5,000	4,848	5,873	-
GAS & OIL	48,000	48,000	40,000	49,864	44,820	20.00%

POLICE CONTINUED	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
POLICE SUPPLIES	40,000	70,000	26,000	33,607	30,124	53.85%
UNIFORMS & APPAREL	30,000	40,000	20,000	16,570	16,093	50.00%
BOOKS & SUBSCRIPTIONS	1,000	1,000	1,000	739	73	-
OTHER OPERATING SUPPLIES	6,000	6,000	3,000	11,425	4,084	100.00%
AMMUNITION	10,000	8,000	8,000	6,183	7,831	25.00%
FORENSICS	3,000	3,000	3,000	1,479	3,620	-
TRAVEL -CONVENTION & EDUCATION	9,000	15,000	6,000	9,827	3,427	50.00%
TRAVEL-EXTRADITION OF PRISONER	1,500	1,500	1,500	8	-	-
DUES & ASSOCIATION MEMBERSHIPS	1,200	4,000	1,200	5,325	1,125	-
FURNITURE & FIXTURES	2,000	2,000	2,000	1,816	2,260	-
ASSET FORFEITURE	-	-	-	-	10,007	-
MOTOR VEHICLES & EQUIPMENT	3,000	3,000	3,000	921	4,646	-
RENTAL OF EQUIPMENT	-	-	-	110	-	-
TOTAL POLICE	$ 4,391,499	$ 4,504,240	$ 4,371,223	$ 4,174,607	$ 3,866,689	0.46%

YORK CONTRACT (3102)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
	$583,204	$572,330	$572,330	$561,108	$555,008	1.90%

PARKING GARAGE (3103)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
SALARIES	$38,674	$37,050	$37,050	$37,074	$34,377	4.38%
OVERTIME	1,500	1,500	1,500	1,432	506	-

PARKING GARAGE CONTINUED	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
PART-TIME WAGES	16,432	16,432	16,432	17,567	10,288	-
DISCRETIONARY LEAVE	-	-	500	-	-	-100.00%
FICA	2,960	4,594	4,594	3,766	3,109	-35.57%
VRS	5,277	5,105	5,105	5,545	5,014	3.37%
HOSPITALIZATION	20,794	20,794	20,794	21,222	13,068	-
GROUP INSURANCE	507	485	485	496	448	4.54%
WORKERS COMPENSATION	958	939	800	782	702	19.75%
ARMORED TRANSPORT	-	-	-	1,182	7,818	-
MAINTENANCE - GARAGE EQUIPMENT	-	-	-	13,732	18,509	-
ELECTRICITY	20,150	20,000	20,000	23,135	20,868	0.75%
TELEPHONE	800	800	800	1,393	926	-
PROPERTY INSURANCE	5,160	4,900	4,900	4,802	4,734	5.31%
SUPPLIES	4,000	4,000	4,000	1,684	4,605	-
TOTAL PARKING GARAGE	$117,212	$116,599	$116,960	$133,811	$124,972	0.22%

FIRE (3201)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
SALARIES & WAGES	$2,248,740	$2,345,324	$2,345,324	$2,246,290	$2,143,463	-4.12%
SALARIES AND WAGES OVERTIME	106,000	106,000	106,000	90,200	100,632	-
FEMA Wages	-	-	-	-	320	-
DISCRETIONARY LEAVE	72,000	72,000	65,000	67,320	57,809	10.77%
SPECIAL EVENTS	50,000	50,000	50,000	39,492	47,498	0.00%
FICA	188,935	196,324	196,324	177,841	170,969	-3.76%

FIRE CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
RETIREMENT [VRS]	307,256	320,733	320,733	319,914	291,781	-4.20%
HOSPITALIZATION	568,054	568,054	568,054	547,997	456,686	0.00%
GROUP INSURANCE	29,209	29,133	29,133	29,742	27,143	0.26%
WORKERS COMPENSATION	92,317	90,506	77,000	74,802	68,145	19.89%
EDUCATION ASSISTANCE	12,000	13,000	8,000	3,547	5,659	50.00%
TRAINING	29,000	29,000	29,000	18,571	13,608	0.00%
PROFESSIONAL HEALTH SERVICES	18,000	18,000	20,600	10,733	16,880	-12.62%
PROFESSIONAL SERVICES	32,400	35,000	35,000	32,018	29,855	-7.43%
MAINTENANCE, CARS & TRUCKS	22,000	22,000	22,000	16,974	14,663	0.00%
MAINTENANCE, BUILDINGS	15,000	15,000	15,000	18,489	13,236	0.00%
MAINTENANCE, POWERED EQ	1,500	1,500	1,500	1,463	424	0.00%
MAINTENANCE, SERVICE CONTRACTS	29,500	32,000	32,000	26,848	11,931	-7.81%
ADVERTISING	-	550	550	272	-	-100.00%
EXTERMINATING CONTRACT	1,200	700	700	450	360	71.43%
ELECTRICITY	24,180	22,000	24,000	19,652	21,396	0.75%
HEATING	5,240	4,500	4,500	4,397	2,858	16.44%
POSTAGE	800	600	400	534	340	100.00%
TELECOMMUNICATION	24,000	24,000	24,000	22,659	16,491	0.00%
RADIO	55,000	57,312	53,752	50,024	50,024	2.32%
BOILER INSURANCE	155	152	140	122	122	10.71%
FIRE INSURANCE	3,642	3,400	3,400	3,390	3,342	7.12%
MOTOR VEHICLE INSURANCE	11,250	11,026	10,500	10,355	9,575	7.14%

FIRE CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
GENERAL LIABILITY	600	580	700	614	589	-14.29%
OFFICE SUPPLIES	2,000	2,000	2,000	1,706	2,027	0.00%
FOOD SUPPLIES, FOOD SERV SUPP	1,000	1,000	1,000	1,148	1,304	0.00%
LAUNDRY, HOUSEKEEPING, JANITOR	5,000	5,000	4,700	4,760	4,686	6.38%
REPAIR & MAINTENANCE	3,500	3,500	3,500	1,009	4,599	0.00%
CAR & TRUCK SUPPLIES	12,500	12,500	12,500	13,870	15,559	0.00%
TIRES	9,000	9,000	9,000	10,485	3,824	0.00%
GAS & OIL	36,000	36,000	27,000	37,333	27,143	33.33%
UNIFORMS & APPAREL	18,000	18,000	18,000	15,186	20,503	0.00%
BOOKS & SUBSCRIPTIONS	300	300	300	209	38	0.00%
OTHER OPERATING SUPPLIES	7,000	7,000	7,000	6,858	6,853	0.00%
VML - WELLNESS					75	
FIRE PREVENTION	7,000	8,000	8,000	6,542	6,238	-12.50%
EMS SUPPLIES	20,000	20,000	20,000	15,971	-	0.00%
TRAVEL -CONVENTION & EDUCATION	1,000	1,000	1,000	470	2,199	0.00%
DUES & ASSOCIATION MEMBERSHIPS	1,000	1,000	1,000	1,024	840	0.00%
MACHINERY & EQUIPMENT	15,000	14,000	12,000	10,677	17,293	25.00%
FURNITURE & FIXTURES	1,000	1,000	1,000	1,027	3,556	0.00%
COMMUNICATIONS EQUIPMENT	7,000	8,000	8,000	3,540	6,627	-12.50%
EQUIPMENT-VA POWER FUNDS	30,000	30,000	30,000	14,871	28,059	0.00%
RENTAL OF EQUIPMENT	-	-	-	110	-	
TOTAL FIRE	$4,124,278	$4,245,694	$4,209,310	$3,981,397	$3,727,223	-2.02%

REGIONAL JAIL (3301)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
	$1,001,539	$1,093,524	$1,093,524	$1,151,863	$1,191,843	-8.41%

JUVENILE DETENTION (3303)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
	$53,620	$53,705	$53,705	$73,696	$18,765	-0.16%

GROUP HOME COMMISSION (3304)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
	$112,627	$100,732	$100,732	$84,494	$78,851	11.81%

COLONIAL COMM CORRECTIONS (3305)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
	$24,574	$20,170	$20,170	$12,415	$9,533	21.83%

CODES COMPLIANCE (3401)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$275,556	$264,010	$264,010	$241,093	$269,793	4.37%
FICA	21,080	20,197	20,197	18,004	19,883	4.37%
RETIREMENT [VRS]	37,705	36,168	36,168	33,607	37,469	4.25%
HOSPITALIZATION	36,730	36,730	36,730	38,556	52,584	0.00%
GROUP INSURANCE	3,585	3,438	3,438	3,127	3,484	4.28%
WORKERS COMPENSATION	3,593	3,522	3,000	2,932	2,631	19.77%
TRAINING	4,500	4,000	4,000	2,090	2,503	12.50%

CODES COMPLIANCE CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
PROFESSIONAL SERVICES	-	500	500	58	-	-100.00%
REPAIR & MAINTENANCE	300	300	300	25	4	0.00%
MAINTENANCE, CARS & TRUCKS	1,000	3,000	1,000	2,881	4,556	0.00%
MAINTENANCE, OFFICE EQUIPMENT	100	100	-	70	-	
PRINTING	500	600	500	476	460	0.00%
ADVERTISING	200	500	500	126	106	-60.00%
PUBLIC EDUCATION	600	500	500	-	692	20.00%
POSTAGE	800	800	600	761	318	33.33%
TELECOMMUNICATION	7,500	7,500	6,000	6,314	4,988	25.00%
MOTOR VEHICLE INSURANCE	1,700	1,634	1,600	1,534	1,418	6.25%
PUBLIC OFFICIAL LIABILITY	3,706	3,633	4,200	4,174	3,890	-11.76%
GENERAL LIABILITY	300	290	400	307	295	-25.00%
OFFICE SUPPLIES	1,300	1,300	1,300	784	1,927	0.00%
VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	10	
CAR & TRUCK SUPPLIES	1,000	1,000	1,000	643	867	0.00%
TIRES	500	-	500	-	261	0.00%
GAS & OIL	2,500	3,000	2,100	2,352	2,285	19.05%
UNIFORMS & APPAREL	1,000	1,000	1,000	946	1,098	0.00%
BOOKS & SUBSCRIPTIONS	3,000	4,000	4,000	2,100	3,896	-25.00%
OTHER OPERATING SUPPLIES	2,000	2,000	2,000	577	1,135	0.00%
BOOKS FOR RESALE	-	-	-	125	-	
ENFORCEMENT ACTION	5,000	4,550	5,000	358	1,322	0.00%

CODES COMPLIANCE CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
TRAVEL -MILEAGE	-	-	-	129	34	
TRAVEL -CONVENTION & EDUCATION	5,000	5,000	5,000	2,189	4,652	0.00%
DUES & ASSOCIATION MEMBERSHIPS	350	900	900	295	315	-61.11%
TOTAL CODES COMPLIANCE	$421,105	$410,172	$406,443	$366,631	$422,877	3.61%

ANIMAL CONTROL (3501)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
	$18,900	$18,900	$18,900	$18,900	$18,900	0.00%

ENGINEERING (4101)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$176,622	$173,158	$173,158	$173,398	$166,659	2.00%
FICA	13,512	13,247	13,247	12,649	12,133	2.00%
RETIREMENT [VRS]	24,098	23,625	23,625	24,715	23,138	2.00%
HOSPITALIZATION	41,430	41,340	41,340	42,178	37,872	0.22%
GROUP INSURANCE	2,291	2,246	2,246	2,294	2,151	2.00%
WORKERS COMPENSATION	3,593	3,522	3,000	2,932	2,631	19.77%
TRAINING	200	-	-	-	155	
PROFESSIONAL SERVICES	10,500	10,000	12,500	7,530	10,610	-16.00%
MAINTENANCE, CARS & TRUCKS	600	600	600	430	520	0.00%
MAINTENANCE, SERVICE CONTRACTS	-	1,000	1,000	-	-	-100.00%
ADVERTISING	3,000	3,000	3,000	148	2,771	0.00%
POSTAGE	200	200	200	-	44	0.00%

ENGINEERING CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
TELECOMMUNICATION	4,000	4,920	3,600	4,570	3,675	11.11%
PUBLIC OFFICIAL LIABILITY	988	969	1,300	1,113	1,037	-24.00%
GENERAL LIABILITY	200	193	300	205	196	-33.33%
OFFICE SUPPLIES	950	1,250	1,250	141	1,405	-24.00%
CAR & TRUCK SUPPLIES	1,000	700	700	1,131	1,184	42.86%
GAS & OIL	1,600	1,800	1,800	1,289	1,421	-11.11%
UNIFORMS & APPAREL	800	800	800	796	494	0.00%
BOOKS & SUBSCRIPTIONS	150	150	150	107	-	0.00%
OTHER OPERATING SUPPLIES	1,000	1,200	1,200	729	733	-16.67%
TRAVEL -CONVENTION & EDUCATION	800	1,000	1,000	798	240	-20.00%
DUES & ASSOCIATION MEMBERSHIPS	250	250	250	105	45	0.00%
MOTOR VEHICLES & EQUIPMENT	$-	$-	$200	$-	$-	-100.00%
TOTAL ENGINEERING	$287,784	$285,170	$286,466	$277,258	$269,114	0.46%

STREETS (4102)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$332,292	$275,776	$275,776	$276,063	$262,228	20.49%
SALARIES & WAGES OVERTIME	4,000	4,000	4,000	3,407	3,108	0.00%
FICA	21,978	21,403	21,403	20,045	19,112	2.69%
RETIREMENT [VRS]	38,966	37,931	37,931	39,824	36,685	2.73%
HOSPITALIZATION	83,859	83,859	83,859	86,913	68,094	0.00%
GROUP INSURANCE	3,704	3,606	3,606	3,683	3,391	2.72%
WORKERS COMPENSATION	26,745	26,220	22,600	21,826	19,590	18.34%

STREETS CONTINUED	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
TRAINING	500	500	500	75	695	0.00%
MAINTENANCE, CARS & TRUCKS	5,000	5,000	5,000	8,980	13,277	0.00%
MAINTENANCE, BUILDINGS	-	-	-	490	-	
MAINTENANCE, POWERED EQ	-	-	-	-	33	
MAINTENANCE, SIGNS & ST MRKNGS	2,000	2,000	2,000	593	-	0.00%
MAINTENANCE, TRAFFIC CONTROL	5,000	5,000	5,000	3,570	2,795	0.00%
MAINTENANCE, SERVICE CONTRACTS	60,500	104,000	104,000	101,932	100,250	-41.83%
ADVERTISING	500	500	500	-	431	0.00%
LAUNDRY & DRY CLEANING	2,500	2,500	2,500	2,681	2,565	0.00%
ELECTRICITY	220,000	218,000	218,000	219,430	217,461	0.92%
POSTAGE	-	-	-	102	47	
TELECOMMUNICATION	3,720	3,720	2,200	2,998	1,871	69.09%
RADIO	960	960	960	405	810	0.00%
FIRE INSURANCE	1,214	1,200	1,200	1,130	1,114	1.17%
MOTOR VEHICLE INSURANCE	8,330	8,168	7,800	7,670	7,092	6.79%
PUBLIC OFFICIAL LIABILITY	247	242	300	278	259	-17.67%
GENERAL LIABILITY	790	773	1,000	819	785	-21.00%
OFFICE SUPPLIES	200	500	500	71	67	-60.00%
REPAIR & MAINTENANCE SUPPLIES	8,000	8,000	8,000	6,624	11,392	0.00%
CAR & TRUCK SUPPLIES	28,000	30,000	30,000	11,605	28,297	-6.67%
TIRES	3,000	3,000	3,000	3,230	1,784	0.00%
GAS & OIL	18,000	15,800	15,800	20,477	14,809	13.92%

STREETS CONTINUED	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
POWERED EQUIPMENT AND SUPPLIES	2,000	4,000	4,000	822	1,186	-50.00%
SIGNS & ST MARKINGS SUPPLIES	8,000	8,000	8,000	7,609	6,364	0.00%
UNIFORMS & APPAREL	4,000	4,000	4,000	2,785	4,105	0.00%
OTHER OPERATING SUPPLIES	47,000	47,000	47,000	47,513	43,069	0.00%
TRAVEL -MILEAGE	-	-	-	18	-	
TRAVEL -CONVENTION & EDUCATION	600	600	600	-	3,241	0.00%
DUES & ASSOCIATION MEMBERSHIPS	300	500	500	210	-	-40.00%
MACHINERY & EQUIPMENT	5,000	5,000	5,000	3,760	6,047	0.00%
PEDESTRIAN IMPROVEMENTS	6,000	6,000	6,000	8,531	3,194	0.00%
DRAINAGE-MAINTENANCE	-	-	-	-	764	
LEASE/RENT OF EQUIPMENT	500	500	500	-	-	0.00%
TOTAL STREETS	$953,405	$938,258	$933,035	$916,166	$886,013	2.18%

STORMWATER (4103)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
SALARIES	$123,755	$120,343	$120,343	$120,429	$112,045	2.84%
SALARIES - OVERTIME	3,000	1,500	1,500	3,627	2,783	100.00%
FICA	9,700	9,321	9,321	8,935	8,240	4.07%
RETIREMENT [VRS]	16,930	16,463	16,463	17,555	16,342	2.84%
HOSPITALIZATION	34,843	34,843	34,843	35,550	31,920	0.00%
GROUP LIFE INSURANCE	1,610	1,565	1,565	1,599	1,486	2.88%
SERVICE CONTRACTS	5,000	5,000	5,000	6,861	5,032	0.00%
GAS & OIL	200	1,000	1,000	40	22	-80.00%

STORMWATER CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
OTHER OPERATING SUPPLIES	17,000	15,000	15,000	19,868	20,377	13.33%
DRAINAGE MTCE	10,000	10,000	10,000	7,209	7,980	0.00%
TOTAL STORMWATER	$222,038	$215,035	$215,035	$221,671	$206,228	3.26%

SOLID WASTE COLLECTION (4203)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
PURCH SVCS-JCSA-BULK WASTE	$3,500	$3,500	$3,500	$3,452	$3,430	0.00%
GARBAGE COLLECTION	390,000	373,000	373,000	360,748	347,931	4.56%
RECYCLING PROGRAM	220,000	62,000	62,000	60,236	59,167	254.84%
HOUSEHOLD CHEMICALS	20,000	21,000	21,000	19,401	19,670	-4.76%
COMPUTER RECYCLING	2,400	2,400	2,400	2,246	-	0.00%
GARBAGE DISPOSAL	25,000	25,000	25,000	23,993	22,466	0.00%
ADMINISTRATION FEE - VPSA	10,750	10,750	10,750	10,500	10,500	0.00%
TOTAL SOLID WASTE COLLECTION	$671,650	$497,650	$497,650	$480,576	$463,162	34.96%

BUILDING MAINTENANCE FACILITIES (4307)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$115,897	$107,719	$107,719	$107,930	$103,028	7.59%
SALARIES-OVERTIME	6,500	6,500	6,500	6,330	7,008	0.00%
FICA	9,370	8,738	8,738	8,440	8,114	7.23%
RETIREMENT [VRS]	15,813	14,697	14,697	15,341	14,302	7.59%
HOSPITALIZATION	20,670	20,670	20,670	21,089	18,936	0.00%
GROUP INSURANCE	1,504	1,397	1,397	1,427	1,330	7.66%

BUILDING MAINTENANCE FACILITIES CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
WORKERS COMPENSATION	3,593	3,522	3,050	2,932	2,631	17.80%
TRAINING	1,000	1,000	1,000	514	1,200	0.00%
MAINTENANCE, BUILDINGS	45,000	40,000	40,000	56,531	53,329	12.50%
MAINTENANCE-POWERED EQ	1,000	3,000	3,000	712	394	-66.67%
SERVICE CONTRACTS	130,000	130,000	130,000	131,308	133,838	0.00%
JANITORIAL SERVICES-COMM CTR	-	-	-	-	730	
LAUNDRY & DRY CLEANING	2,900	2,900	2,900	3,178	2,954	0.00%
EXTERMINATING CONTRACT	2,000	-	-	-	-	
ELECTRICITY	87,650	87,000	87,000	87,963	83,062	0.75%
GAS-COMMUNITY CENTER	6,990	6,000	6,000	9,822	6,692	16.50%
TELECOMMUNICATION	3,430	3,430	2,400	3,032	3,359	42.92%
BOILER INSURANCE	1,240	1,217	1,400	1,301	978	-11.43%
FIRE INSURANCE	12,140	11,300	11,300	11,299	11,139	7.43%
GENERAL LIABILITY	1,580	1,546	4,320	1,638	1,571	-63.43%
OFFICE SUPPLIES	300	300	300	259	220	0.00%
FOOD/COFFEE	2,500	2,500	2,500	2,451	2,385	0.00%
LAUNDRY, HOUSEKEEPING, JANITOR	2,000	800	800	1,699	1,077	150.00%
REPAIR & MAINTENANCE SUPPLIES	3,000	4,000	4,000	126	3,099	-25.00%
CAR & TRUCK SUPPLIES	200	200	200	487	149	0.00%
TIRES	400	400	400	-	-	0.00%
GAS & OIL	700	700	700	857	678	0.00%
UNIFORMS & APPAREL	500	500	500	481	248	0.00%

BUILDING MAINTENANCE FACILITIES CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
OTHER OPERATING SUPPLIES	4,000	4,000	4,000	3,972	4,352	0.00%
TRAVEL -CONVENTION & EDUCATION	200	200	200	-	-	0.00%
MACHINERY & EQUIPMENT	1,000	1,000	1,000	890	559	0.00%
FURNITURE & FIXTURES	500	500	500	340	963	0.00%
BUILDING	14,500	14,500	14,500	3,716	9,305	0.00%
BUILDING ALTERATIONS	-	-	-	-	663	
TOTAL BUILDING MAINTENANCE FACILITIES	$498,077	$480,236	$481,691	$486,062	$478,293	3.40%

INFORMATION TECHNOLOGY (4308)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES	$345,628	$340,732	$340,732	$296,950	$282,349	1.44%
SALARIES - PART-TIME	-	-	-	-	24,370	
FICA	26,441	26,066	26,066	21,920	20,607	1.44%
RETIREMENT [VRS]	47,352	46,679	46,679	42,267	38,316	1.44%
HOSPITALIZATION	28,700	28,700	28,700	29,282	26,292	0.00%
GROUP INSURANCE	4,502	4,438	4,438	3,931	3,562	1.44%
WORKERS COMPENSATION	417	409	210	205	199	98.57%
EDUCATION ASSISTANCE	7,500					
TRAINING	2,500	2,500	2,500	1,500	1,220	0.00%
MAINTENANCE-PHONES	2,000	2,000	2,000	2,500	4,447	0.00%
HARDWARE MAINTENANCE	37,950	39,750	39,750	35,500	34,193	-4.53%
MAINTENANCE-SOFTWARE	226,030	177,250	177,250	158,300	113,020	27.52%
MAINTENANCE-COMPUTERS	55,000	55,000	55,000	51,101	47,924	0.00%

INFORMATION TECHNOLOGY CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
MAINTENANCE-VIDEO EQUIPMENT	10,000	10,000	10,000	10,159	10,000	0.00%
MAINTENANCE-MAPPING SYSTEM	10,500	20,000	20,000	55,819	47,529	-47.50%
MAINTENANCE-PRINTERS	5,000	5,000	5,000	4,109	5,154	0.00%
MTCE-COPIERS	11,000	11,000	11,000	12,279	10,655	0.00%
PURCHASED SERVICES-JCC	8,500	8,500	8,500	8,475	8,500	0.00%
TELECOMMUNICATIONS	59,000	57,000	57,000	60,437	66,203	3.51%
GENERAL LIABILITY	1,050	1,029	1,100	-	-	-4.55%
OFFICE SUPPLIES	500	500	500	500	256	0.00%
OTHER OPERATING SUPPLIES	250	500	500	301	1,276	-50.00%
TRAVEL-MILEAGE	-	-	-	-	363	
TRAVEL-CONFERENCES	2,500	1,500	1,500	1,351	679	66.67%
DUES & MEMBERSHIPS	500	500	500	495	500	0.00%
TOTAL INFORMATION TECHNOLOGY	$892,820	$839,053	$838,925	$797,381	$747,614	6.42%

LANDSCAPING (4309)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$255,045	$264,223	$264,223	$245,798	$233,877	-3.47%
SALARIES & WAGES OVERTIME	1,750	500	500	1,253	-	250.00%
PART-TIME SALARIES	20,800	2,000	2,000	8,736	2,527	940.00%
FICA	21,395	20,404	20,404	18,233	16,688	4.86%
RETIREMENT [VRS]	37,914	34,022	34,022	34,100	32,882	11.44%
HOSPITALIZATION	76,182	76,182	76,182	78,564	76,535	0.00%
GROUP INSURANCE	3,605	3,234	3,234	2,979	3,043	11.47%

LANDSCAPING CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
WORKERS COMPENSATION	4,790	4,696	4,000	3,909	3,508	19.75%
EDUCATION ASSISTANCE	-	5,300	5,300	5,440	4,192	-100.00%
TRAINING	500	500	500	486	-	0.00%
PROFESSIONAL SERVICES	128,000	125,000	125,000	123,973	132,028	2.40%
MAINTENANCE, CARS & TRUCKS	1,000	1,000	1,000	1,685	411	0.00%
MAINTENANCE, POWERED EQ	700	700	700	351	-	0.00%
ADVERTISING	-	400	400	-	431	-100.00%
LAUNDRY & DRY CLEANING	2,800	2,800	2,800	2,288	2,193	0.00%
POSTAGE	-	-	-	63	-	
TELECOMMUNICATION	2,000	2,000	2,000	2,518	1,387	0.00%
RADIO	-	250	250	-	-	-100.00%
FIRE INSURANCE	1,214	1,200	1,200	1,130	1,114	1.17%
MOTOR VEHICLE INSURANCE	1,700	1,634	1,600	1,534	1,418	6.25%
PUBLIC OFFICIAL LIABILITY	247	242	300	278	259	-17.67%
GENERAL LIABILITY	300	290	400	307	295	-25.00%
OFFICE SUPPLIES	200	200	200	90	88	0.00%
AGRICULTURAL SUPPLIES	26,000	26,000	26,000	23,302	26,419	0.00%
VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	371	
CAR & TRUCK SUPPLIES	4,000	4,000	4,000	7,086	7,137	0.00%
TIRES	1,500	1,500	1,500	1,382	2,629	0.00%
GAS & OIL	8,000	8,000	8,000	8,571	6,638	0.00%
POWERED EQUIPMENT AND SUPPLIES	4,500	4,500	4,500	4,206	5,013	0.00%

LANDSCAPING CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
UNIFORMS & APPAREL	3,000	3,000	3,000	2,202	3,374	0.00%
BOOKS & SUBSCRIPTIONS	100	100	100	220	-	0.00%
OTHER OPERATING SUPPLIES	16,500	15,000	15,000	15,918	17,101	10.00%
LITTER CONTROL	5,500	5,500	5,500	6,578	5,500	0.00%
TRAVEL -CONVENTION & EDUCATION	500	500	500	558	-	0.00%
DUES & ASSOCIATION MEMBERSHIPS	100	100	100	100	-	0.00%
MOTOR VEHICLES & EQUIPMENT	4,000	7,500	7,500	-	254	-46.67%
ADP EQUIPMENT	-	-	-	-	-	
LEASE/RENT OF EQUIPMENT	1,000	1,000	1,000	456	-	0.00%
TOTAL LANDSCAPING	$634,842	$623,477	$622,915	$604,295	$587,314	1.91%

PAYMENT TO LOCAL HEALTH DEPT (5101)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
	$109,645	$108,683	$108,683	$104,755	$102,705	0.89%

PMT TO OLDE TOWN HEALTH CLINIC (5101)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
	$109,511	$89,511	$89,511	$88,511	$83,430	22.34%

COLONIAL BEHAVIORAL HEALTH (5205)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
	$259,000	$255,000	$255,000	$255,000	$255,000	1.57%

PUBLIC ASSISTANCE (5302)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
MOTOR VEHICLE INSURANCE	$2,000	$-	$-	$-	$-	
GENERAL RELIEF-LOCAL CONT	666,602	610,000	610,000	610,000	610,000	9.28%
COMPREHENSIVE SERVICES ACT	136,590	99,842	99,842	99,842	99,842	36.81%
YOUTH & SENIOR INITIATIVE	5,000	30,000	30,000	30,000	30,000	-83.33%
COMPREHENSIVE SVC ACT-ADMIN	7,885	5,691	5,691	5,691	5,691	38.55%
AT-RISK PREVENTION	30,000	15,000	15,000	15,000	15,000	100.00%
SUMMER YOUTH PROGRAM	35,000	35,000	35,000	35,000	35,000	0.00%
WHF GRANT	260,000	260,000	260,000	260,000	260,000	0.00%
HOMELESSNESS PREVENTION	55,000	30,000	30,000	30,000	30,000	83.33%
TOTAL PUBLIC ASSISTANCE	$1,198,077	$1,085,533	$1,085,533	$1,085,533	$1,085,533	10.37%

PUBLIC ASSISTANCE TRANSPORTATION (5305)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
MAINTENANCE, CARS & TRUCKS	$200	$200	$200	$-	$32	0.00%
CAR & TRUCK SUPPLIES	300	300	300	63	13	0.00%
TIRES	400	400	400	546	-	0.00%
GAS & OIL	2,500	3,000	1,800	2,802	2,370	38.89%
TOTAL PUBLIC ASSISTANCE TRANSPORTATION	$3,400	$3,900	$2,700	$3,411	$2,415	25.93%

SCHOOL BOARD (6101)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$16,200	$16,200	$16,200	$14,150	$11,550	0.00%
FICA	1,239	1,239	1,239	1,083	884	0.00%
TOTAL SCHOOL BOARD	$17,439	$17,439	$17,439	$15,233	$12,434	0.00%

JOINT SCHOOL OPERATIONS (6103)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SCHOOLS	$8,675,131	$8,560,654	$8,560,654	$7,804,125	$7,645,813	1.34%
SALES TAX FOR EDUCATION	1,347,682	1,246,000	1,270,267	1,142,717	1,158,903	6.09%
TOTAL JOINT SCHOOL OPERATIONS	$ 10,022,813	$ 9,806,654	$ 9,830,921	$ 8,946,842	$ 8,804,716	1.95%

RECREATIONS ADMIN (7101)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$176,192	$133,790	$133,790	$131,234	$138,765	31.69%
PART-TIME SALARIES	70,000	50,000	50,000	71,139	81,280	40.00%
FICA	13,479	14,060	14,060	15,400	16,936	-4.13%
RETIREMENT [VRS]	24,060	18,308	18,308	18,790	19,824	31.42%
HOSPITALIZATION	8,030	8,030	8,030	8,193	10,512	0.00%
GROUP INSURANCE	2,287	1,740	1,740	1,728	1,830	31.44%
WORKERS COMPENSATION	2,165	2,122	1,900	1,955	1,754	13.95%
CLOTHING ALLOWANCE	-	-	-	56	-	-
TRAINING	1,000	800	1,000	931	77	-
PROFESSIONAL HEALTH SERVICES	300	425	425	-	95	-29.41%
PROFESSIONAL SERVICES	-	-	-	30	-	
MAINTENANCE, CARS & TRUCKS	400	400	400	19	-	0.00%
MAINTENANCE, BUILDINGS	15,000	10,000	10,000	7,837	13,860	50.00%
MAINTENANCE, OFFICE EQUIPMENT	100	100	100	63	55	0.00%
MAINTENANCE, POWERED EQ	1,000	1,000	1,000	898	450	0.00%
MAINTENANCE, SERVICE CONTRACTS	47,100	47,100	47,100	46,949	31,707	0.00%

RECREATIONS ADMIN CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
ADVERTISING	1,000	1,000	1,000	800	932	0.00%
LAUNDRY & DRY CLEANING	-	250	250	-	-	-100.00%
EXTERMINATING CONTRACT	1,300	1,500	1,500	1,232	1,184	-13.33%
ELECTRICITY	33,250	33,000	33,000	34,650	33,029	0.76%
HEATING	5,820	5,000	5,000	4,116	3,738	16.40%
POSTAGE	200	200	400	-	55	-50.00%
TELECOMMUNICATION	3,700	4,000	4,000	3,359	3,883	-7.50%
FIRE INSURANCE	6,070	5,700	5,700	5,650	5,570	6.49%
PUBLIC OFFICIAL LIABILITY	247	242	350	278	259	-29.43%
GENERAL LIABILITY	300	290	350	307	295	-14.29%
OFFICE SUPPLIES	1,100	1,100	1,100	952	1,444	0.00%
LAUNDRY, HOUSEKEEPING, JANITOR	3,000	3,500	3,500	2,567	4,101	-14.29%
VEHICLE POWERED EQUIPMENT-SUPP	100	100	100	24	56	0.00%
BOOKS & SUBSCRIPTIONS	100	100	100	-	97	0.00%
OTHER OPERATING SUPPLIES	2,000	2,000	2,000	1,514	1,822	0.00%
TRAVEL -MILEAGE	50	50	50	-	-	0.00%
TRAVEL -CONVENTION & EDUCATION	2,000	2,000	4,000	2,618	943	-50.00%
DUES & ASSOCIATION MEMBERSHIPS	800	800	800	517	165	0.00%
TOTAL RECREATIONS ADMIN	$422,150	$348,707	$351,053	$363,804	$374,717	20.25%

RECREATIONS PARKS (7102)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$84,063	$82,430	$82,430	$60,415	$43,610	1.98%
PART-TIME SALARIES	125,000	122,500	118,600	138,380	141,165	5.40%
FICA	6,431	15,379	15,379	14,882	13,391	-58.18%
RETIREMENT [VRS]	11,470	11,246	11,246	8,414	6,089	1.99%
HOSPITALIZATION	8,030	8,030	8,030	9,670	7,356	0.00%
GROUP INSURANCE	1,091	1,069	1,069	779	566	2.06%
WORKERS COMPENSATION	4,330	4,245	3,950	3,909	3,508	9.62%
REPAIR & MAINTENANCE	-	-	-	27	186	
MAINTENANCE, BUILDINGS	1,800	1,800	1,800	991	591	0.00%
MAINTENANCE, EQUIPMENT	2,500	2,500	2,500	934	2,187	0.00%
MAINTENANCE, SERVICE CONTRACTS	9,700	9,700	9,700	9,326	8,246	0.00%
PRINTING	1,000	1,000	1,000	1,000	1,409	0.00%
ADVERTISING	500	500	500	478	185	0.00%
ELECTRICITY	4,230	4,200	4,200	3,771	3,687	0.71%
TELECOMMUNICATION	3,925	3,800	3,800	4,186	4,203	3.29%
FIRE INSURANCE	1,821	1,700	1,700	1,695	1,671	7.12%
PUBLIC OFFICIAL LIABILITY	247	242	350	278	259	-29.43%
GENERAL LIABILITY	200	193	350	205	196	-42.86%
OFFICE SUPPLIES	800	800	800	700	864	0.00%
AGRICULTURAL SUPPLIES	6,000	6,000	6,000	5,889	7,830	0.00%
MEDICAL SUPPLIES	100	100	100	45	100	0.00%
LAUNDRY, HOUSEKEEPING, JANITOR	2,000	2,000	2,000	1,418	1,518	0.00%

RECREATIONS PARKS CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
REPAIR & MAINTENANCE SUPPLIES	2,000	2,000	2,000	1,738	1,276	0.00%
VEHICLE POWERED EQUIPMENT-SUPP	250	250	250	151	24	0.00%
CAR & TRUCK SUPPLIES	-	-	-	372	-	
GAS & OIL	-	-	-	1	5	
EQUIPMENT SUPPLIES	600	600	600	884	395	0.00%
UNIFORMS & APPAREL	1,500	1,500	1,500	747	934	0.00%
BOOKS & SUBSCRIPTIONS	50	50	50	-	16	0.00%
OTHER OPERATING SUPPLIES	4,000	4,000	4,000	2,628	3,803	0.00%
MERCHANDISE FOR RESALE	8,200	8,200	8,200	7,521	8,454	0.00%
NRPA - TAKE ME FISHING PROGRAM	-	-	-	477	-	
DUES & ASSOCIATION MEMBERSHIPS	300	300	500	93	100	-40.00%
MACHINERY & EQUIPMENT	1,000	1,000	1,000	353	501	0.00%
FURNITURE & FIXTURES	-	-	-	-	-	
MOTOR VEHICLES & EQUIPMENT	6,000	6,000	6,000	4,454	8,175	0.00%
LEASE/RENT OF EQUIPMENT	3,500	3,500	3,000	2,806	2,220	16.67%
TOTAL RECREATIONS PARKS	$302,638	$306,834	$302,604	$289,617	$274,720	0.01%

RECREATION PROGRAMS (7104)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$188,939	$189,747	$189,747	$172,326	$155,340	-0.43%
SALARIES & WAGES OVERTIME	-	-	-	384	-	
PART-TIME SALARIES	25,000	22,000	40,000	49,482	29,097	-37.50%

RECREATIONS PROGRAMS CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
FICA	14,454	17,576	17,576	20,237	18,163	-17.76%
RETIREMENT [VRS]	25,778	25,998	25,998	25,661	22,139	-0.85%
HOSPITALIZATION	44,760	44,760	44,760	40,539	33,648	0.00%
GROUP INSURANCE	2,451	2,471	2,471	2,495	2,003	-0.81%
WORKERS COMPENSATION	9,200	9,020	8,500	8,307	7,455	8.24%
PROFESSIONAL SERVICES	160,000	154,000	154,000	119,985	139,388	3.90%
REPAIR & MAINTENANCE	200	200	200	186	95	0.00%
MAINTENANCE, CARS & TRUCKS	300	300	300	16	64	0.00%
MAINTENANCE, BUILDINGS	8,000	8,000	8,000	5,878	5,697	0.00%
MAINTENANCE, OFFICE EQUIPMENT	250	250	250	88	36	0.00%
MAINTENANCE, POWERED EQ	500	500	500	226	55	0.00%
MAINTENANCE, SERVICE CONTRACTS	2,000	2,500	2,500	1,895	7,711	-20.00%
MAINTENANCE-POOL	-	-	-	-	3,310	
PRINTING	500	500	500	277	555	0.00%
ADVERTISING	800	1,000	1,000	686	242	-20.00%
LAUNDRY & DRY CLEANING	300	300	300	102	296	0.00%
ELECTRICITY	12,600	12,500	12,500	10,740	12,150	0.80%
POSTAGE	100	100	100	90	102	0.00%
TELECOMMUNICATION	4,000	3,900	4,500	4,300	4,145	-11.11%
BOILER INSURANCE	200	190	180	152	153	11.11%
FIRE INSURANCE	1,821	1,700	1,700	1,695	1,671	7.12%
MOTOR VEHICLE INSURANCE	1,250	1,225	1,200	1,151	1,064	4.17%

RECREATIONS PROGRAMS CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
PUBLIC OFFICIAL LIABILITY	247	242	350	278	259	-29.43%
GENERAL LIABILITY	200	193	350	205	196	-42.86%
OFFICE SUPPLIES	650	650	650	546	565	0.00%
LAUNDRY, HOUSEKEEPING, JANITOR	2,500	2,500	2,500	1,825	2,952	0.00%
REPAIR & MAINTENANCE SUPPLIES	500	800	800	181	425	-37.50%
VEHICLE POWERED EQUIPMENT-SUPP	250	250	250	217	70	0.00%
CAR & TRUCK SUPPLIES	850	850	850	858	900	0.00%
TIRES	600	600	600	-	-	0.00%
GAS & OIL	3,500	3,500	3,500	3,773	3,391	0.00%
EQUIPMENT SUPPLIES	300	500	500	136	362	-40.00%
UNIFORMS & APPAREL	1,200	1,200	1,200	706	976	0.00%
BOOKS & SUBSCRIPTIONS	50	50	50	-	34	0.00%
EDUCATIONAL & RECREATIONAL SUP	9,000	9,000	9,000	5,607	10,765	0.00%
OTHER OPERATING SUPPLIES	6,000	6,650	6,650	4,958	6,593	-9.77%
MERCHANDISE FOR RESALE	-	-	-	37	12	
TRAVEL -MILEAGE	-	-	2,000	1,245	357	-100.00%
TRAVEL -CONVENTION & EDUCATION	2,000	1,000	-	-	1,282	
DUES & ASSOCIATION MEMBERSHIPS	400	400	400	125	70	0.00%
MACH & EQUIP (PARK & REC DEV)	13,000	13,000	13,000	27,341	17,038	0.00%
MOTOR VEHICLES & EQUIPMENT	500	500	500	249	440	0.00%
LEASE/RENT OF EQUIPMENT	10,000	10,000	10,000	4,702	8,911	0.00%
TOTAL RECREATIONS PROGRAMS	$555,150	$550,623	$569,932	$519,887	$500,179	-2.59%

CEMETERY (7108)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$41,406	$40,099	$40,099	$40,208	$38,833	3.26%
SALARIES & WAGES OVERTIME	1,800	500	500	1,603	1,925	260.00%
FICA	3,207	3,106	3,106	2,973	2,919	3.25%
RETIREMENT [VRS]	5,650	5,471	5,471	5,712	5,356	3.27%
HOSPITALIZATION	14,173	14,173	14,173	14,460	12,984	0.00%
GROUP INSURANCE	538	520	520	531	498	3.46%
WORKERS COMPENSATION	1,198	1,174	1,000	977	877	19.80%
MAINTENANCE, EQUIPMENT	400	400	400	-	20	0.00%
MAINTENANCE, SERVICE CONTRACTS	-	400	400	-	-	-100.00%
LAUNDRY & DRY CLEANING	400	400	400	203	223	0.00%
ELECTRICITY	550	550	550	612	510	0.00%
TELECOMMUNICATION	1,800	1,800	1,800	2,309	1,699	0.00%
PUBLIC OFFICIAL LIABILITY	247	242	300	278	259	-17.67%
AGRICULTURAL SUPPLIES	-	300	300	-	-	-100.00%
VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	141	10	
TIRES	100	100	100	87	-	0.00%
GAS & OIL	120	120	120	41	34	0.00%
EQUIPMENT SUPPLIES	500	500	500	88	62	0.00%
VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	148	
OTHER OPERATING SUPPLIES	2,000	2,000	2,000	1,363	2,260	0.00%
MOTOR VEHICLES & EQUIPMENT	-	-	-	-	-	
REPURCHASE OF CEMETERY LOTS	1,000	1,000	1,000	300	600	0.00%
TOTAL CEMETERY	$75,089	$72,855	$72,739	$71,888	$69,218	3.23%

REGIONAL LIBRARY (8101)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
BLDGS,GRNDS-MAINTENANCE&MAT	$ -	$1,000	$1,000	$ -	$650	-100.00%
REGIONAL LIBRARY	904,244	871,852	871,852	859,699	841,160	3.72%
TOTAL REGIONAL LIBRARY	$904,244	$872,852	$872,852	$859,699	$841,810	3.60%

PLANNING (8101)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES	$288,089	$300,040	$300,040	$269,403	$239,606	-3.98%
PART-TIME SALARIES	10,000	10,000	-	-	-	
FICA	22,804	22,953	22,953	19,989	17,746	-0.65%
RETIREMENT [VRS]	39,409	41,037	41,037	38,176	31,664	-3.97%
HOSPITALIZATION	57,127	57,127	57,127	44,315	36,959	0.00%
GROUP INSURANCE	3,747	3,901	3,901	3,508	2,919	-3.95%
WORKERS COMPENSATION	958	939	810	782	702	18.27%
TRAINING	5,000	5,000	6,000	837	1,293	-16.67%
PROFESSIONAL SERVICES	-	7,000	7,000	8,731	10,480	-100.00%
REPAIR & MAINTENANCE	100	100	100	-	-	0.00%
MAINTENANCE, CARS & TRUCKS	750	700	750	16	22	0.00%
PRINTING	2,500	2,000	2,000	1,904	1,803	25.00%
ADVERTISING	5,000	5,000	5,000	8,830	6,942	0.00%
POSTAGE	1,200	1,200	1,200	1,078	1,072	0.00%
TELECOMMUNICATION	6,200	6,200	6,200	8,138	4,851	0.00%
MOTOR VEHICLE INSURANCE	625	613	600	575	532	4.17%

PLANNING CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
PUBLIC OFFICIAL LIABILITY	3,706	3,633	4,300	4,174	3,890	-13.81%
GENERAL LIABILITY	200	193	250	205	196	-20.00%
OFFICE SUPPLIES	2,500	2,500	2,500	1,067	1,221	0.00%
VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	53	10	
CAR & TRUCK SUPPLIES	-	500	1,000	-	949	-100.00%
TIRES	150	150	150	-	-	0.00%
GAS & OIL	400	400	500	198	143	-20.00%
BOOKS & SUBSCRIPTIONS	300	250	500	625	94	-40.00%
OTHER OPERATING SUPPLIES	2,500	2,500	1,500	1,433	3,783	66.67%
TRAVEL -MILEAGE	400	400	400	-	-	0.00%
TRAVEL -CONVENTION & EDUCATION	6,000	7,000	7,000	5,536	2,720	-14.29%
AWARD PROGRAMS	700	700	700	2,653	300	0.00%
NEIGHBORHOOD ENHANCEMENT PRG	-	-	7,500	4,188	2,682	-100.00%
DUES & ASSOCIATION MEMBERSHIPS	2,500	2,500	2,500	1,466	1,429	0.00%
MACHINERY & EQUIPMENT	500	500	500	190	500	0.00%
TOTAL PLANNING	$463,365	$485,037	$484,018	$428,070	$374,506	-4.27%

CONTRIBUTIONS TO OTHER ENTITIES

HUMAN SERVICES (8102)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
PEN. COMM. ON HOMELESSNESS	$2,759	$2,759	$2,759	$2,759	$2,759	0.00%
CHILD DEV. RESOURCES	5,000	5,000	5,000	5,000	5,000	0.00%
COMMUNITY ACTION AGENCY	21,102	21,102	21,102	21,102	21,102	0.00%

HUMAN SERVICES CONTINUED	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
LITERACY FOR LIFE	1,000	1,000	1,000	1,000	1,000	0.00%
PENINSULA AGENCY ON AGING	12,278	11,573	11,573	11,022	11,022	6.09%
COMMUNITY SERVICES COALITION	7,500	7,500	7,500	7,500	7,500	0.00%
HOSPICE OF WILLIAMSBURG	7,500	7,000	7,000	7,000	6,500	7.14%
AVALON	19,000	19,000	19,000	19,000	19,000	0.00%
ARC OF GREATER WMSBG HUMAN SRV	1,500	1,500	1,500	1,500	-	0.00%
COLONIAL CASA	6,000	6,000	6,000	6,000	6,000	0.00%
3E RESTORATION	-	1,000	1,000	-	-	-100.00%
HOUSE OF MERCY	1,000					
WMSBG FAITH IN ACTION	5,000	5,000	5,000	5,000	5,000	0.00%
SUB-TOTAL HUMAN SERVICES	$ 89,639	$ 88,434	$ 88,434	$ 86,883	$ 84,883	1.36%

OTHER AGENCIES (8102)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
TNCC-SITE IMPROVEMENTS	16,026	9,036	9,036	7,632	7,716	77.36%
WMSBG HOTEL/MOTEL ASSOCIATION	-	-	-	10,000	10,000	
KINGSMILL GOLF TOURNAMENT	-	-	-	15,000	15,000	
TNCC-HISTORIC TRIANGLE CAMPUS	2,463	2,677	2,677	2,600	2,525	-8.00%
TNCC-Workforce Dev. Ctr.	10,500	10,500	10,500	10,500	10,500	0.00%
WMSBG AREA DESTINATION MKTG	-	-	-	1,123,558	1,128,430	
HAMPTON RDS PLANNING DISTRICT	29,591	12,652	12,652	11,888	12,051	133.88%
CHAMBER OF COMMERCE	-	-	-	800,000	800,000	
COLONIAL WMSBG FOUNDATION	-	-	-	1,300,000	1,300,000	

OTHER AGENCIES CONTINUED	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
PENINSULA COUNCIL WORK. DEV.	5,947	5,947	5,947	5,947	5,947	0.00%
HERITAGE HUMANE SOCIETY		25,000	25,000	19,667	19,667	-100.00%
FARMERS MARKET	3,800	3,800	3,800	3,800	3,800	0.00%
WMSBG LAND CONSERVANCY	5,000	5,000	5,000	5,000	5,000	0.00%
VIRGINIA COOPERATIVE EXTENSION	5,602	5,602	5,602	5,541	5,451	0.00%
VIRGINIA FIRST CITIES	12,811	12,811	12,811	-	-	0.00%
VA SYMPHONY-MATOAKA CONCERT	8,670	8,670	8,670	6,000	6,000	0.00%
VA ARTS FESTIVAL	-	-	-	55,000	50,000	
CULTUREFIX	-	-	-	6,650	-	
HIGH SPEED RAIL COALITION	4,500	4,500	4,500	4,500	4,500	0.00%
WILLIAMSBURG AREA TRANSPORT	375,975	375,975	375,975	375,975	340,778	0.00%
NN/W AIRPORT TASK FORCE	-	-	-	-	5,627	
COLONIAL SOIL & WATER CONSERVA	5,500	5,500	5,500	3,500	3,500	0.00%
FEDERAL FACILITIES ALLIANCE	7,702	7,715	7,715	7,430	7,532	-0.17%
REG. ECON DEV INITIATIVES	14,658	14,658	14,658	14,117	14,310	0.00%
SUB-TOTAL OTHER AGENCIES	508,745	510,043	510,043	3,794,305	3,758,334	-0.25%

ARTS COMMISSION (8102)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
WILLIAMSBURG MUSIC CLUB	3,100	3,000	3,000	2,500	2,000	3.33%
WILLIAMSBURG SYMPHONIA	16,000	16,000	16,000	16,000	15,000	0.00%
VIRGINIA SYMPHONY	10,900	9,000	9,000	8,000	7,500	21.11%
WMSBG WOMENS CHORUS INC.	2,500	2,400	2,400	2,000	2,000	4.17%

ARTS COMMISSION CONTINUED	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
TIDEWATER CLASSIC GUITAR	1,300	1,900	1,900	1,500	1,400	-31.58%
WILLIAMSBURG CHORAL GUILD	5,400	5,500	5,500	5,000	4,800	-1.82%
WILLIAMSBURG CONSORT					2,750	
MAGIC OF HARMONY SHOW CHORUS				250		
VIRGINIA OPERA	10,100	9,575	9,575	8,200	8,000	5.48%
WILLIAMSBURG YOUTH ORCHESTRA	5,000	5,000	5,000	4,100	4,000	0.00%
WILLIAMSBURG PLAYERS	11,000	11,000	11,000	10,000	10,000	0.00%
VA REPERTORY THEATRE	1,500	1,725	1,725	1,600	1,500	-13.04%
YOUNG AUDIENCES	4,000	5,000	5,000	4,600	5,000	-20.00%
INSTITUTE FOR DANCE	2,000	1,500	1,500	2,700	3,000	33.33%
THIS CENTURY GALLERY	11,000	11,500	11,500	11,400	12,000	-4.35%
CHESAPEAKE BAY WIND ENSEMBLE	500	500	500	500	450	0.00%
AN OCCASION FOR THE ARTS	11,500	13,000	13,000	11,700	10,500	-11.54%
WHRO-TV	2,900	3,000	3,000	2,600	1,750	-3.33%
CULTURAL ALLIANCE				700	750	
ARTS COMMISSION-ADM EXPENSES	1,000	1,000	1,000	518	1,029	0.00%
FIRST NIGHT WILLIAMSBURG				3,927	10,000	
PANGLOSSIAN PRODUCTIONS	4,800	4,200	4,200	3,500	3,500	14.29%
STAGELIGHTS	2,300	2,000	2,000	2,400	2,000	15.00%
YORKTOWN SYMPHONY COMMITT	2,200	2,200	2,200	2,200	1,000	0.00%
GLOBAL FILM FESTIVAL	9,500	8,600	8,600	8,600	8,650	10.47%
WILLIAMSBURG BOOK FESTIVAL	1,300	1,300	1,300	1,000	800	0.00%
COMM. ALLIANCE FOR PERF. ARTS					1,000	
OPERA IN WILLIAMSBURG	14,100	13,500	13,500	10,500	10,000	4.44%
VA WATERFRONT INT ARTS	9,000	8,750	8,750	7,500	7,000	2.86%

ARTS COMMISSION CONTINUED	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
FLUTE FRENZY	2,600	3,000	3,000	3,000	3,000	-13.33%
VIRGINIA STAGE COMPANY	600	-	-	-	-	
COMMUNITY ALLIANCE/ PERF. ARTS	800	1,100	1,100	1,400	1,200	-27.27%
ART AT THE RIVER	2,200	2,450	2,450	1,700	1,500	-10.20%
AURA CURIATLAS PHYS THEATRE	2,400	2,250	2,250	2,000	1,750	6.67%
ON THE HILL GALLERY	-	-	-	-	500	
ARC OF GREATER WSBURG ART COMM	-	-	-	-	1,700	
VA REGIONAL BALLET	7,500	7,000	7,000	5,600	5,000	7.14%
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	$ 159,000	$ 157,875	$ 160,000	$ 147,195	$ 160,029	-0.63%

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
TOTAL CONTRIBUTIONS TO OTHER ENTITIES	$757,384	$756,352	$758,477	$4,028,383	$4,003,246	-0.14%
Transfer to Tourism Fund	$2,205,000	$2,205,000	$2,205,000	$-	$-	0.00%
Transfer to Fund Balance - Surplus	$-	$143,910	$-	$1,545,612	$1,843,584	
Transfer to Budget Stabilization	$53,290	$-	$-	$-	$-	
TOTAL GENERAL FUND EXPENDITURES	$37,260,618	$36,429,945	$36,402,371	$36,910,771	$36,142,518	2.36%

TOURISM FUND REVENUES FISCAL YEAR 2020

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
TRANSFER IN FROM GENERAL FUND	$(2,205,000)	$(2,205,000)	$(2,205,000)	-	-	0.00%
$2 LODGING TAX	(1,086,000)	(1,090,000)	(1,130,000)	-	-	-3.89%
LOCAL 1% SALES TAX	(1,970,000)	(2,081,000)	(1,947,000)	-	-	1.18%
INTEREST	-	-	-			
TOTAL REVENUES	$(5,261,000)	$(5,376,000)	$(5,282,000)			-0.40%

TOURISM FUND EXPENDITURES FISCAL YEAR 2020

ADMINISTRATIVE EXPENDITURES (3900)	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
SALARIES & WAGES	$45,450	$45,000	$45,000	-	-	1.00%
FICA	3,477	3,443	3,443	-	-	0.99%
RETIREMENT-VRS	6,201	6,200	6,201	-	-	0.00%
HOSPITALIZATION	20,794	20,794	20,794	-	-	0.00%
GROUP LIFE INSURANCE	590	590	590	-	-	0.00%
TRAINING	2,500	1,000	1,000	-	-	150.00%
PROFESSIONAL SERVICES	100,000	20,000	20,000	-	-	400.00%
MAINTENANCE, OFFICE EQUIPMENT	1,500	1,000	1,000	-	-	50.00%
PRINTING	1,000	1,000	1,000	-	-	0.00%
POSTAGE	1,000	1,000	1,000	-	-	0.00%
TELECOMMUNICATION	2,000	500	500	-	-	300.00%
OFFICE SUPPLIES	1,000	500	500	-	-	100.00%
BOOKS & SUBSCRIPTIONS	500	500	500	-	-	0.00%
OTHER OPERATING SUPPLIES	2,500	-	-	-	-	
TRAVEL -MILEAGE	1,000	1,000	1,000	-	-	0.00%
TRAVEL -CONVENTION & EDUCATION	2,000	2,000	2,000	-	-	0.00%
DUES & ASSOCIATION MEMBERSHIPS	1,000	500	500	-	-	100.00%
CONTINGENCY	123,588					
TOTAL ADMINISTRATIVE EXPENDITURES	$316,100	$105,027	$105,028			200.97%

TOURISM MARKETING & MAINTENANCE OF EFFORT (3910)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
Maint. Of Effort - CHAMBER/TOURISM	$800,000	$800,000	$800,000	-	-	0.00%
HISTORIC TRIANGLE MARKETING	$543,000	$545,000	$565,000			-3.89%
TOTAL TOURISM MARKETING & MAINTENANCE OF EFFORT	$1,343,000	$1,345,000	$1,365,000			-1.61%

TOURISM DEVELOPMENT (3920)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
AN OCCASION FOR THE ARTS	$20,000	$25,000	$25,000	-	-	-20.00%
CULTUREFIX	75,000	75,000	75,000	-	-	0.00%
WILLIAMSBURG LIVE	80,000	80,000	80,000			0.00%
KINGSMILL CHAMPIONSHIP	15,000	15,000	15,000			0.00%
HOTEL/MOTEL ASSOCIATION	10,000	10,000	10,000			0.00%
COLONIAL WMSBG FOUNDATION	1,300,000	1,300,000	1,300,000			0.00%
TOURISM CONTINGENCY - GRANTS	150,000	50,000	50,000	-	-	200.00%
DOWNTOWN VIBRANCY IMPLEMENTATI	-	150,000	150,000	-	-	-100.00%
TOURISM DEVELOPMENT GRANT PRG	1,951,900		2,106,972	-	-	-7.36%
CARRYFORWARD	-	2,220,973				
TOTAL TOURISM DEVELOPMENT	$3,601,900	$3,925,973	$3,811,972			-5.51%

TOTAL TOURISM FUND EXPENDITURES						
	$5,261,000	$5,376,000	$5,282,000			-0.40%

UTILITY FUND REVENUES FISCAL YEAR 2020

	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
WATER SERVICE	$(4,623,000)	$(4,623,000)	$(4,623,000)	$(4,687,485)	$(4,609,133)	0.00%
SEWER SERVICE	(2,400,000)	(2,160,000)	(2,160,000)	(2,402,770)	(2,160,249)	11.11%
WATER CONNECTIONS	(3,000)	(2,400)	(2,400)	(2,000)	(7,200)	25.00%
HRSD TAP FEES	(80,000)	(80,000)	(80,000)	(151,375)	(70,115)	0.00%
SEWER CONNECTIONS	(3,000)	(4,000)	(2,000)	(4,000)	(4,000)	50.00%
PENALTY - WATER & SEWER	(21,400)	(18,000)	(18,000)	(20,811)	(25,982)	18.89%
OTHER SOURCES	(45,000)	(170,000)	(180,000)	(7,421)	(11,635)	-75.00%
ENTERPRISE-INTEREST EARNINGS	(93,600)	(90,000)	(36,000)	(57,365)	(33,650)	160.00%
WATER TOWER USAGE	(218,244)	(240,000)	(218,244)	(218,244)	(174,614)	0.00%
WATER & SEWER AVAILABILITY	(300,000)	(300,000)	(300,000)	(908,000)	(449,000)	0.00%
TOTAL REVENUES	$(7,787,244)	$(7,687,400)	$(7,619,644)	$(8,459,471)	$(7,545,578)	2.20%

UTILITY FUND EXPENDITURES FISCAL YEAR 2020

ADMINISTRATIVE EXPENDITURES (0610)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES REGULAR	$ 329,928	$ 264,200	$ 341,819	$ 261,052	$ 232,666	-3.48%
FICA	25,240	18,500	26,149	18,644	16,120	-3.48%
RETIREMENT [VRS]	45,103	26,000	46,810	9,910	22,013	-3.65%
HOSPITALIZATION	30,243	24,300	30,234	30,845	21,204	0.03%
GROUP INSURANCE	4,288	3,350	4,450	887	2,985	-3.64%
WORKERS COMPENSATION	3,593	3,522	3,050	2,932	2,631	17.80%
CAR ALLOWANCE	-	-	7,200	6,369	7,200	-100.00%
CONTINGENCY PAY PLAN	65,840	-	47,800	-	-	37.74%
PROFESSIONAL SERVICE-OTHER	15,000	15,000	15,000	11,295	16,098	0.00%
PRINTING & BINDING	500	700	500	311	315	0.00%
ADVERTISING	500	-	500	-	-	0.00%
POSTAGE	6,500	6,500	6,500	7,032	6,079	0.00%
TELECOMMUNICATION	3,100	4,125	3,100	4,533	2,974	0.00%
RADIO	500	500	500	270	540	0.00%
FIRE	607	595	550	565	557	10.36%
MOTOR VEHICLE	1,250	1,225	1,300	1,151	1,064	-3.85%
OFFICE SUPPLIES	2,600	2,600	2,600	1,553	2,657	0.00%
VEHICLE POWERED EQUIPMENT	-	-	-	-	10	
CAR & TRUCK SUPPLIES	-	-	-	-	142	

ADMINISTRATIVE EXPENDITURES CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
GAS & OIL	-	-	-	1	11	
OTHER OPERATING SUPPLIES	2,000	2,000	2,000	2,007	1,449	0.00%
TRAVEL(MILEAGE)	-	-	-	13	202	
TRAVEL(CONVENTION & EDUCATION)	2,500	2,500	2,500	3,208	6,152	0.00%
DUES & SUBSCRIPTIONS	300	300	300	95	279	0.00%
FURNITURE & FIXTURES	300	300	300	-	-	0.00%
MOTOR VEHICLES & EQUIPMENT	1,000	1,000	1,000	-	-	0.00%
OVERHEAD CHARGES	840,000	840,000	840,000	687,925	659,713	0.00%
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%

WATER TREATMENT (1910)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES REGULAR	$ 561,590	$ 460,000	$ 546,523	$ 503,734	$ 544,313	2.76%
SALARIES & WAGES OVERTIME	5,000	40,000	5,000	11,370	6,399	0.00%
PART-TIME WAGES	-	53,000	-	27,527	-	
DISCRETIONARY LEAVE	7,000	14,125	7,000	11,148	3,949	0.00%
FICA	42,962	35,900	42,727	38,901	37,954	0.55%
RETIREMENT [VRS]	76,929	62,100	74,981	17,101	52,103	2.60%
HOSPITALIZATION	112,913	107,000	112,913	108,368	100,229	0.00%
GROUP INSURANCE	7,314	6,000	7,128	1,522	5,790	2.61%
WORKERS COMPENSATION	13,772	13,502	11,400	11,239	10,086	20.81%

WATER TREATMENT CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
TRAINING	5,000	5,000	5,000	5,796	2,526	0.00%
PROFESSIONAL SERVICE-OTHER	28,000	28,000	28,000	29,978	28,118	0.00%
REPAIR & MAINTENANCE	7,000	7,000	7,000	6,970	7,345	0.00%
MAINTENANCE, CARS & TRUCKS	1,000	1,000	1,000	-	3,154	0.00%
MAINTENANCE, BUILDING	4,000	4,000	4,000	135	2,818	0.00%
MAINTENANCE, POWERED EQUIPMENT	7,000	8,000	6,000	10,439	1,935	16.67%
MAINTENANCE, SERVICE CONTRACTS	3,200	3,200	3,200	3,209	3,136	0.00%
ADVERTISING	-	-	450	-	119	-100.00%
ELECTRICITY	112,000	112,000	112,000	100,785	99,242	0.00%
POSTAGE	1,200	1,200	1,200	1,385	1,057	0.00%
TELECOMMUNICATION	1,780	18,000	1,780	2,125	1,751	0.00%
RADIO	250	250	250	-	-	0.00%
BOILER	390	380	325	305	305	20.00%
FIRE	4,856	4,760	4,600	4,520	4,456	5.57%
MOTOR VEHICLES	420	408	400	384	355	5.00%
GENERAL LIABILITY	4,735	4,639	5,200	4,913	4,712	-8.94%
OFFICE SUPPLIES	1,700	1,700	1,700	1,274	1,316	0.00%
MEDICAL & LAB SUPPLIES	6,200	6,200	6,200	6,328	3,523	0.00%
LAUNDRY,HOUSEKEEPING, JANITOR	2,000	2,000	2,000	1,954	742	0.00%
REPAIR & MAINTENANCE SUPPLIES	22,000	22,000	22,000	20,558	14,117	0.00%
VEHICLE POWERED EQUIPMENT	-	-	-	-	10	
CAR AND TRUCK SUPPLIES	600	600	600	363	203	0.00%

WATER TREATMENT CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
TIRES	200	200	200	-	-	0.00%
GAS AND OIL	2,000	2,000	2,000	1,628	1,355	0.00%
POWERED EQUIPMENT SUPPLIES	1,000	1,000	1,000	52	1,234	0.00%
GENERATOR FUEL	2,000	2,000	2,000	-	-	0.00%
UNIFORMS & WEARING APPAREL	2,800	2,800	2,800	2,797	2,218	0.00%
BOOKS & SUBSCRIPTIONS	400	400	400	-	-	0.00%
OTHER OPERATING SUPPLIES	225,000	250,000	250,000	145,498	160,808	-10.00%
TRAVEL(MILEAGE)	-	-	-	117	65	
TRAVEL(CONVENTION & EDUCATION)	750	750	750	1,636	85	0.00%
TAXES	72,000	70,000	70,000	70,201	34,637	2.86%
DUES & ASSOCIATION MEMBERSHIPS	200	200	200	-	-	0.00%
FURNITURE & FIXTURES	5,000	5,000	5,000	37	1,161	0.00%
COMMUNICATIONS EQUIPMENT	-	-	-	-	-	
MOTOR VEHICLES & EQUIPMENT	8,000	10,000	10,000	44	-	-20.00%
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%

WATER SYSTEM (1920)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES REGULAR	$235,999	$236,000	$266,139	$228,704	$223,511	-11.32%
SALARIES & WAGES OVERTIME	9,000	11,000	9,000	8,217	7,935	0.00%
PART-TIME SALARIES	2,000	-	2,000	-	-	0.00%
FICA	18,055	17,500	21,201	16,783	16,151	-14.84%

WATER SYSTEM CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
RETIREMENT [VRS]	32,293	34,200	36,448	7,733	21,897	-11.40%
HOSPITALIZATION	103,349	108,000	103,349	101,170	85,212	0.00%
GROUP INSURANCE	3,070	3,200	3,465	628	2,904	-11.40%
WORKERS COMPENSATION	8,659	8,489	8,100	7,819	7,016	6.90%
TRAINING	900	900	900	-	-	0.00%
PROFESSIONAL SERVICE OTHER	13,000	14,000	14,000	11,363	11,731	-7.14%
MAINTENANCE, CARS AND TRUCKS	4,000	4,000	4,000	1,060	9,234	0.00%
MAINTENANCE, POWERED EQUIPMENT	500	1,000	1,000	-	33	-50.00%
MAINTENANCE, WATER METERS	5,000	5,000	5,000	6,397	3,538	0.00%
MAINTENANCE, SERVICE CONTRACTS	500	2,000	2,000	300	300	-75.00%
LAUNDRY & DRY CLEANING	4,000	4,000	4,000	3,125	2,850	0.00%
STATE WATERWORKS ASSESSMENT	13,000	13,000	13,000	12,682	12,458	0.00%
POSTAGE	2,700	3,100	2,700	2,647	2,539	0.00%
TELECOMMUNICATION	4,500	4,500	4,500	4,898	3,245	0.00%
RADIO	600	600	600	270	540	0.00%
BOILER	390	380	350	305	305	11.43%
FIRE	7,284	6,800	6,800	6,780	6,684	7.12%
MOTOR VEHICLES	3,750	3,675	3,600	3,452	3,196	4.17%
GENERAL LIABILITY	4,830	4,735	7,000	5,015	4,810	-31.00%
OFFICE SUPPLIES	800	800	800	824	943	0.00%
LAUNDRY, HOUSEKEEPING,JANITOR	500	500	500	705	337	0.00%
REPAIR & MAINTENANCE SUPPLIES	1,000	1,000	1,000	1,795	101	0.00%

WATER SYSTEM CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
VEHICLE POWERED EQUIPMENT	-	-	-	-	103	
CAR AND TRUCK SUPPLIES	8,000	8,000	8,000	5,039	6,460	0.00%
TIRES	1,500	1,500	1,500	758	1,892	0.00%
GAS AND OIL	14,000	16,000	16,000	11,141	10,191	-12.50%
POWERED EQUIPMENT SUPPLIES	1,000	1,000	1,000	862	43	0.00%
UNIFORMS & WEARING APPAREL	4,000	4,000	4,000	2,043	3,356	0.00%
OTHER OPERATING SUPPLIES	60,000	60,000	60,000	64,562	50,877	0.00%
WATER METERS	25,500	25,500	25,500	13,540	25,338	0.00%
TRAVEL(CONVENTION & EDUCATION)	600	600	600	52	-	0.00%
MACHINERY & EQUIPMENT	10,000	11,000	11,000	-	6,009	-9.09%
MOTOR VEHICLES & EQUIPMENT	10,000	10,000	10,000	-	-	0.00%
ADP EQUIPMENT	500	500	500	-	-	0.00%
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 (1940)	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
SALARIES & WAGES REGULAR	$269,392	$204,000	$207,964	$207,200	$244,914	29.54%
SALARIES & WAGES OVERTIME	12,000	13,600	8,000	11,549	8,785	50.00%
FICA	20,609	15,300	16,521	16,446	17,856	24.74%
RETIREMENT [VRS]	36,952	29,600	28,478	7,391	24,003	29.76%
HOSPITALIZATION	76,264	94,300	76,264	82,862	77,280	0.00%
GROUP INSURANCE	3,513	2,770	2,707	799	3,101	29.77%

SEWAGE SYSTEM CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
WORKERS COMPENSATION	359	352	320	293	263	12.19%
PROFESSIONAL SERVICE-OTHER	14,000	14,000	14,000	10,448	20,484	0.00%
MAINTENANCE, CARS AND TRUCKS	500	500	500	-	-	0.00%
MAINTENANCE, BUILDINGS	4,000	4,000	4,000	-	1,652	0.00%
MAINTENANCE, POWERED EQUIPMENT	10,000	10,000	10,000	747	7,232	0.00%
MAINTENANCE SERVICE CONTRACTS	-	2,000	2,000	-	-	-100.00%
LAUNDRY & DRY CLEANING	700	700	700	248	175	0.00%
HRSD SEWAGE	2,400,000	2,240,000	2,240,000	2,562,574	2,254,111	7.14%
ELECTRICITY	34,000	34,000	34,000	36,472	32,730	0.00%
HEATING	1,700	1,600	1,600	1,683	1,720	6.25%
POSTAGE	-	-	-	61	-	
TELECOMMUNICATION	17,000	19,000	12,000	22,846	10,142	41.67%
RADIO	600	600	600	270	540	0.00%
BOILER	390	380	305	305	306	27.87%
FIRE	2,125	2,000	2,000	1,977	1,949	6.25%
GENERAL LIABILITY	4,830	4,735	7,000	5,015	4,810	-31.00%
OFFICE SUPPLIES	300	300	300	-	-	0.00%
LAUNDRY, HOUSEKEEPING, JANITOR	200	200	200	117	56	0.00%
REPAIR & MAINTENANCE SUPPLIES	20,000	20,000	20,000	6,617	3,014	0.00%
VEHICLE POWERED EQUIPMENT	-	-	-	-	72	
CAR AND TRUCK SUPPLIES	3,000	3,000	3,000	2,903	1,003	0.00%
TIRES	800	800	800	253	-	0.00%

SEWAGE SYSTEM CONTINUED	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
GAS AND OIL	3,800	6,000	6,000	3,297	2,861	-36.67%
EQUIPMENT SUPPLIES	1,600	4,400	4,400	-	779	-63.64%
GENERATOR FUEL	1,000	1,000	1,000	-	-	0.00%
UNIFORMS & WEARING APPAREL	1,400	1,400	1,400	766	1,159	0.00%
OTHER OPERATING SUPPLIES	33,000	33,000	33,000	11,690	25,198	0.00%
TRAVEL(CONVENTION & EDUCATION)	300	300	300	-	-	0.00%
FURNITURE & FIXTURES	-	-	-	2,224	-	
COMMUNICATIONS EQUIPMENT	-	-	-	1,600	-	
MOTOR VEHICLES & EQUIPMENT	14,000	14,000	14,000	-	-	0.00%
ADP EQUIPMENT	500	500	500	-	-	0.00%
LEASE/RENT EQUIP	1,000	1,000	1,000	96	1,547	0.00%
TOTAL SEWAGE SYSTEM	$ 2,989,834	$ 2,779,338	$ 2,754,859	$ 2,998,750	$ 2,747,741	8.53%

SUB - TOTAL EXPENSES

	$7,173,666	$6,817,350	$6,991,500	$6,575,663	$6,260,786	-0.14%

DEBT SERVICE

	Adopted FY 2020	Requested FY 2020	Budgeted FY 2019	Actual FY 2018	Actual FY 2017	% Change FY2020/ 2019
INTEREST PAYMENTS	$ 194,688	$ 220,993	$ 220,993	$ (50,627)	$ 131,860	-11.90%
COST OF BOND ISSUANCE	-	-	-	46,821	-	
TOTAL DEBT SERVICE	$ 194,688	$ 220,993	$ 220,993	$ (3,805)	$ 131,860	-11.90%

PURCHASED SERVICES

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
NNWW - PURCHASE OF WATER	$ 100,000	$ -	$ 100,000	$ -	$ -	-
TOTAL PURCHASE SERVICES	$ 100,000	$ -	$ 100,000	$ -	$ -	-

TOTAL UTILITY OPERATING EXPENSES

	Adopted **FY 2020**	Requested **FY 2020**	Budgeted **FY 2019**	Actual **FY 2018**	Actual **FY 2017**	% Change **FY2020/ 2019**
TOTAL UTILITY OPERATING EXPENSES	$7,468,354	$7,038,343	$7,312,493	$6,571,857	$6,392,646	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%
TOTAL	$7,787,244	$7,687,400	$7,619,644	$8,459,471	$7,545,578	2.20%

STAFFING LEVELS FISCAL YEAR 2020

CITY MANAGER'S OFFICE	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	0.5	0.5	0.5	0.5	0	0	0
SUB-TOTAL	6.5	6.5	6.5	6.5	6	7	7

CLERK OF COUNCIL / COMMUNICATIONS	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Clerk of Council/Admin. Assistant	1	1	1	1	1	1	1
Communications Specialist	1	1	1	1	1	1	1
SUB-TOTAL	2	2	2	2	2	2	2

CITY ATTORNEY	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
City Attorney	1	1	1	1	1	1	1
Legal Secretary	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SUB-TOTAL	1.5	1.5	1.5	1.5	1.5	1.5	1.5

COMMISSIONER OF REVENUE	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Commissioner	1	1	1	1	1	1	1
Clerk	2	2	2	2	2	2	2
Business Auditor						1	1
SUB-TOTAL	3	3	3	3	3	4	4

TREASURER	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Deputy Treasurer	1	1	1	1	1	1	1

REGISTRAR	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Registrar	1	1	1	1	1	1	1
Clerk	0.5	0.5	1	1	1	1	1
SUB-TOTAL	1.5	1.5	2	2	2	2	2

ASSESSOR'S OFFICE	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
City Assessor	1	1	1	1	1	1	1
Assessment Technician	1	1	1	1	1	1	1
SUB-TOTAL	2	2	2	2	2	2	2

DEPARTMENT OF FINANCE	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	1	1	1	1	1	1	1
SUB-TOTAL	8	8	8	9	9	9	9

INFORMATION TECHNOLOGY	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	0	0	0	0	0	1	1
SUB-TOTAL	3	3	3	3	3	4	4

POLICE DEPARTMENT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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
Parking Garage Supervisor	1	1	1	1	1	1	1
SUB-TOTAL	40	40	41	41	42	45	45

FIRE DEPARTMENT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Fire Chief	1	1	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1	1	1
Battallion 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	1	1	1	1	1	1	1
SUB-TOTAL	37	37	37	40	40	41	41

PLANNING DEPARTMENT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	1	1	1	1	1	1	1
SUB-TOTAL	4	4	4	4	4	4	4

CODES COMPLIANCE	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	1	1	1	1	1	1	1
SUB-TOTAL	4	5	5	5	5	5	5

ENGINEERING	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Engineer	1	1	1	1	1	1	1
Public Works Inspector	1	1	1	1	1	1	1
SUB-TOTAL	2	2	2	2	2	2	2

STREET DEPARTMENT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	6	6	6	6	6	6	7
SUB-TOTAL	9	9	9	9	9	9	10

LANDSCAPE	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Landscape Superintendent	1	1	1	1	1	1	1
Municipal Service Workers	5	5	5	5	5	5.5	5.5
Cemetery Caretaker	1	1	1	1	1	1	1
SUB-TOTAL	7	7	7	7	7	7.5	7.5

SHOP	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Shop Superintendent	1	1	1	1	1	1	1
Mechanics	2	2	2	2	2	2	2
SUB-TOTAL	3	3	3	3	3	3	3

RECREATION DEPARTMENT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SUB-TOTAL	8.5	8.5	8.5	8.5	8.5	8.5	8.5

PUBLIC UTILITIES	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	8	8	8	8	8	8	8
SUB-TOTAL	26	26	26	26	26	26	26

BUILDINGS & FACILITIES MAINTENANCE	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
1	1	1	1	1	1	1	1
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2

HUMAN SERVICES DEPARTMENT	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	3	3	3	3	3	3	3
SUB-TOTAL	14	14	14	14	14	14	14

PUBLIC HOUSING	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
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	2	2	2	2	2	2	2
SUB-TOTAL	5	5	5	5	5	5	5

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
TOTAL CITY EMPLOYEES	190.0	191.0	192.5	196.5	197.0	204.5	205.5

FY 2020 CAPITAL IMPROVEMENT PROJECTS

CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL

INTRODUCTION

The Capital Improvements Projects of the City of Williamsburg are administered through two funds, the Capital Improvement Fund (funded by sales tax, grants, and bonds) for general government improvements, and the Utility Fund for water and sewer projects.

The City projects five-year capital improvement projects, with the first year funded and the remaining four years shown for planning purposes. At the end of the year the funding for any uncompleted project is encumbered as necessary and presumed to be finished in the next fiscal year.

Revenues of the Capital Improvement 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.

While this fund is budgeted separately because of its capital project nature it is combined with the General Fund for financial statement presentation.

To stabilize operations for comparison each year, 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. Also the City's annual paving program is accounted for as a capital expenditure to minimize the skewing effect on operations over time.

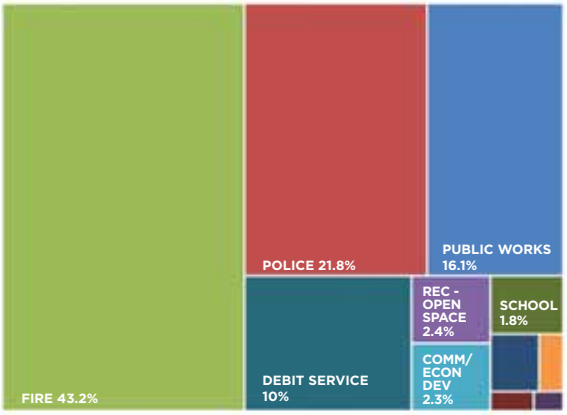
Revenues of the Utility Fund are used to fund capital improvements, as well as operating costs, for the water and sewer systems.

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 (GIOs).

GENERAL GOVERNMENT CAPITAL IMPROVEMENT PROJECTS FY 2020

REVENUES	Adopted 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)
TOTAL REVENUES	$ (17,743,995)	$ (11,701,789)	$ (12,448,614)

EXPENSES	Adopted FY 2020	Estimated FY 2019	Actual FY 2018
Public Works	$ 2,659,870	$ 5,761,400	$ 2,123,116
Police	3,604,565	472,284	148,917
Fire	7,124,000	616,848	706,866
Recreation, Culture, & Open Space	390,000	622,076	427,066
Community/Economic Development	385,000	127,968	624,809
General Government	99,790	228,201	165,341
Contingency	200,000	100,000	93,310
Library	60,000	-	321,334
Schools	303,950	2,120,000	1,974,822
Courthouse	40,000	-	-
Debt Service	1,633,498	1,653,012	5,589,657
Bond Issuance Cost	-	-	273,376
Transfer to Reserves	1,243,322	-	-
TOTAL	$ 17,743,995	$ 11,701,789	$12,448,614



GENERAL FUND CAPITAL IMPROVEMENT PROGRAM
PROJECT INFORMATION DETAIL - FY 2020-2024

CAPITAL REVENUES	Estimated Through FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM: Proposed Budget FY 2020	FOR PLANNING PURPOSES: FY 2121	FY 2022	FY 2023	FY 2024	FIVE YEAR TOTAL
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	-	-	-	-	-	-	-
VDOT - Excess Urban Allocation (Capitol Landing Road Redesign)	-	1,988,871	-	-	-	-	-	-
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		-	-	-	-	-
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	-	-	205,875	-	211,288	-	-	417,163
Highway Safety Improvement Program Funds	-	-	-	-	97,940	145,060	-	243,000
William & Mary (Monticello Avenue Multi-Use Path)	-	125,000	-	-	-	-	-	-
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)	-	-	-		-	-	-	-
Williamsburg Regional Library Foundation-Stryker Center Grant	-	-	-	-	-	-	-	-
Transfer from EDA (Economic Development Strategic Plan)	50,000	25,000	-	-	-	-	-	-
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

CAPITAL EXPENSES - PUBLIC WORKS

	Estimated Through FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM: Proposed Budget FY 2020	FOR PLANNING PURPOSES: FY 2121	FY 2022	FY 2023	FY 2024	FIVE YEAR TOTAL
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	-	-	-	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

CAPITAL EXPENSES - RECREATION, CULTURE, & OPEN SPACE

	Estimated Through FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM: Proposed Budget FY 2020	FOR PLANNING PURPOSES: FY 2121	FY 2022	FY 2023	FY 2024	FIVE YEAR TOTAL
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	$ -	$ -	$ 860,000

CAPITAL EXPENSES - PUBLIC SAFETY

			FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
	Estimated Through **FY 2019**	Carryover from **FY 2019**	Proposed Budget **FY 2020**	FOR PLANNING PURPOSES **FY 2121**	**FY 2022**	**FY 2023**	**FY 2024**	**FIVE YEAR TOTAL**
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	-	50,520	25,000	25,000	25,000	25,000	25,000	125,000
Mobile Data Terminals - Fire Department	-	-	-	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	-	-	-	-	-	
TOTAL PUBLIC SAFETY	$ 289,132	$ 1,824,720	$ 10,548,565	$ 2,822,565	$ 231,315	$ 231,315	$ 231,315	$ 14,065,075

CAPITAL EXPENSES - COMMUNITY & ECONOMIC DEVELOPMENT

			FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
	Estimated Through **FY 2019**	Carryover from **FY 2019**	Proposed Budget **FY 2020**	FOR PLANNING PURPOSES **FY 2121**	**FY 2022**	**FY 2023**	**FY 2024**	**FIVE YEAR TOTAL**
PLANNING								
Comprehensive Plan Update	$ 40,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
ECONOMIC DEVELOPMENT								
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
REDEVELOPMENT & HOUSING								
City Housing Renovation	7,968	49,037	30,000	-	-	-	-	30,000
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	$ 97,968	$ 130,837	$ 330,000	$ -	$ -	$ -	$ -	$ 330,000

CAPITAL EXPENSES - GENERAL GOVERNMENT

	Estimated Through FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM: Proposed Budget FY 2020	FOR PLANNING PURPOSES: FY 2121	FY 2022	FY 2023	FY 2024	FIVE YEAR TOTAL
FACILITIES & LAND								
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	-	-	-	-	-	-	
TECHNOLOGY								
Virtual Server Replacement	90,000	-	-	-	-	-	-	-
Enterprize 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
VEHICLES								
Vehicle Replacement Plan	1,371,840	-	345,000	468,000	686,000	275,000	30,000	1,804,000
TOTAL PUBLIC SAFETY	$ 1,600,041	$ 195,655	$ 444,790	$ 567,790	$ 745,790	$ 334,790	$ 89,790	$ 2,182,950

CAPITAL EXPENSES - AGENCIES & INTERJURISDICTIONAL

	Estimated Through FY 2019	Carryover from FY 2019	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM: Proposed Budget FY 2020	FOR PLANNING PURPOSES: FY 2121	FY 2022	FY 2023	FY 2024	FIVE YEAR TOTAL
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

CAPITAL EXPENSES - CONTINGENCY & DEBT SERVICE

	Estimated Through **FY 2019**	Carryover from **FY 2019**	Proposed Budget **FY 2020**	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM FOR PLANNING PURPOSES **FY 2121**	**FY 2022**	**FY 2023**	**FY 2024**	**FIVE YEAR TOTAL**
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 PUBLIC SAFETY	$ 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 EXPENSES

	Estimated Through **FY 2019**	Carryover from **FY 2019**	Proposed Budget **FY 2020**	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM FOR PLANNING PURPOSES **FY 2121**	**FY 2022**	**FY 2023**	**FY 2024**	**FIVE YEAR 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	619,076	50,678	350,000	330,000	180,000	-	-	860,000
PUBLIC SAFETY	289,132	1,824,720	10,548,565	2,822,565	231,315	231,315	231,315	14,065,075
COMMUNITY & ECONOMIC DEVELOPMENT	97,968	130,837	330,000	-	-	-	-	330,000
GENERAL GOVERNMENT	1,600,041	195,655	444,790	567,790	745,790	334,790	89,790	2,182,950
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	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

			FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
	Estimated Through **FY 2019**	Carryover from **FY 2019**	Proposed Budget **FY 2020**	FOR PLANNING PURPOSES **FY 2121**	**FY 2022**	**FY 2023**	**FY 2024**	**FIVE YEAR TOTAL**
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%	38%	44%	46%	43%	42%	37%	

CAPITAL PROJECTS | PUBLIC WORKS

REPAVING PROGRAM | PUBLIC WORKS

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

HISTORIC AREA STREET REPAVING | PUBLIC WORKS

Goals, Initiatives, Outcomes - #3 Transportation

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

IRONBOUND ROAD IMPROVEMENTS (PHASE I, II, & III) PUBLIC WORKS/STREET CONSTRUCTION

Goals, Initiatives, Outcomes - #1 Character of the City and #3 Transportation

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

CAPITOL LANDING ROAD & BYPASS ROAD INTERSECTION PUBLIC WORKS/STREET CONSTRUCTION

Goals, Initiatives, Outcomes - #1 Character of the City and #3 Transportation

Capital 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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
		$ 700,000	$ 1,444,760		$ 2,1444,760

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.

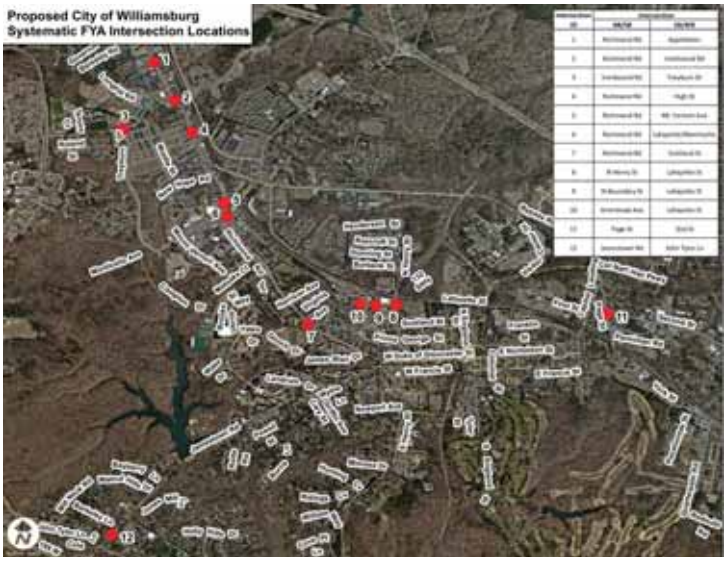
TRAFFIC SIGNALS – DETECTION LOOPS, FLASHING YELLOW ARROW PUBLIC WORKS/STREET CONSTRUCTION

$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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.



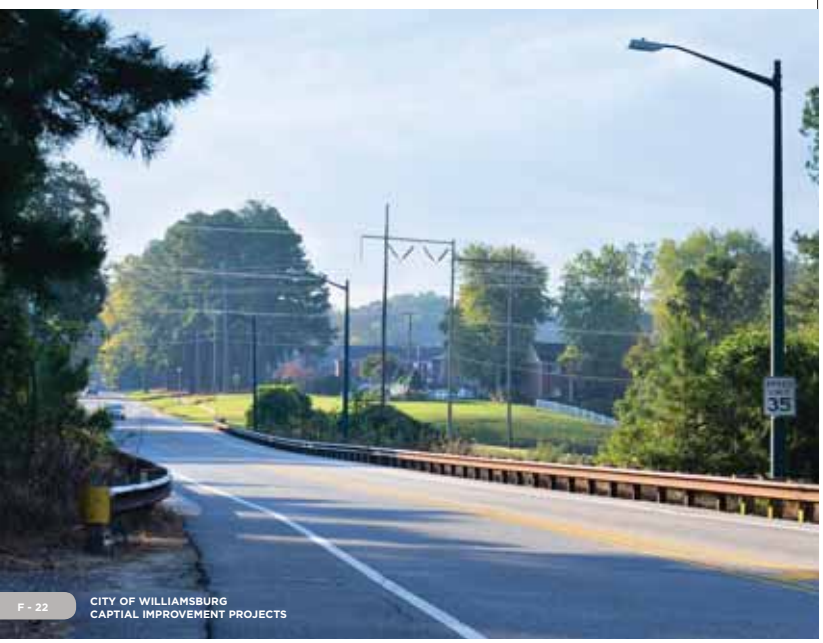
BRIDGE INSPECTIONS | PUBLIC WORKS/STREET CONSTRUCTION

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 are scheduled for FY22 at a cost of $350,000.

ESTIMATED CAPITAL BUDGET:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.



CAPITOL LANDING ROAD REDESIGN | PUBLIC WORKS/CORRIDOR ENHANCEMENT & UNDERGROUND WIRING

Goals, Initiatives, Outcomes - #1 Character of the City and #3 Transportation

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

MONTICELLO AVENUE REDESIGN | PUBLIC WORKS/CORRIDOR ENHANCEMENT & UNDERGROUND WIRING

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.

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

SIDEWALK CONSTRUCTION - FRANCIS STREET SIDEWALK/TRAIL
PUBLIC WORKS/PEDESTRIAN & BICYCLE IMPROVEMENTS

Goals, Initiatives, Outcomes - #3 Transportation

The Francis Streetwalk/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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 298,250		$ 275,000			$ 573,250

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

MONTICELLO AVENUE MULTI-USE TRAIL
PUBLIC WORKS/PEDESTRIAN & BICYCLE IMPROVEMENTS

Goals, Initiatives, Outcomes - #3 Transportation

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.

FY19 BUDGETED FUNDS WILL BE ROLLED OVER TO FY20 TO COVER THE COST OF THE PROJECT.

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
-	-	-	-	-	-

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.

STRAWBERRY PLAINS & JOHN TYLER
PUBLIC WORKS/PEDESTRIAN & BICYCLE IMPROVEMENTS

Goals, Initiatives, Outcomes - #3 Transportation

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

STORMWATER INFASTRUCTURE IMPROVEMENTS
PUBLIC WORKS/STORMWATER MANAGEMENT

Goals, Initiatives, Outcomes - #7 Enviornmental Sustainability

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 an 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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

CAPITAL PROJECTS
RECREATION, CULTURE, & OPEN SPACE

KIWANIS PARK | RECREATION, CULTURE, & OPEN SPACE

Goals, Initiatives, Outcomes - #6 Recreation & Culture

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

QUARTERPATH RECREATION CENTER & QUARTERPATH PARK RECREATION, CULTURE, & OPEN SPACE

Goals, Initiatives, Outcomes - #6 Recreation & Culture

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) and working with a consultant to conduct a feasibility study for a facility expansion ($50,000), as well as replacing the softball field fence 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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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 they facility is expanded then there will be a fiscal impact on facility maintenance and additional staffing costs.

WALLER MILL PARK | RECREATION, CULTURE, & OPEN SPACE

Goals, Initiatives, Outcomes - #6 Recreation & Culture

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

CAPITAL PROJECTS | PUBLIC SAFETY

FIRE STATION REPLACEMENT | PUBLIC SAFETY, FACILITIES

Goals, Initiatives, Outcomes - #4 Public Safety

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 6,970,000	$ 2,450,000				$ 9,420,000

Fiscal Impact: There will not be a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of the improvements and new appliances.

POLICE STATION RENOVATION | PUBLIC SAFETY, FACILITIES

Goals, Initiatives, Outcomes - #4 Public Safety

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 3,250,000					$ 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.

E-911 REGIONAL CENTER EXPANSION | PUBLIC SAFETY

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 45,000	$ 225,000

Fiscal Impact: This service is contracted with York County. The above costs represents our share of debt service. There will be no direct fiscal impact to the City of Williamsburg beyond the share of cost.

FIREFIGHTING EQUIPMENT (AID-TO-LOCALITIES FIRE GRANT) PUBLIC SAFETY, EQUIPMENT

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

EMERGENCY MEDICAL SERVICES (EMS) EQUIPMENT (FOUR-FOR-LIFE GRANT) PUBLIC SAFETY, EQUIPMENT

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 Emergency Medical Technician-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.

ESTIMATED CAPITAL BUDGET:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

MOBILE DATA TERMINALS - FIRE DEPARTMENT | PUBLIC SAFETY, EQUIPMENT

Goals, Initiatives, Outcomes - #4 Public Safety

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
	$ 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.

LAW ENFORCEMENT EQUIPTMENT - BODY CAMERA | PUBLIC SAFETY

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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. The City will incur its share of cost to support two additional paralegals in the Commonwealth's Attorney office for the review of body-camera footage in preparation for trials. The City's share of cost for FY 20 will be $11,000. This will support two paralegals for six months, beginning January 1, 2020.

LAW ENFORCEMENT EQUIPTMENT - MOBILE DATE TERMINAL REPLACEMENT PUBLIC SAFETY

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

LAW ENFORCEMENT EQUIPTMENT - PORTABLE RADIO UPGRADES PUBLIC SAFETY

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 111,250	$ 111,250				$ 222,500

Fiscal Impact: The maintenance cost of this program is incorporated into the annual operating budget of the Police Department and will remain unchanged with the purchase of new radios.

LAW ENFORCEMENT EQUIPTMENT - IN CAR CAMERA SYSTEM | PUBLIC SAFETY

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 30,000	$ 30,000				$ 60,000

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

CAPITAL PROJECTS
ECONOMIC DEVELOPMENT

DMV CENTER DEMOLITION | COMMUNITY & ECONOMIC DEVELOPMENT

Goals, Initiatives, Outcomes - Horizon Planning

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 300,000					$ 300,000

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

CITY HOUSING RENOVATION | COMMUNITY & ECONOMIC DEVELOPMENT

Goals, Initiatives, Outcomes - #5 Human Services, Health, and Education

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 of the bathrooms at the city-owned houses.

ESTIMATED CAPITAL BUDGET:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

CAPITAL PROJECTS
GENERAL GOVERNMENT

HUMAN SERVICES FRONT WINDOW UPDATE AND REPLACE CUBICLES
GENERAL GOVERNMENT, FACILITIES & LAND

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 40,000					$ 40,000

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

CEDAR GROVE CEMETERY EXPANSION
GENERAL GOVERNMENT, FACILITIES & LAND

Goals, Initiatives, Outcomes - #2 Economic Vitality

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.

ESTIMATED CAPITAL BUDGET:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
	$ 40,000				$ 40,000

Fiscal Impact: No impact as these are existing facilities.

MICROSOFT OFFICE 2019 PROGRAM UPGRADE
GENERAL GOVERNMENT, TECHNOLOGY

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 29,790	$ 29,790	$ 29,790	$ 29,790	$ 29,790	$ 148,950

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

PC REPLACEMENT PROGRAM | GENERAL GOVERNMENT, TECHNOLOGY

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 150,000

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

VEHICLE REPLACEMENT PLAN | GENERAL GOVERNMENT, VEHICLES

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 345,000	$ 468,000	$ 686,000	$ 275,000	$ 30,000	$ 1,804,000

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

CAPITAL PROJECTS AGENCIES & INTERJURISDICTIONAL

WILLIAMSBURG LIBRARY RENOVATION | AGENCIES & INTERJURISDICTIONAL

Goals, Initiatives, Outcomes - #6 Recreation & Culture

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

WILLIAMSBURG/JCC COURTHOUSE MAINTENANCE PROJECTS (CONTINGENCY)
AGENCIES & INTERJURISDICTIONAL

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 40,000					$ 40,000

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

WILLIAMSBURG/JCC SCHOOLS CAPITAL CONTRIBUTION
AGENCIES & INTERJURISDICTIONAL

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
$ 303,950	$ 786,200	$ 1,427,150	$2, 373,025	$ 4,001,110	$ 8,991,435

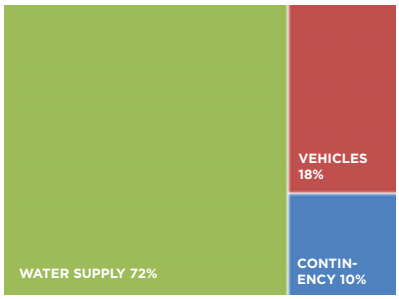
The completion of work will not have a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of any new improvements including appliances.

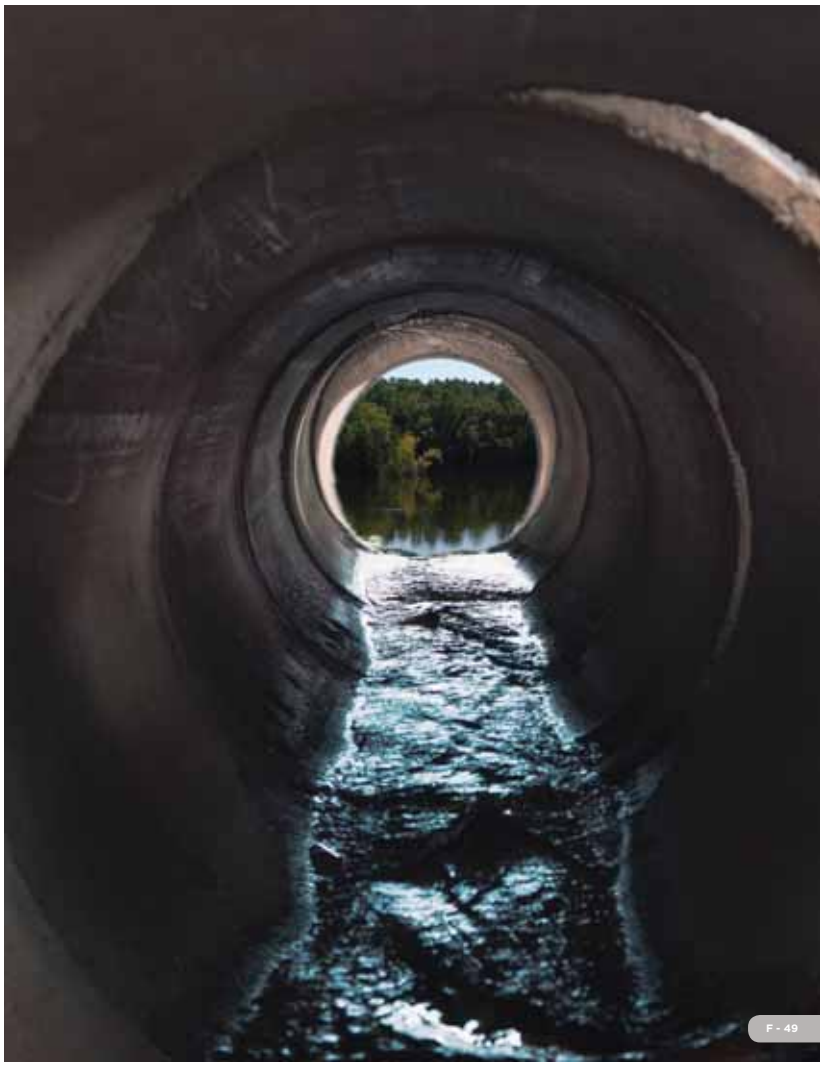
WILLIAMSBURG
JAMES CITY COUNTY
PUBLIC SCHOOLS

UTILITY FUND
CAPITAL IMPROVEMENT PROJECTS FY 2020

REVENUES	Adopted **FY 2020**	Estimated **FY 2019**	Actual **FY 2018**
Operating Revenue	$ (318,890)	$ (390,000)	$ (1,469,000)
Transfers from Reserves	(411,110)		
TOTAL REVENUES	$ (730,000)	$ (390,000)	$ (1,469,000)

EXPENSES	Adopted **FY 2020**	Estimated **FY 2019**	Actual **FY 2018**
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	525,000	190,000	190,000
TOTAL	$ 730,000	$ 390,000	$ 1,469,000





UTILITY FUND CAPITAL IMPROVEMENT ROGRAM
PROJECT INFORMATION DETAIL - FY 2020-2024

CAPITAL REVENUES	Estimated Through **FY 2019**	Carryover from **FY 2019**	Proposed Budget **FY 2020**	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM — FOR PLANNING PURPOSES **FY 2121**	**FY 2022**	**FY 2023**	**FY 2024**	**FIVE YEAR TOTAL**
Operating Revenue	$ 390,000	$ -	$ 318,890	$ 144,586	$ 149,015	$ 55,432	$ 62,655	$ 730,578
Transfer from Retained Earnings (reserves)	-	-	411,110	210,414	505,985	1,009,568	337,375	2,474,452
TOTAL REVENUES	$ 390,000	$ -	$ 730,000	$ 355,000	$ 655,000	$ 1,065,000	$ 400,030	$ 3,205,030

CAPITAL EXPENSES	Estimated Through **FY 2019**	Carryover from **FY 2019**	Proposed Budget **FY 2020**	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM — FOR PLANNING PURPOSES **FY 2121**	**FY 2022**	**FY 2023**	**FY 2024**	**FIVE YEAR TOTAL**
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 - Sanitary Sewer Overflow 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	-	40,000	-	250,030	420,030
TOTAL UTILITY FUND CAPTIAL IMPROVEMENTS	$ 340,000	$ 50,000	$ 730,000	$ 355,000	$ 655,000	$ 1,065,000	$ 400,030	$ 3,205,030

CAPITAL IMPROVEMENT PROJECTS UTILITY FUND

WATERSHED PROTECTION/WATER QUALITY UTILITY FUND/WATER SUPPLY

Goals, Initiatives, Outcomes - #1 Character of the City and #7 Environmental Sustainability

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

WALLER MILL DAM IMPROVEMENTS | UTILITY FUND/WATER SUPPLY

Goals, Initiatives, Outcomes - #7 Environmental Sustainability

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.operating costs would be minimal.

WATER TREATMENT IMPROVEMENTS | UTILITY FUND/WATER SUPPLY

Goals, Initiatives, Outcomes - #7 Environmental Sustainability

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 FUNDS FROM FY 2019 WILL BE USED FOR IT UPGRADES & PLANT OPERATIONS.

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
-	-	-	-	-	-

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.

WATER SYSTEM IMPROVEMENTS | UTILITY FUND/WATER DISTRIBUTION

Goals, Initiatives, Outcomes - #7 Environmental Sustainability

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:

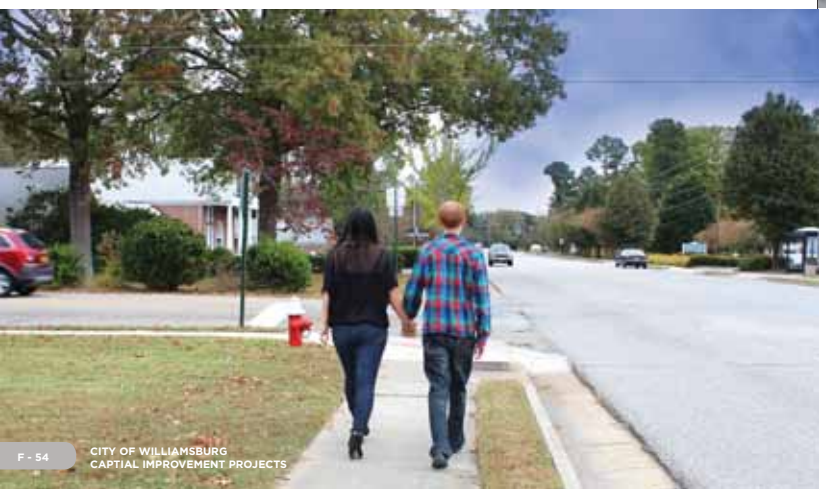
- Upgrade line size on developer installed systems (e.g. contribution to 16" extension to Fairfield Timeshares on Mooretown Road).
- Small line replacement program to improve water pressure in specific areas.
- Upgrades/replacements of pipelines in conjunction with road construction projects (e.g. Richmond 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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.



LAGOON SLUDGE REMOVAL | UTILITY FUND/PLANT WASTEWATER LAGOONS

Goals, Initiatives, Outcomes - #7 Environmental Sustainability

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
	$ 110,000				$ 110,000

Fiscal Impact: There is no direct fiscal impact beyond the cost of completion.

SEWER SYSTEM REHAB - SANITARY SEWER OVERFLOW
UTILITY FUND/SEWER COLLECTION

Goals, Initiatives, Outcomes - #7 Environmental Sustainability

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

SEWER PUM STATION RELIABILITY | UTILITY FUND/SEWER COLLECTION

Goals, Initiatives, Outcomes - #7 Environmental Sustainability

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
	$ 45,000		$ 40,000		$ 85,000

Fiscal Impact: There will be no direct fiscal impact beyond the cost of completion due to improved reliability and efficiencey of any improvements and new equiptment.

WATER SEWER SYSTEM - CONTINGENCY
UTILITY FUND/CONTINGENCY

Goals, Initiatives, Outcomes - #7 Environmental Sustainability

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:

FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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.

VEHICLE REPLACEMENT FIVE YEAR PLAN SUMMARY

SALES TAX FUND	FY 2020	FY 2121	FY 2022	FY 2023	FY 2024
Building Inspection	-	$ 30,000	-	-	-
City Manager	-	-	-	-	-
Economic Developement					
Engineering	-	-	$ 35,000	-	-
Finance	-	$ 28,000	-	-	-
Fire	$ 84,000	$ 60,000	$ 375,000	-	-
Human Services	$ 25,000	-	-	$ 35,000	-
Planning	$ 30,000	-	-	-	-
Police	$ 96,000	$ 148,000	$ 68,000	-	-
Public Works	$ 70,000	$ 190,000	$ 280,000	$ 170,000	-
Recreation	$ 40,000	$ 12,000	-	$ 30,000	$ 30,000
Redevelopment & Housing Authority	-	-	-	$ 40,000	-
SALES TAX FUND TOTAL	$ 345,000	$ 468,000	$ 686,000	$ 275,000	$ 30,000

UTILITY FUND	FY 2020	FY 2121	FY 2022	FY 2023	FY 2024
Public Utilities	$ 130,000	-	$ 40,000	-	$ 250,030
UTILITY FUND TOTAL	$ 130,000	-	$ 40,000	-	$ 250,030

GRAND TOTAL	FY 2020	FY 2121	FY 2022	FY 2023	FY 2024
	$ 475,000	$ 468,000	$ 726,000	$ 275,000	$280,030

VEHICLE REPLACEMENT FIVE YEAR PLAN DETAIL
SALES TAX FUND

UNIT NO	YEAR	MAKE	DESCRIPTION	HYBRID	FUTURE - POTENTIAL ALTERNATIVE FUEL?	LICENSE NO.	MILEAGE AT 01/07/19	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
BUILDING INSPECTION												
1132	2007	FORD	ESCAPE 4X4 - HYBRID	YES	NO	129016L	77,649	$-	$-	$-	$-	$-
6573	2008	FORD	ESCAPE SUV - HYBRID	YES	NO	114731L	56,295	-	$ 30,000	-	-	-
							TOTAL BUILDING INSPECTION		$ 30,000			
ENGINEERING												
2324	2005	FORD	EXPLORER 4X4	NO	YES	122984L	68,205	$-	$-	$ 35,000	$-	$-
							TOTAL ENGINEERING	$-	$-	$ 35,000	$-	$-
FINANCE												
780	2005	CHEVRO-LET	IMPLA 4 DR SEDAN	NO	NO	24292L	55,239	$-	$ 28,000	$-	$-	$-
							TOTAL FINANCE		$ 28,000			
FIRE												
1409	2005	FORD	3/4 TON DIESEL 4X4 PICK UP	NO	NO	122973L	66,468	$ -	$ 60,000	$ -	$ -	$ -
700	2008	CHEVRO-LET	4 DOOR IMPALA	NO	NO	114733L	61,597	42,000	-	-	-	-
2410	2008	CHEVRO-LET	4 DOOR IMPALA	NO	NO	114734L	65,486	42,000	-	-	-	-
4115	2013	HORTON	HORTON AMBU-LANCE	NO	NO	172015L	62,271	-	-	375,000	-	-
							TOTAL FIRE	$84,000	$60,000	$375,000	$-	$-

UNIT NO	YEAR	MAKE	DESCRIPTION	HYBRID	FUTURE - POTENTIAL ALTERNATIVE FUEL?	LICENSE NO.	MILEAGE AT 01/07/19	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
HUMAN SERVICES												
1666	2008	GMC	12 PASSENGER VAN	NO	YES	114735L	46,031	$-	$-	$-	$35,000	$-
0	2020	JEEP	COMPASS	NO	NO			25,000	-	-	-	-
							TOTAL HUMAN SERVICES	$25,000	$-	$-	$35,000	$-
PLANNING												
3188	2005	DODGE	CARAVAN	NO	NO	16998L	47,416	$30,000	$-	$-	$-	$-
							TOTAL PLANNING	$ 30,000				
POLICE												
900	2007	HARLEY	FLPI - MOTORCY-CLE	NO	NO	2199L	14,438	-	-	20,000		
1609	2011	FORD	4D CROWN VIC	NO	NO	XCC9355	45,833	48,000	-	-	-	-
1610	2011	FORD	4D CROWN VIC	NO	NO	ECN1102	76,719	48,000	-	-	-	-
8779	2011	FORD	CROWN VIC - PATROL	NO	NO	159673L	108,079	-	-	48,000	-	-
2026	2014	FORD	SUV INTERCEP-TOR - NON	NO	NO	WNN4064	57,021	-	50,000	-	-	-
9778	2014	FORD	FORD - INTER-CEPTOR	NO	NO	WNR8302	65,632	-	48,000	-	-	-
6999	2015	CHEVRO-LET	TAHOE K1500	NO	NO	VBC7971	74,979	-	50,000	-	-	-
							TOTAL POLICE	$96,000	$148,000	$68,000	$-	$-

UNIT NO	YEAR	MAKE	DESCRIPTION	HYBRID	FUTURE-POTENTIAL ALTERNATIVE FUEL?	LICENSE NO.	MILEAGE AT 01/07/19			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
PUBLIC WORKS														
9479	2001	GMC	1/2 TON 4X4 PICKUP	NO	NO	49454L	89,149			-	-	35,000	-	-
2476	2002	CASE	BACKHOE	NO	NO	N/A	4,646			-	85,000	-	-	-
995	2006	GMC	PU TRUCK	NO	NO	114721L	71,383			-	35,000	-	-	-
1608	2006	FORD	DUMP TRUCK	NO	NO	129025L	39,198			-	-	98,000	-	-
8855	2006	CHEVRO-LET	TAHOE - SUV	NO	NO	123000L	69,537			-	-	-	40,000	-
9142	2006	GMC	PU TRUCK CS500	NO	NO	114722L	66,857			35,000	-	-	-	-
9151	2006	GMC	PU TRUCK SIER-RA	NO	NO	114723L	75,181			35,000	-	-	-	-
869	2007	FORD	EXPLORER 4X4	NO	NO	114729L	71,088			-	35,000	-	-	-
2835	2008	FORD	3/4 TON PICKUP	NO	NO	114740L	44,215			-	-	35,000	-	-
931	2009	FORD	F-250 GAS 4X2 PU	NO	NO	129043L	63,279			-	35,000	-	-	-
2018S	2012	FORD	PICKUP TRUCK	NO	YES	172001L	43,332			-	-	-	40,000	-
4686	2012	CHEVRO-LET	1/2 TON PICKUP TRUCK	NO	NO	172003L	29,305			-	-	-	40,000	-

UNIT NO	YEAR	MAKE	DESCRIPTION	HYBRID	FUTURE - POTENTIAL ALTERNATIVE FUEL?	LICENSE NO.	MILEAGE AT 01/07/19	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
PUBLIC WORKS (CONTINUED)												
9242	2012	FORD	BUCKET TRUCK	NO	NO	172014L	7,974	-	-	-	50,000	-
9442	2012	FORD	F250 CREWCAB	NO	YES	172005L	29,916	-	-	40,000	-	-
							TOTAL PUBLIC WORKS	$70,000	$190,000	$208,000	$170,000	$-
RECREATION												
3321	2006	CHEVRO-LET	4 DOOR SEDAN	NO	NO	114724L		-	-	-	30,000	-
1177	2010	JOHN DEERE	UTILITY VEHICLE - TX4X2	NO	NO	N/A	6,883	-	12,000	-	-	-
4845	2011	CHEVRO-LET	PICKUP 4WD	NO	NO	159675L		-	-	-	-	30,000
0	2020	TORO	REEL MASTER MOWER	NO	NO	N/A		40,000	-	-	-	-
							TOTAL RECREATION	$40,000	$12,000	$-	$30,000	$30,000
WRHA												
8281	2002	FORD	EXPLORER	NO	NO	49458L	101,711	$-	$-	$-	$40,000	$-
							TOTAL WRHA	$-	$-	$-	$40,000	$-
TOTAL CAPITAL IMPROVEMENT FUND								$345,000	$468,000	$686,000	$275,000	$30,000

VEHICLE REPLACEMENT FIVE YEAR PLAN DETAIL
UTILITIES FUND & GRAND TOTAL

UNIT NO	YEAR	MAKE	DESCRIPTION	HYBRID	FUTURE-POTENTIAL ALTERNATIVE FUEL?	LICENSE NO.	MILEAGE AT 01/07/19	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
1549	2004	VACTOR	MODEL 2103 SEWER CLEANER	NO	NO	114704L	18,114	-	-	-	-	250,030
7493	2005	FORD	F350 3/4 TON UTILITY TRAILER	NO	NO	122999L	70,444	40,000	-	-	-	-
4708	2008	CASE	580L BACKHOE	NO	NO		4,764	90,000	-	-	-	-
2256	2009	FORD	F-350 DIESEL 4X4 PU	NO	NO	129042L	56,614	-	-	40,000	-	-
							TOTAL UTILITIES	$130,000	$-	$40,000	$-	$250,030

GRAND TOTAL VEHICLES

$475,000	$468,000	$726,000	$275,000	$280,030

MEMORANDUM

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

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 FY 2019 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.

MEMORANDUM (CONT)

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. **GIO** 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. **PC** 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)

    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. **CP**

    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)):

    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. **CP** **GIO** **PC**

    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** **GIO** **PC**

MEMORANDUM (CONT)

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. **CP** **GIO**

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. **GIO**

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. **GIO**

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. **GIO**

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. **GIO**

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. **CP** **GIO**

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. **GIO**

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. **GIO**

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. **GIO**

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. **GIO**

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. **GIO**

MEMORANDUM (CONT)

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. **GIO**

    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. *Computer Assisted Mass Appraisal (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)):

    a. *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. **GIO**

    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. **GIO**

    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)):

    a. *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.

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

GENERAL FUND OPERATING IMPACT OF CAPITAL PROJECTS FY 2020

** Estimated impact on operating costs are assumed to begin in project year, and continue thereafter.*

PUBLIC WORKS	FY 2020	FY 2121	FY 2022	FY 2023	FY 2024	TOTAL
STREET CONSTRUCTION						
Repaving Program	$ (2,500)	$ (2,500)	$ (2,500)	$ (2,500)	$ (2,500)	$ (12,500)
Historic Area Street Paving	$ (1,000)	$ (1,000)	$ (1,000)	$ (1,000)	$ (1,000)	$ (5,000)
Major Road Projects	$ (500)	$ (900)	$ (900)	$ (900)	$ (900)	$ (4,100)
Traffic Signal Improvements	$ 500	$ 500	$ 500	$ 500	$ 500	$ 2,500
Bridge Inspections	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
CORRIDOR ENHANCEMENT / UNDERGROUND WIRING						
Street Redesign / Improvements	$ 0	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 4,000
Underground Wiring Projects	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
PEDESTRIAN & BICYCLE IMPROVEMENTS						
Sidewalk Construction	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Pedestrian Facility Improvements	$ 0	$ 500	$ 500	$ 500	$ 500	$ 2,000
STORMWATER MANAGEMENT						
Stormwater Management Projects	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
TOTAL	$ (3,500)	$ (2,400)	$ (2,400)	$ (2,400)	$ (2,400)	$ (13,100)

PUBLIC SAFETY	FY 2020	FY 2121	FY 2022	FY 2023	FY 2024	TOTAL
FACILITIES						
Fire Station Renovation	-	-	-	-	-	-
Police Station Renovation	-	-	-	-	-	-
E-911 Regional Center - Expansion **	-	-	-	-	-	-
EQUIPTMENT						
Firefighting/EMS Equipment	-	-	-	-	-	-
Law Enforcement Equipment - Body Cameras	11,000	22,000	22,440	22,900	23,345	101,685
Law Enforcement Equipment - Mobile Data	0	900	1,800	2,700	3,600	9,000
Law Enforcement Equipment - Portable Radios	-	-	-	-	-	-
Law Enforcement Equipment - In Car Camera	2,052	2,052	2,052	2,052	2,052	10,260
TOTAL	$ 13,052	$ 24,952	$ 26,292	$ 27,652	$ 28,997	$ 120,945

*** E-911 service consolidation with neighboring York County in 2009 results in General Fund operational savings of approximately $150,000 to $200,000 per year, net of capital contributions in five-year CIP*

COMMUNITY & ECONOMIC DEVELOPEMENT	FY 2020	FY 2121	FY 2022	FY 2023	FY 2024	TOTAL
DMV Center Demolition	$ -	$ -	$ -	$ -	$ -	$ -
City Housing Renovation	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

GENERAL GOVENRMENT	FY 2020	FY 2121	FY 2022	FY 2023	FY 2024	TOTAL
FACILITIES & LAND						
Human Svcs Front Window Update	$ -	$ -	$ -	$ -	$ -	$ -
Cedar Grove Cemetery Expansion	-	-	-	-	-	-
TECHNOLOGY						
Microsoft Office 2019 Program Upgrade	-	-	-	-	-	-
PC Replacement Program	-	-	-	-	-	-
VEHICLES						
Vehicle Replacement Plan	-	-	-	-	-	-
Capital Projects - Contingency	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

AGENCIES / INTERJURISDICTIONAL	FY 2020	FY 2121	FY 2022	FY 2023	FY 2024	TOTAL
FACILITIES						
Williamsburg Library Renovations	$ -	$ -	$ -	$ -	$ -	$ -
Courthouse Mtce. Projects (contingency)	-	-	-	-	-	-
SCHOOLS - CONTRIBUTION						
School/Renovation Projects	-	-	-	-	-	-
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -

TOTAL ADDITIONAL OPERATIONAL COSTS	FY 2020	FY 2121	FY 2022	FY 2023	FY 2024	TOTAL
	$ 13,052	$ 24,952	$ 26,292	$ 27,652	$ 28,997	$ 120,945

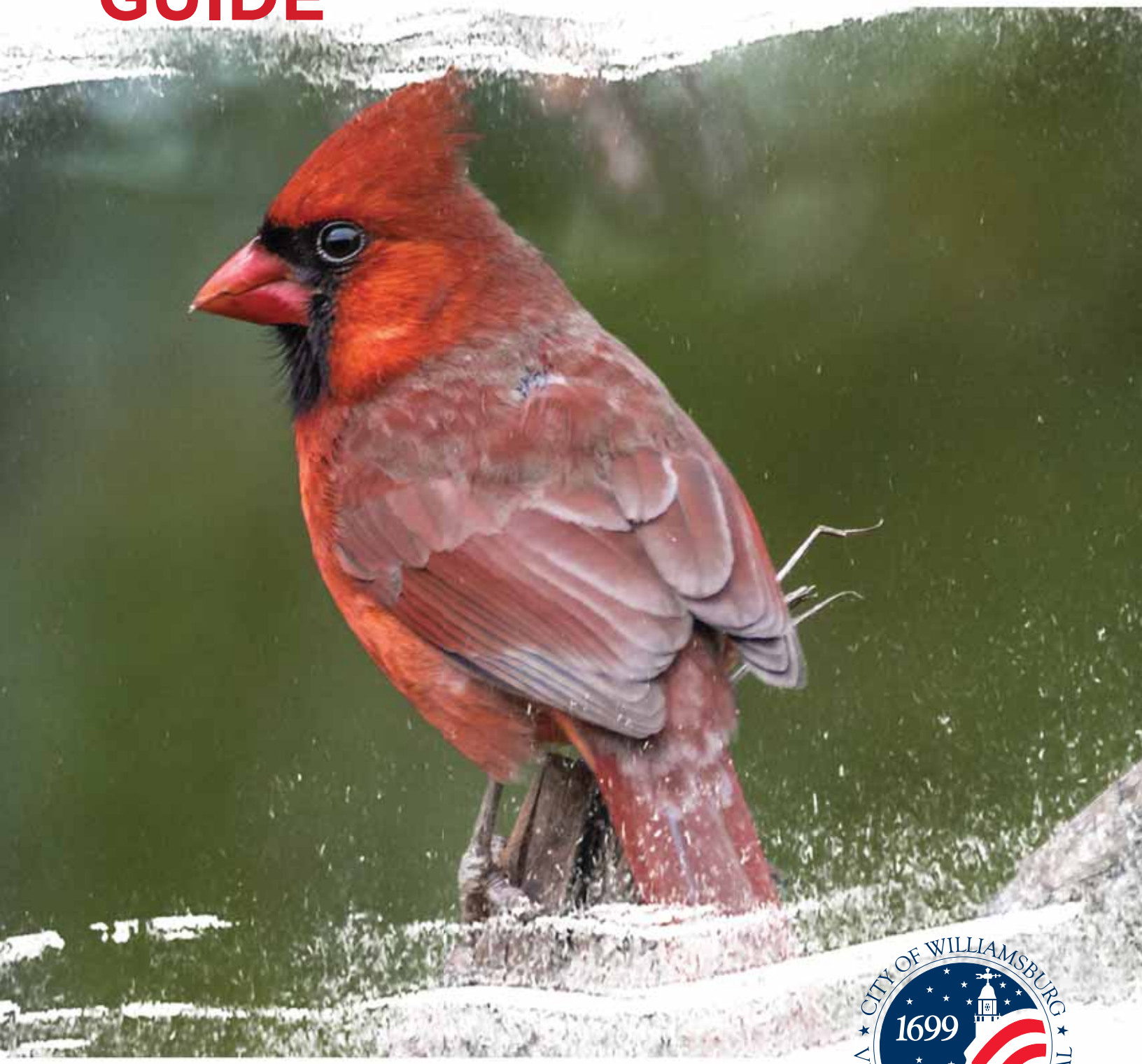
UTILITY FUND
OPERATING IMPACT OF CAPTIAL PROJECTS
FY 2020

** Estimated impact on operating costs are assumed to begin in project year, and continue thereafter.*

PUBLIC UTILITIES	FY 2-2-	FY 2121	FY 2-22	FY 2-23	FY 2-24	TOTAL
WATER SUPPLY						
Watershed Protection/Water Supply	$ -	$ -	$ -	$ -	$ -	$ -
Waller Dam Improvements	-	-	-	-	-	-
Water Treatment Improvements	-	-	-	-	-	-
WATER DISTRIBUTION/STORAGE						
Water System Improvements	(500)	(500)	(500)	(500)	(500)	(2,500)
PLANT WASTEWATER LAGOONS						
Lagoon Sludge Removal	-	-	-	-	-	-
SEWER COLLECTION/TRANSMISSION SYSTEM						
Sewer System Rehab Sanitary Sewer Overflow (SSO)	-	-	(500)	(500)	(500)	(1,500)
Sewer Pump Station Reliability	-	-	-	-	-	-
WATER/SEWER SYSTEM CONTINGENCY						
Contingency	-	-	-	-	-	-
WATER/SEWER SYSTEM CONTINGENCY						
Equipment (replacement)	-	-	-	-	-	-
TOTAL	$ (500)	$ (500)	$ (1,000)	$ (1,000)	$ (1,000)	$ (4,000)

***Projects in the FY 2-2- Capital Improvement Plan have minimal savings overall that will not have a significant impact on the City's Operating Budget.*

FY 2020 BUDGET GUIDE



CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL

INTRO-DUCTION

This Guide is a consolidated reference to the procedures the City of Williamsburg uses to build the budget and make sound, informed, consistent budget decisions.

The Guide is designed to assist the reader in understanding how City of Williamsburg develops the Annual Operating Budget and the Five Year Capital Improvement Program. 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, this is a quality document, and we have used our best efforts in its preparation.

Budget preparation begins with 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. Following are the procedures for building a comprehensive budget to be submitted to City Council. The call also serves as a mid-year review to identify adjustments necessary to the current year budget.

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.

INSTRUCTIONS

The Finance staff provides spreadsheets to departments with operating activity for each departmental line item:

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

Each department head completes the columns for estimating the current fiscal year total expenditures and next fiscal year's line-time budget estimates. 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.) are submitted in memo form. Payroll and fringe benefits line items on the printout are left blank. Finance will calculate and enter these line items.

REMINDERS FOR PREPARERS OF BUDGET REQUESTS

Analyze each line item separately. Compare historical data, current year budget, and estimated spending levels for the current year to assist with your request.

Round all figures to the nearest $10.00 (i.e., $32 to $30 and $85 to $90).

Verify all object codes, amounts, and totals.

Meet all Budget Calendar deadline dates. Preparers should highlight key dates and actions.

Keep backup materials used in computing your budget request. These will be used both in explaining budget recommendations and administering the budget.

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.

BUDGET TIMELINE

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 & Mary

OCTOBER 2018

5 City Council Biennial Goals, Initiatives and Outcomes Retreat

8 City Council Work Session – Public comment on 2019/20 Biennial Goals, Initiatives, and Outcomes

11 City Council Meeting – Review and First Draft of 2019/2020 Biennial Goals, Initiatives and Outcomes

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.

22 Finance and Human Services departments send letters to outside agencies advising of budget submittal requirements and deadlines

DECEMBER 2018

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 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

17 Deadline for receipt of all Outside Agency budget requests for FY 2020 funding

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

23 Planning Commission – Work on CIP

22-25 City Manager and Finance Director review budget request with Department Heads

FEBRUARY 2019

2 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

13 1st Notice of Public Hearing for Water Rate Increase Advertisement in VA Gazette (if applicable – VA Code §15.2-2143)

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

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.

27 Budget Synopsis / Notice of public Hearing on Proposed Budget advertised in VA Gazette. (VA Code § 15.2506, 7-day minimum notification)

APRIL 2019

8 City Council Work Session – Overview of FY 2020 Budget and Open Forum

11 City Council Meeting – Public Hearing on Proposed Budget, Tax Levy, and Utility Rates

MAY 2019

9 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

CAPITAL IMPROVEMENT PROGRAM INSTRUCTIONS

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. 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 do 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 help sort out priorities, provide a standard to measure effectiveness. Stated goals help drive the budget.

Every two years, in May (on even-numbered years) new or incumbent elected city council members identify strategic objectives for the city government. Biennial Goals, Initiatives, and Outcomes (GIO's) provide an expression of city priorities, as specific and measurable as possible, covering two years. The City Council's adopted goals then become a guide for the two succeeding budgets.

The City Council regularly monitors progress towards achieving its goals. Staff prepares a mid-biennium status report which includes desired outcomes and observed results.

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

- Goals should be as specific as possible.
- Goal 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

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

The funds used by the City of Williamsburg are **Governmental**, **Proprietary**, and **Fiduciary**. The Governmental Funds consist of the General Fund (001), Tourism Fund (003), and the Capital Improvement Program (Sales Tax 004). The General and Capital Improvement 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 Fiduciary Fund is an Agency Fund which account for funds collected on behalf of the Quarterpath Community Development Authority.

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.

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.

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.

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.

Agency Funds accounts for assets held by the City on behalf of another entity. The City collects Special District Taxes on behalf of the Quarterpath Community Development Authority (QCDA). Once collected, the funds are remitted to the QCDA.

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.

GENERAL FUND - 001

DEPARTMENT NUMBER	DEPARTMENT	RESPONSIBILITY
1101	Legislative	Andrew Trivette
1102	Clerk of Council	Andrew Trivette
1201	City Manager	Andrew Trivette
1203	Economic Development	Michele DeWitt
1204	City Attorney	Christina Shelton
1206	Triangle Building Mgt.	Michele Dewitt
1209	Commissioner of the Revenue	Lara Overy
1210	City Assessor	Derek J. Green
1213	Treasurer	Jennifer Tomes
1214	Finance	Barbara Dameron
1221	City Shop	Daniel Clayton
1301	Electoral Board	Winifred Sowder
1302	Registrar	Winifred Sowder
2100	Joint Activities	Barbara Dameron
3101	Police	Sean Dunn
3102	E-911	Sean Dunn
3103	Parking Facility	Sean Dunn
3201	Fire	William Patrick Dent
3301	Regional Jail	John Kuplinski
3303	Middle Pen. Juv. Det. Center	Gina Mingee
3401	Codes Compliance	Matt Westheimer
3501	Animal Control	Daniel Clayton
3503	Medical Examiner	William Patrick Dent
3505	Emergency Management	William Patrick Dent
4101	Engineering	Daniel Clayton

GENERAL FUND - 001 (CONT)

4102	Streets	Daniel Clayton
4103	Stormwater Management	Daniel Clayton
4203	Refuse Collection	Daniel Clayton
4305	Municipal Complex	Daniel Clayton
4306	Rental Properties	Daniel Clayton
4307	New Municipal Building	Daniel Clayton
4308	Information Technology	Mark Barham
4309	Landscaping	Daniel Clayton
5101	Health Department	Barbara Dameron
5103	Mosquito Control	Daniel Clayton
5302	Public Assistance	Peter Walentisch
5305	Public Assist.-Transportation	Peter Walentisch
6101	School Board	Barbara Dameron
6103	Joint School Contributions	Barbara Dameron
7101	Recreation Administration	Robbi Hutton
7102	Waller Mill Park	Robbi Hutton
7104	Recreation Programs	Robbi Hutton
7108	Cemetery	Daniel Clayton
7302	Library - Contributions	Barbara Dameron
8101	Planning	Carolyn Murphy
8102	Contrib. to Other Agencies	Barbara Dameron
8202	Soil & Water Conservation	Daniel Clayton

TOURISM FUND - 003

DEPARTMENT NUMBER	DEPARTMENT	RESPONSIBILITY
3900	Administrative Expenditures	Michele DeWitt
3910	Tourism Marketing Maint. of Effort	Andrew Trivette
3920	Tourism Development	Andrew Trivette

SALES TAX FUND - 004

DEPARTMENT NUMBER	DEPARTMENT	RESPONSIBILITY
0001	Capital Improvement Projects	Andrew Trivette

UTILITY FUND - 010

DEPARTMENT NUMBER	DEPARTMENT	RESPONSIBILITY
1900	Administration	Daniel Clayton
1910	Filter Plant	Daniel Clayton
1920	Water System	Daniel Clayton
1940	Sewage System	Daniel Clayton
1970	Debt Service	Daniel Clayton
1985	Purchased Services	Daniel Clayton
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 and 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 (per $100 assessed valuation)	
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
Fiscal Year 2019-	$.60

Real property taxes generated by other selected Virginia localities for the fiscal year ended June 30, 2017 are as follows[1]:

LOCALITY	TAX RATE / $100	REAL PROPERTY TAX REVENUES FY 2018	% CHANGE OVER FY 2017	% OF TOTAL LOCAL REVENUES	TAX RATE VS. WILLIAMS-BURG	PER CAPITA REVENUE
James City County	$0.84	$99,705,953	1.6%	54.6%	+47%	$1,334
York County	$0.80	72,119,544	2.8%	52.2%	+40%	1,047
Winchester	$0.91	28,650,242	3.7%	35.3%	+60%	1,023
Hampton	$1.24	137,749,495	1.8%	43.9%	+118%	1,007
Newport News	$1.22	181,933,328	2.0%	42.0%	+114%	999
Williamsburg	$0.57	10,589,077	1.5%	28.2%	-	687

[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 below[2]:

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%

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.

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 follows[3]:

LOCALITY	TAX RATE / $100	FY 2018 PERSONAL PROPERTY TAX REVENUES*	% CHANGE OVER FY 2017	% OF TOTAL LOCAL REVENUES	PER CAPITA REVENUE
James City County	$4.00	$28,936,545	3.3%	15.8%	$393
York County	$4.00	14,850,320	1.4%	10.8%	217
Winchester	$4.50	12,380,012	5.8%	15.3%	450
Hampton	$4.50	28,071,134	2.0%	90.0%	204
Newport News	$4.50	65,842,503	3.3%	15.2%	359
Williamsburg	$3.50	2,103,357	-0.1%	5.6%	136

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

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

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

Personal Property tax revenues received during the past ten fiscal years are shown below[4]:

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

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

[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.

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	RESIDENTAIL RATE	COMMERCIAL RATE	RES. MAX PER MONTH	COMM-INDUSTRIAL MAX/MONTH	RESIDENTIAL MAXIMUM ALLOWABLE CHARGE/ MONTH	COMM/IND. MAXIMUM ALLOW-ABLE CHARGE/MONTH
Electricity	$ .70 / month + .007468 per kw hours	$ 1.15 / month + .006947 per kw hours	$ 1.00	$ 20.00	20% up to $15=$3	20% up to $200=$40
Gas	$ .70 / month + .014 per CCF	$ 1.15 / month + .0243 per CCF	$ 1.00	$ 20.00	20% up to $15=$3	20% up to $200=$40
Wireless	5% / month	5% / 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	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%

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 taxes[5]. 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 greater . 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%

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
James City County	5%	1.5%	4%	3.6%	5.1%
York County*	5%	1.1%	4%	2.4%	3.5%
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	COMMUNITY BUILDING	CITY SQUARE	LONGHILL PROPERTY	MUNICIPAL CENTER	STRYKER BUILDING	TRANSPORTA-TION BUILDING	GENERAL PROPERTY	PARKING GARADGE	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 & COMMUNITY DEVELOPMENT	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	MISCELLA-NEOUS.	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

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].

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.

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

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.

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.

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.

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.
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	COMMISSIONER OF REVENUE	TREASURER	REGISTRAR/ ELECTORAL BOARD	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:

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.

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.

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 accidents . 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 annual cost of administering the state and local government programs for the power stations.

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.

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.

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 ROGRAMS	EMS FOUR 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:

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.

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.

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.

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
53004 - 2 Buildings
53004 - 3 Office Equipment
53004 - 4 Powered Equipment
53004 - 5 Street Signs, Markings, and Water Meters
53004 - 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 in clude 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.

55000 PURCHASE OF GOODS AND SERVICES

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
Costs of building material supplies, paint, electrical, and plumbing supplies.

55408 Vehicle and Powered Equipment Supplies
Supplies for cars, trucks, heavy equipment, etc. used by City Shop.

55408 - 1 Cars and trucks
55408 - 2 Tires and tubes
55408 - 3 Gas and oil for vehicles
55408 - 4 Powered equipment - light and heavy
55408 - 5 Sign and street marking supplies
55408 - 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*	Notes
Constitutional Officers *(Generally)*	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 of Virginia*	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 of Virginia*	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 *James City County, State of Virginia*	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 *James City County, State of Virginia*	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 *James City County, State of Virginia*	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 of Virginia*	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 of Virginia*	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 dates 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.
General District Court (Hon. Colleen K. Killilea) *State of Virginia*	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) *James City County, State of Virginia*	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 for the State of Virginia, James City County, York County, Charles City County, King William County, King & Queen County, Mathews County, Gloucester County, New Kent County, Middlesex County, City of 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 *James City County, York County, Glocester County, State of Virginia Department of Youth and Family Services*	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 *James City County, York County City of Poquoson, Department 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, Virginia Department 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 *James City County, City of Poquoson, New Kent County, Charles City County, State of Virginia*	Provides alternatives to incarceration to persons awaiting trial, pre-trial, post-trial and re-entry services, and substance abuse counseling to offenders.
Health District *James City County, Newport News, York County, City of Poquoson, State of Virginia*	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) *James City County, York County, City of Poquoson, State of Virginia, 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 of Virginia, Federal Department of Health and Human Services*	Approximately 70% of personnel and operating costs are reimbursed by the State and Federal governments.
Williamsburg-James City County Public Schools	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 *James City County, York County, State of Virginia, 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, Virginia State Housing Department, James City County, York County, Private donations*	Funded at discretion of Council per advice of Human Services Review Committee
Foster Grandparents Program *City of Hampton, James City County, York County, Newport News, Federal Funds*	Funded at discretion of Council per advice of Human Services Review Committee
Peninsula Agency on Aging *State of Virginia, Federal Funds, Newport News, City of Hampton, City of Poquoson, James City County, York County, Private donations*	Funded at discretion of Council per advice of Human Services Review Committee
Historical Triangle Senior Center *James City County,1 York County*	Funded at discretion of Council per advice of Human Services Review Committee
Community Action Agency Center *James City County, State and Federal Grants, Private Donations*	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 *James City County, 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, James City County, and the Bruton District of York County.
Colonial Williamsburg Foundation *Endowments, generated revenue, private contributions*	Funded at discretion of Council for purpose of purchasing advertising time to attract visitors to Colonial Williamsburg.
Greater Williamsburg Chamber & Tourism Alliance *James City Couty, York County, Williamsburg Hotel/Motel Association Membership, programs*	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.
Hampton Roads Planning District Commission and Metropolitan Planning Organization (MPO) *James City County, York county, Newport News, Poquoson, Hampton, Gloucester, Tidewater jurisdictions, State and Federal funds*	City share is based on per capita membership assessment each year.
Hampton Roads Economic Development Alliance/ Peninsula Council for Workforce Development *Hampton, Newport News, James City County, York County, Gloucester, Poquoson*	Funded at discretion of Council.
Thomas Nelson Community College *State, Newport News, James City County, Poquoson, York County, Hampton*	Funded at discretion of Council, based on population formula for improvements to parking and site, not including buildings.

Colonial Soil and Water Conservation District *State, James City County, York County*	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
Williamsburg Area Arts Commission *James City County, State funds*	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.
Animal Control *James City County*	The City pays James City County to provide animal control services under a 1993 inter-local agreement.
Heritage Humane Society *James City County, York County, private donations*	Funded at discretion of Council.
Virginia Peninsulas Public Service Authority *James City County, York County, Hampton, Newport News, Poquoson, and Middle Peninsula jurisdictions*	The City share is based on a budget formula adopted by the VPPSA Board of Directors each year.
Jamestown-Yorktown Foundation *James City County, York County, State grants, private donations, admission fees*	Funded at discretion of Council.
Colonial Court Appointed Special Advocates (CASA) *James City County, 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 James City County*	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.

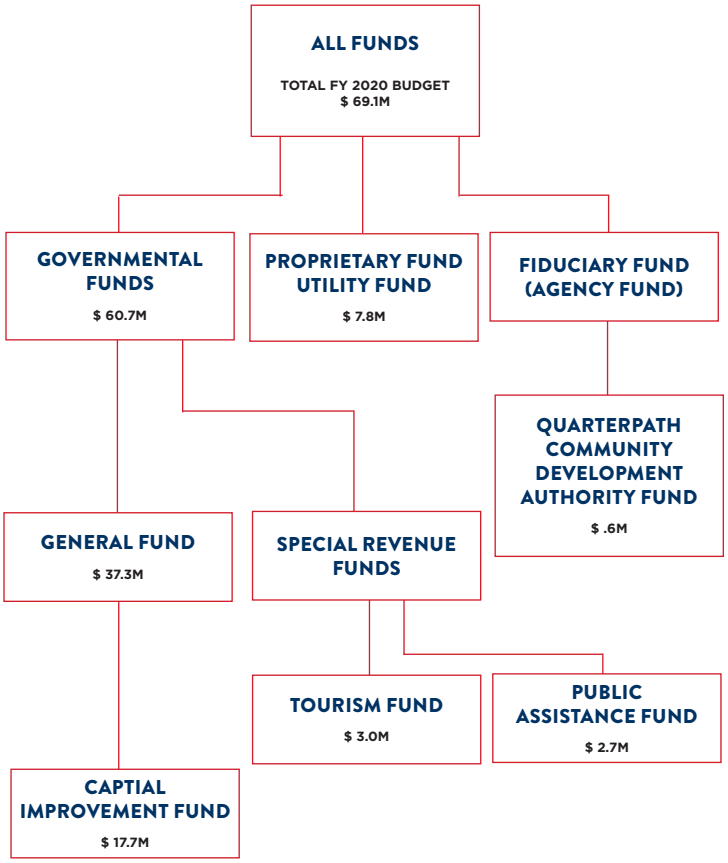
Captial Improvement Fund - This fund accounts for scheduled major capital improvements for the upcoming year. Revenues are traditionally derived from the 1% Sales Tax monies collected monthly at the State level, and interest earnings.

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.

Fiduciary Funds account for assets held by the City in a trustee or agent capacity for others. Agency funds are a type of fiduciary fund where the fiduciary, or agent, acts in custodial capacity and does not assume the degree of managerial involvement that a trustee would. The City has one Agency Fund, the Quarterpath Community Development Authority (QCDA), for which the City collects special assessments on behalf of the QCDA. Agency funds utilize the accrual basis of accounting and do not have a measurement focus.



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

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.

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.

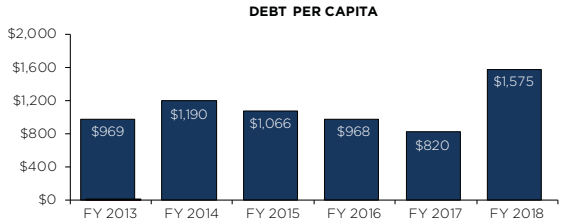
2. User Fees and Charges: Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of- living as well as changes in methods or levels of service delivery.
    a. Rental of City properties – Charges will be reviewed annually and compared with market 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.

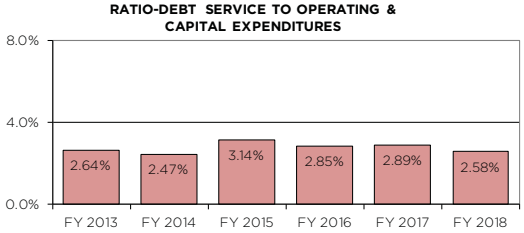
EXPENDITURE POLICIES:

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.

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.





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 statues 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.

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.

TOURISM DEVELOPMENT FUND POLICY

(adopted by City Council - August 10, 2017, amended - February 14, 2019):

1. Establishment of Special Revenue Fund and Fiscal Policy
    a. Special Revenue Fund
        I. The TDF will be established as a special revenue fund in the City Budget.
        II. 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.
        III. 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.
        IV. Unspent or unallocated funds shall remain in the fund and be a carryover to the next fiscal year.
        V. Funds can be used to pay debt service obligations and borrowing expenses associated with TDF projects.
        VI. Funds are subject to the City audit and Comprehensive Annual Finance Report (CAFR) policies and processes.
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
        I. Development, expansion, or renovation of tourism product and infrastructure for tourism products.
        II. Place-making projects and events.
        III. Support projects and programs of the Economic Development Authority (EDA) for for-profit companies that meet the eligibility criteria and receive recommendations for funding.
        IV. Administrative costs of up to 10% shall be retained by the City.

c. Examples of Eligible Products

I. Streetscape renovations and enhancements

II. Transit improvements (bike share, pedestrian access, enhanced bus shelters)

III. Convention and group meeting facilities

IV. Outdoor and indoor recreation facilities and amenities

V. Public parks

VI. Tourism venues

VII. Business improvement grants (through EDA)

VIII. Public art and place-making

IX. Special events grants and marketing

X. Visitor infrastructure

XI. Culinary arts incubators

XII. Regional trails and cultural sites

XIII. Other projects that meet the eligibility criteria, demonstrate feasibility, and receive recommendation.

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.

I. 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.

II. 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:

I. Submission of Phase 1 applications in March.

II. Submission of Phase 2 applications in May.

III. TDF Review Committee application review, interviews, and site visits in June and July.

IV. TDF Review Committee application recommendation to City Council provided to the City Manager in September.

V. City Council considers approval of projects in September.

VI. Funding is appropriated and available to the TDF in October.

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.

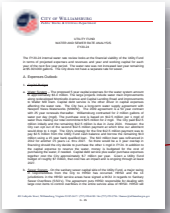
b. Appointment – The TDF Review Committee shall be appointed by the City Council and serve two (2) year terms. TDF Review Committee members are eligible for re-appointment to serve three (3) consecutive terms (six years). TDF Review Committee members must be residents of the City, own or represent a 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.

FY 2020
APPENDIX

CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL®



UTILITY FUND WATER AND SEWER RATE ANALYSIS
FY 2020-2024

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.

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

UTILITY FUND WATER AND SEWER RATE ANALYSIS
FY 2020-2024 (CONT)

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.

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 ANALLYSIS

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 FY2020-2024 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 FY2020, FY2021, and a 2% increase in FY2022 and FY2024.

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.

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:							
Effective Date / Rate Increase / Proposed Rate / Months Effective							
July 1, 2019 / 0.00% / $5.30 / 12		0	0	0	0	0	0
July 1, 2020 / 0.00% / $5.30 / 12		0	0	0	0	0	0
July 1, 2021 / 0.00% / $5.30 / 12		0	0	0	0	0	0
July 1, 2022 / 0.00% / $5.30 / 12		0	0	0	0	0	0
July 1, 2023 / 0.00% / $5.30 / 12		0	0	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:							
Effective Date / Rate Increase / Proposed Rate / Months Effective							
July 1, 2019 / 0.00% / $5.30 / 12		0	0	0	0	0	0
July 1, 2020 / 0.00% / $5.30 / 12		0	0	0	0	0	0
July 1, 2021 / 2.00% / $5.41 / 12		0	0	0	93,387	93,387	93,387
July 1, 2022 / 0.00% / $5.41 / 12		0	0	0	0	0	0
July 1, 2023 / 2.00% / $5.51 / 12		0	0	0	0	0	96,191
Subtotal, Additional Revenue from Increases		0	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

HAMPTON ROADS WATER & SEWER COMPARISON RATES FOR FY19

	Water	Sewer	Total
Williamsburg	$5.30 / 1000 Gallons	Included	$5.30 / 1000 Gallons
James City County	0-15: $3.61 / 1000 Gallons 15-30: $6.36 / 1000 Gallons 30+: $16.95 Fixed Quarterly Charge $10.56	$3.08 / 1000 Gallons Fixed Quarterly Charge $5.95	$6.69 / 1000 Gallons + Fixed Charges
Newport News	$4.93 / 1000 Gallons Fixed monthly fee $5	$4.50 / 1000 Gallons Fixed monthly fee $5	$9.43 / 1000 Gallons + Fixed Charges
Portsmouth	$4.41 / 1000 Gallons Fixed monthly fee $5	$4.11 / 1000 Gallons	$9.35 / 1000 Gallons + Fixed Charges
Virginia Beach	$4.41 / 1000 Gallons Fixed monthly fee $4.41	$3.69 / 1000 Gallons Fixed monthly fee $30.81	$8.10 / 1000 Gallons + Fixed Charges
Norfolk	$6.83 / 1000 Gallons	$5.75 / 1000 Gallons	$12.58 / 1000 Gallons
Hampton Roads Sanitation District	N/A	$7.18 / 1000 Gallons	$7.18 / 1000 Gallons

FY 2020 OPERATING BUDGET DEBT SERVICE

COMPUTATION OF LEGAL DEBT MARGIN (AS OF JUNE 30, 2018)

Assessed Value of Real Estate Subject to Taxation - June 30, 2018	$ 1,829,331,800
Debit Limit: 10% of Assessed Value	$ 182,933,180
Total Bonded Debt Total Amount of Debt Applicable to Debt Limit	$ 24,268,486
LEGAL DEBT MARGIN	$ 158,664,694

SUMMARY OF DEBIT ISSUES

BOND	FUND	PURPOSE	DATE	MATURES	INTEREST RATE	AMOUNT ISSUED
1	Utility	Newport News Water Agreement	October, 2010	June, 2027	2.75%	$ 9,291,800
2	General	Parking Garage (re-fi short term)	October, 2010	June, 2027	2.75%	$ 1,343,200
3	General	Parking Garage / High School	June, 2012	June, 2020	2.40%	$ 5,180,000
4	General	Fire/Police Facilities	December, 2017	June, 2020	2.91%	$ 12,260,000
5	General	Refunding Series 2010 & 2013	December, 2017	June, 2020	2.12%	$ 3,813,019
6	Utility	Refunding Series 2010 & 2013	December, 2017	June, 2020	2.12%	$ 3,556,981

DEBIT SERVICE BY FISCAL YEAR - GENERAL FUND

FISCAL YEAR	PRINCIPAL PAYMENTS	INTEREST	TOTAL DEBT SERVICE
2019	$ 907,571	$ 745,441	$ 1,653,012
2020	$ 954,465	$ 679,033	$ 1,633,498
2021	$ 792,797	$ 638,818	$ 1,431,615
2022	$ 833,032	$ 598,173	$ 1,431,205
2023	$ 873,144	$ 555,518	$ 1,428,662
2024	$ 916,151	$ 510,786	$ 1,426,937
2025	$ 959,709	$ 463,889	$ 1,423,598
2026	$ 1,008,764	$ 414,678	$ 1,423,442
2027	$ 1,059,421	$ 362,973	$ 1,422,394
2028	$ 995,000	$ 311,613	$ 1,306,613
2029	$ 1,050,000	$ 260,488	$ 1,310,488
2030	$ 705,000	$ 220,138	$ 925,138
2031	$ 730,000	$ 191,438	$ 921,438
2032	$ 760,000	$ 165,438	$ 925,438
2033	$ 780,000	$ 142,338	$ 922,338
2034	$ 805,000	$ 118,563	$ 923,563
2035	$ 830,000	$ 94,038	$ 924,038
2036	$ 855,000	$ 68,763	$ 923,763
2037	$ 880,000	$ 42,188	$ 922,188
2038	$ 910,000	$ 14,219	$ 924,219

DEBIT SERVICE BY FISCAL YEAR - UTILITY FUND

FISCAL YEAR	PRINCIPAL PAYMENTS	INTEREST	TOTAL DEBT SERVICE
2019	$ 467,430	$ 220,992	$ 688,422
2020	$ 480,535	$ 194,668	$ 675,203
2021	$ 432,203	$ 167,044	$ 599,247
2022	$ 451,968	$ 144,940	$ 596,908
2023	$ 476,856	$ 121,719	$ 598,575
2024	$ 508,849	$ 97,077	$ 605,926
2025	$ 535,291	$ 70,973	$ 606,264
2026	$ 561,236	$ 43,560	$ 604,796
2027	$ 590,579	$ 14,764	$ 605,343

FY 2020 OPERATING BUDGET STATISTICAL INFORMATION

ASSESSED VALUE OF TAXABLE PROPERTY - LAST TEN FISCAL YEARS

PUBLIC SERVICE CORPORATIONS

FISCAL YEAR	REAL ESTATE	PERSONAL PROPERTY	REAL ESTATE	PERSONAL PROPERTY	TOTAL
2010	$ 1,891,045,000	$ 73,274,874	$ 57,063,079	$ 12,804	$ 2,021,395,757
2011	$ 1,827,509,200	$ 74,745,531	$ 58,838,278	$ 16,191	$ 1,961,109,200
2012	$ 1,736,157,600	$ 74,858,716	$ 58,529,832	$ 0	$ 1,869,546,148
2013	$ 1,627,903,200	$ 77,078,529	$ 59,919,374	$ 3,450	$ 1,764,904,553
2014	$ 1,687,212,000	$ 79,086,633	$ 54,105,420	$ 38,324	$ 1,820,442,377
2015	$ 1,736,611,700	$ 78,614,267	$ 54,641,933	$ 47,907	$ 1,869,915,807
2016	$ 1,786,176,800	$ 80,268,560	$ 54,554,188	$ 20,197	$ 1,921,019,745
2017	$ 1,829,331,800	$ 83,819,562	$ 53,869,000	$ 10,080	$ 1,967,030,442
2018	$ 1,859,446,900	$ 86,849,865	$ 54,786,988	$ 19,648	$ 1,997,906,133
2019	$ 1,865,144,000	N/A	$ 54,685,977	$ 19,421	$ 1,919,849,398

RATIO OF ANNUAL DEBT SERVICE EXPENDITURES FOR G.O. BONDED DEBT TO TOTAL GENERAL GOVERNMENTAL EXPENDITURES - LAST TEN FISCAL YEARS

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL DEBT SERVICE	TOTAL GENERAL GOVERNMENTAL EXPENDITURES	RATIO OF DEBT SERVICE TO TOTAL GENERAL GOVERNMENTAL EXPENDITURES *
2007	$ 992,425	$ 554,257	$ 1,546,682	$ 43,943,851	3.52%
2008	$ 2,314,249	$ 477,006	$ 2,791,255	$ 44,038,522	6.34%
2009	$ 1,036,704	$ 377,798	$ 1,414,502	$ 40,852,067	3.46%
2010	$ 1,064,816	$ 337,621	$ 1,402,437	$ 39,137,556	3.58%
2011	$ 1,388,610	$ 326,357	$ 1,714,967	$ 37,643,699	2.40%
2012	$ 886,240	$ 250,284	$ 1,136,524	$ 37,454,613	3.03%
2013	$ 758,761	$ 140,392	$ 899,153	$ 35,800,086	2.51%
2014	$ 683,990	$ 213,216	$ 897,206	$ 38,165,055	2.35%
2015	$ 988,147	$ 252,415	$ 1,240,562	$ 41,256,517	3.01%
2016	$ 1,006,410	$ 232,780	$ 1,239,190	$ 45,496,859	2.72%
2017	$ 1,032,568	$ 204,016	$ 1,236,584	$ 44,868,450	2.76%
2018*	$ 4,880,676	$ 147,577	$ 5,028,253	$ 44,084,278	11.41%

*Principal includes $ 3,851,000 from 2017 Series Refunding Bonds to payoff 2013 bank qualified borrowing for the Stryker Center

PROPERTY TAX RATES (PER $ 100 OF VALUATION)

FISCAL YEAR	REAL ESTATE	PERSONAL PROPERTY	PERSONAL PROPERTY TAX RELIEF RATE	MACHINERY & TOOLS
2008	$ 0.54	$ 3.50	65.0%	$ 3.50
2009	$ 0.54	$ 3.50	60.0%	$ 3.50
2010	$ 0.54	$ 3.50	54.0%	$ 3.50
2011	$ 0.54	$ 3.50	58.0%	$ 3.50
2012	$ 0.54	$ 3.50	60.0%	$ 3.50
2013	$ 0.57	$ 3.50	58.0%	$ 3.50
2014	$ 0.57	$ 3.50	58.0%	$ 3.50
2015	$ 0.57	$ 3.50	56.0%	$ 3.50
2016	$ 0.57	$ 3.50	56.0%	$ 3.50
2017	$ 0.57	$ 3.50	55.0%	$ 3.50
2018	$ 0.57	$ 3.50	54.0%	$ 3.50
2019	$ 0.60	$ 3.50	54.0%	$ 3.50

PRINCIPAL EMPLOYERS - CURRENT & NINE YEARS AGO

	2009			2018		
EMPLOYER	EMPLOYEES[1]	RANK	% OF TOTAL CITY EMPLOYMENT	EMPLOYEES[1]	RANK	% OF TOTAL CITY EMPLOYMENT
College of William & Mary	1,000+	1	20.29%	1,000+	1	19.10%
Colonial Williamsburg Foundation	1,000+	2	9.82%	1,000+	2	11.53%
Colonial Williamsburg Company	500 to 999	3	5.96%	250 to 499	3	7.36%
Aramark	250 to 499	4	1.39%			
City of Williamsburg	250 to 499	5	1.25%	100 to 249	7	1.91%
Red Lobster & The Olive Garden	100 to 249	6	0.56%		8	1.26%
Walsingham Academy	100 to 249	7	0.56%		10	0.76%
National Center for State Courts	100 to 249	8	0.56%		9	0.79%
Outback Steakhouse	50 to 99	9	0.28%			
Yankee Candle	50 to 99	10	0.28%			
W-JCC Schools				250 to 499	5	2.58%
Sodexo				250 to 499	4	3.06%
Riverside Doctors' Hospital				100 to 249	6	1.99%

PRINCIPAL TAXPAYERS - CURRENT & NINE YEARS AGO

	2009			2018		
TAXPAYERS	TAXABLE ASSESSED VALUE	RANK	PERCENTAGE OF TOTAL CITY TAXABLE ASSESSED VALUE	TAXABLE ASSESSED VALUE	RANK	PERCENTAGE OF TOTAL CITY TAXABLE ASSESSED VALUE
Colonial Williamsburg Foundation	$266,119,000	1	14.04%	$256,149,400	1	13.78%
Bluegreen Vacations, Unlimited	26,132,300	2	1.38%	16,213,300	7	0.87%
Riverside Healthcare Associates	25,004,400	3	1.32%	40,555,400	2	2.18%
Westgate Resorts, LTD	21,479,600	4	1.13%	15,109,500	8	0.81%
King James Group, LLC	19,086,800	5	1.01%			
Sunrise Investment Group, LLC	18,646,800	6	0.98%			
Williamsburg Improvements, LLC	17,627,600	7	0.93%			
JIN, Inc	13,406,500	8	0.71%			
Oam Shree Corporation	13,228,400	9	0.70%			
Woodshire, LTD	9,710,100	10	0.51%			
Quarterpath Williamsburg LLC				35,149,100	3	1.89%
BRG Quarterpath LLC				25,677,000	5	1.38%
High Street Retail Phase I LLC				21,258,200	6	1.14%
Sterling Manor Apartments LLC				27,044,800	4	1.45%
SLN Quarterpath Associates LLC				14,804,700	9	0.80%
BSV Colonial Owner LLC				13,050,700	10	0.70%

UNEMPLOYMENT RATE AND LABOR FORCE

YEAR	LABOR FORCE	EMPLOYED	UNEMPLOYED	UNEMPLOYMENT PERCENTAGE
2003	4,589	4,220	369	8.0%
2004	4,600	4,243	357	7.8%
2005	4,773	4,426	347	7.3%
2006	4,811	4,525	286	5.9%
2007	5,112	4,825	287	5.6%
2008	5,331	4,874	457	8.6%
2009	5,543	4,721	822	14.8%
2010	6,516	5,856	660	10.1%
2011	6,745	6,138	607	9.0%
2012	6,846	6,277	569	8.3%
2013	6,881	6,354	527	7.7%
2014	6,662	6,174	488	7.3%
2015	6,572	6,155	417	6.3%
2016	6,553	6,228	325	5.0%
2017	6,470	6,185	285	4.4%
2018	6,765	6,530	235	3.5%

(Source, Virginia Employment Commission)

LAND AREA OF ORIGINAL CITY OF WILLIAMSBURG & SUBSEQUENT ANNEXATIONS

YEAR	DESCRIPTION	ANNEXATION AREA (SQ. MILES)	ACCUMULATIVE AREA (SQ. MILES)
1722	Original City	0	0.86
1915	Annexation	0.11	0.97
1923	Annexation	0.48	1.45
1941	Annexation	1.66	3.11
1964	Annexation	2.06	5.17
1984	Annexation	3.88	9.05

DEMOGRAPHIC & ECONOMIC STATISTICS - LAST 10 FISCAL YEARS

FISCAL YEAR	CITY POPULATION[1]	AREA POPLUATION[2]	INCOME (THOUSANDS)[2]	PER CAPITA PERSONAL INCOME[2]	PUBLIC SCHOOL ENROLLMENT[3]	UNEMPLOY-MENT RATE[4]
2007	13,416	76,149	3,863,691	50,739	10,137	5.6%
2008	13,574	77,732	4,175,375	53,715	10,248	8.6%
2009	13,758	79,805	4,078,729	51,109	10,503	14.8%
2010	14,067	81,434	4,196,931	51,538	10,549	10.1%
2011	14,256	82,520	4,474,583	54,224	10,671	9.0%
2012	14,503	84,005	4,703,429	55,990	10,748	8.3%
2013	14,893	85,431	4,724,928	55,550	10,998	7.7%
2014	15,064	86,979	4,966,242	56,960	11,116	7.3%
2015	14,860	88,199	5,269,240	60,080	11,303	6.3%
2016	15,429	89,044	5,405,416	60723	11,431	5.0%
2017	15,404	90,555	5,646,096	62350	11,321	4.4%
2018	15,183	91,580*	n/a	n/a	11,712	3.5%

*U.S. Census Bureau, City of Williamsburg and James City County Combined

[1] Source - Weldon copper center for Public Service - Demographics Research Group, www.demographics.coopercenter.org

[2] Source - U.S. Dept of Commerce, Bureau of Economic Analysis, Regional Accounts Data - income & area population figures based on figures for the City of Williamsburg and neighboring James City County combined

[3] Source - Williamsburg-James City County Public Schools - Sept 30th figures

[4] Virginia Employment Commission

GLOSSARY OF TERMS

ACCOUNTING SYSTEM - The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of the City.

ACCRUAL BASIS OF ACCOUNTING - The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

ACCOUNT NUMBER - A numerical code identifying Revenues and Expenditures by Fund, Department, Activity, Type and Object.

ACTIVITY - One of the tasks, goals, etc., of a departmental program.

ALLOCATE - To set apart or earmark for a specific purpose

APPROPRIATION - An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the budget.

ASSESSMENT - The value set by the City Assessor annually for a particular real property in the City.

BALANCED BUDGET - The City Manager annually proposes, and the City Council adopts, a budget or financial plan for the upcoming year in which the revenues available (including any available fund balance from prior years) match or exceed the projected expenditures.

BUDGET - A comprehensive plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The City's annual budget is established by City Council with a budget resolution.

BUDGET REVISION - A formal change in the total amount of budgeted expenditures during a fiscal year by action of City Council.

BUDGET STABILIZATION - Funds that may be used at City Council's discretion to address temporary cash flow shortages during economic downturns, to fund one-time opportunities, and to provide flexibility in funding opportunities that help achieve the City's goals.

BUDGET TRANSFER - A formal transfer from one activity [usually a departmental line item] to another, without changing a department's budget total. Transfers are approved at the City Manager level, and do not require action by City Council.

CAPITAL EQUIPMENT - An expenditure for a fixed asset that has an expected life of more than (1) year and the cost of which is in excess of $ 20,000. Capital items include office equipment, furniture, computers, etc.

CAPITAL IMPROVEMENT - New or expanded physical facilities for the community that are of relatively large size, are relatively expensive, and permanent in nature. For example: street improvements, sidewalks, bridge rehabilitation, buildings, park improvements, and City vehicles. Capital improvements are accounted for in either the Sales Tax Fund for general improvements, or the Utility Capital Improvement Fund for water and sewer related projects.

CARRYOVER - Refers to the process of transferring specific funds and obligations previously approved by City Council from the end of one fiscal year to the next fiscal year. City policy is to used this process only for capital projects.

CONSTITUTIONAL OFFICES - The offices or agencies directed by elected officials whose positions (Sheriff, Treasurer, Commissioner of the Revenue, etc.) are established by the Constitution of the Commonwealth of Virginia or its statutes.

CONTINGENCY ACCOUNT - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

CONTRACTUAL SERVICE - An expenditure for services performed by a non-employee. For example: computer, building, and copy machine maintenance, special studies, etc.

DEBT SERVICE - Principal and interest that the City pays on funds borrowed for capital projects.

DEPARTMENT - The Department is the primary administrative unit in City operations. Each is directed by a department head. Departments are generally composed of divisions of activities which share a common purpose.

DEPRECIATION - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence; (2) that portion of the cost of a capital asset which is charged as an expense during a particular period.

ENCUMBRANCES - funds that have not yet been spent, but are reserved because an issued purchase requisition will require these funds in the future. The purpose of encumbrance accounting is to prevent budget overspending.

ENTERPRISE FUND - Used to account for the financing of services where all or most of the operating expenses involved are recovered in the form of charges to users of such services.

EXPENDITURE - An expenditure is a decrease in net financial resources for the governmental funds. This includes current operating expenditures requiring the present or future use of current assets.

EXPENSE - The same as above when applied to a fund accounted for on an accrual basis, such as the City's Utility Fund.

FISCAL YEAR - The twelve-month period on which the City operates its financial affairs. The City of Williamsburg's fiscal year is July 1 through June 30.

FIXED ASSET - An expenditure for a good that has an expected life of more than (1) year and the cost of which is in excess of $ 5,000. Capital items include real property, office equipment, furnishings and vehicles.

FUND - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE - The equity of a fund, oftentimes incorrectly referred to as "surplus". It is the difference between a fund's assets and liabilities. Fund Balance is calculated by taking the beginning balance as of the beginning of the fiscal year, adding in all revenues received during the year, and deducting the year's expenditures. It is available to support the spending needs of the fund if necessary.

GENERAL FUND - The fund type that accounts for the daily operations of the City, supported by local taxes, fees, and State revenues. It is the largest fund in the City's budget.

GOVERNMENTAL FUNDS - Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

HISTORIC SALES TAX - A retail sales and use tax of one percent imposed in the Historic Triangle enacted by the General Assembly of Virginia in section 58.1-603.2 of the Code of Virginia. Fifty percent of the revenue is deposited into the Historic Triangle Marketing Fund, and the other fifty percent is distributed to the locality in which the sales tax was collected. The purpose of the Historic Marketing is to market, advertise, and promote the Historic Triangle area as an overnight tourism destination.

HISTORIC TRIANGLE – The City of Williamsburg and the Counties of James City and York.

INFRASTRUCTURE - Roads, bridges, curbs and gutters, streets, sidewalks, drainage systems and lighting systems installed for the common good.

LINE ITEM - An individual expenditure (or expense) category listing in the budget (salaries, supplies, etc.)

MAINTENANCE OF EFFORT FUNDS - Funds appropriated by a locality in the Historic Triangle in the fiscal year 2018 to or for use by the Greater Williamsburg Chamber and Tourism Alliance (the Alliance). Maintenance of Effort Funds is significant because Section 58.1 - 603.2 D (2) of the Code of Virginia requires localities in the Historic Triangle to maintain this level of funding for the Alliance. For the City of Williamsburg, this funding amounts to $ 800,000.

MAJOR FUND - Governmental or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report. The general fund is always a major fund.

MODIFIED ACCRUAL BASIS OF ACCOUNTING - (a) Revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

PAY-AS-YOU-GO - Refers to the method of financing capital projects from savings or normal cash flow. This requires annual appropriation of existing resources without the need to borrow funds.

PERSONAL PROPERTY – A category of property identified for purposes of taxation in Virginia. It is comprised of personally owned vehicles, as well as corporate property and business equipment. Examples include automobiles, motorcycles, trailers, boats, airplanes, business furnishings, and manufacturing equipment.

REAL PROPERTY – Real estate, including land and improvements, classified for purposes of assessment.

RETAINED EARNINGS - The total earnings of an enterprise fund (in governmental accounting) since the establishment of the fund. The amount is adjusted by the fund income less expenses - on a full accrual basis of accounting.

REVENUE – The yield of sources of income that the City of Williamsburg collects and receives into the treasury to pay for public services. Taxes, fees for services and grants are sources of revenue, for example.

SALES TAX FUND - This fund accounts for the scheduled major capital improvements for the upcoming year. Williamsburg also refers to this as the General Capital Improvements Program, and is supported exclusively by 1% retail sales tax revenues returned to the locality from the Commonwealth of Virginia, and interest earnings.

SUPPLEMENTAL APPROPRIATION – An increase to a department's budget (spending authority) approved by City Council during the course of the fiscal year. It generally involves appropriation of a grant or other outside revenue.

SURPLUS - The excess of revenues over expenditures for a fund during a fiscal year.

TAXES - Compulsory charges levied by a government, school, sewer or other special district for the purpose of financing services performed for the common benefit.

TAX BASE – The total market value of real property (land, buildings, and related improvements), public service corporation property, and personal property (cars, boats, and business tangible equipment) in the City.

TAX LEVY - The total amount to be raised by either real or personal property taxes.

TAX RATE - The amount of taxes levied for each $ 100 of assessed valuation, either real or personal property.

TOURISM FUND - a Special Revenue Fund used to account for revenues and expenditures per City Council's Tourism Development Fund Policy. Revenues of this fund include a transfer from the General Fund in support of tourism, one-half of the 1% Historic Triangle Sales Tax, and one-half of the $ 2 Lodging Tax.

TRANSFER - A transfer is a movement of monies from one fund, activity, department, or account to another. This includes budgetary funds and/or movement of assets.

WORKING CAPITAL – Current assets less current liabilities. This measure indicates the relatively liquid portion of total enterprise fund capital, which constitutes a margin or buffer for meeting obligations.

WORKLOAD MEASURES – Represent the numerical inputs, outputs and/or outcomes of City operating programs.

COMMONLY USED GOVERNMENTAL ACRONYMS:

BPOL - Business, Professional and Occupational License Tax, administered by the Commissioner of the Revenue.

CDBG – Community Development Block Grant program, funded by the U.S. Dept of Housing & Urban Development (HUD). These grant funds are used in the City to improve housing, neighborhoods, and economic conditions of the City's low and moderate income residents. The City works exclusively with the Williamsburg Redevelopment & Housing Authority (WRHA), as the agency receives Federal funds directly for CDBG projects.

CIP – Capital Improvement Program – a five-year plan for capital projects, with the first year of the plan appropriated by City Council by budget resolution.

CSA – Comprehensive Services Act for Youth and Families

FY – Fiscal Year – City's FY begins July 1st each year.

GAAP – Generally accepted accounting principals. Uniform minimum standards for financial accounting, recording, and reporting purposes.

GASB – Governmental Accounting Standards Board – A non-profit organization organized in 1984 as an operating entity of the Financial Accounting Foundation (FAF) to establish standards of financial accounting and reporting for state and local governmental entities.

GFOA – Government Finance Officers Association of the United States and Canada. The purpose of the GFOA is to enhance and promote the professional management of governments for the public benefit.

GIOs – City Council's Goals, Initiatives, and Outcomes.

FTE - Full-Time Equivalent - The percentage of time a staff member works represented as a decimal. A full-time authorized staff position is 1.00, equating to 2,080 hours of work per year (2,912 for uniformed firefighters) a half-time person is .50 and a quarter-time person is .25.

IT – Information Technology, a department responsible for the City's current and future technology requirements, including local area network and infrastructure, computer hardware, software, maintenance and replacement plan, voice, video, security, and disaster recovery.

CITY OF WILLIAMSBURG
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