CITY OF WILLIAMSBURG

Proposed FY 2021 Budget

CITY COUNCIL

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

OFFICIALS

Andrew O. Trivette	City Manager
Vacant	Assistant City Manager
Christina Shelton	City Attorney
Sandi Filicko	Clerk of Council
Barbara Dameron	Director of Finance
Mark A. Barham	Director of Information Technology
Daniel G. Clayton	Director of Public Works
Sean Dunn	Police Chief
David Eagle	Fire Chief
Robbi Hutton	Director of Recreation
Carolyn A. Murphy	Director of Planning & Codes Compliance
Wendy Evans	Director of Human Services
Michele Mixner DeWitt	Economic Development Director

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Williamsburg

Virginia

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morrill

Executive Director

CITY OF WILLIAMSBURG ORGANIZATIONAL CHART

WILLIAMSBURG VOTERS

Boards and Commissions

Operational:
*School Board (WJCC)
*Library Board (WRL)

Advisory
*Planning Commission
*Economic Dev. Authority
*Arts Commission
*Soc. Services Advisory Brd
*Finance & Audit Committee
*Public Housing

Semi-Judicial
*Architectural Review Board
*Board of Zoning Appeals
*Board of Bldg Code Appeals
*Board of Equalization

Constitutional and Independent Offices

Court System
*Circuit Court Judge
*Clerk of Circuit Court
*District Court Judge
*Juvenile/Domestic Relations Judge
*Commonwealth Attorney
*City/County Sheriff

Commissioner of Revenue
City/County Treasurer
Electoral Board
Voter Registrar

Mayor

Vice Mayor

CITY COUNCIL

City Attorney
FTE 1.5

City Manager

- Human Resources
- Communications
- Managerial Analyst
- Administrative Aide

FTE 4

Executive Assistant - Clerk

Economic Dev. Dir.
FTE 3

Parks & Recreation
*Recreation Center
*Parks
*Athletics

FTE 8.5

Police
*Uniform Services
*Investigations
*Support Services
*Public Safety/E911 Comm.
*Parking Garage

FTE 47

Fire
*Suppression
*Prevention
*Emergency Medical
*Emergency Management

FTE 46

Public Works & Utilities
Public Works:
*Engineering
*Streets & Stormwater
*Mosquito Control
*Landscaping
*Vehicle Maintenance
*Facilities Maintenance
*Refuse/Recycling
*Cemetery

FTE 24.5

Public Utilities:
*Water Treatment
*Water Distribution
*Wastewater

FTE 26

Human Services
*Income Eligible Benefits
*Adult and Child Protection
*Community Outreach
*Public Housing

FTE17

Planning & Codes
*Planning & Zoning
*Codes Compliance

FTE 10

Finance
*Accounting
*Collections, Disbursements
*Purchasing
*Assessments
*Investments
*Payroll

FTE 12

IT
*Information Technology

FTE 4

FY21 BUDGET MESSAGE

CITY OF WILLIAMSBURG
VIRGINIA'S COLONIAL CAPITAL

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 20 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 having served as the Interim Director of Finance, she provides a steady hand to budget development.

CITY MANAGER'S STATEMENT

Mayor and Members of Council:

I am pleased to present the City Manager's proposed budget for Fiscal Year 2021 (FY21) and the associated five-year Capital Improvement Plan.

This year we began budget preparation 30 days earlier than our typical schedule. We did this to provide more time for development with the goal of having a balanced budget by the end of December. We presented that budget outline to the City Council in February. That proposal included new positions, a cost of living raise for employees, new capital equipment, and increasing our average salary for starting employees. The resulting six fund budget total of $57,823,319, is conservatively balanced expecting the average assessed value to increase for real property by three percent. While this budget does not include an increase in the real property tax rate, it does include a small increase in the cigarette tax rate.

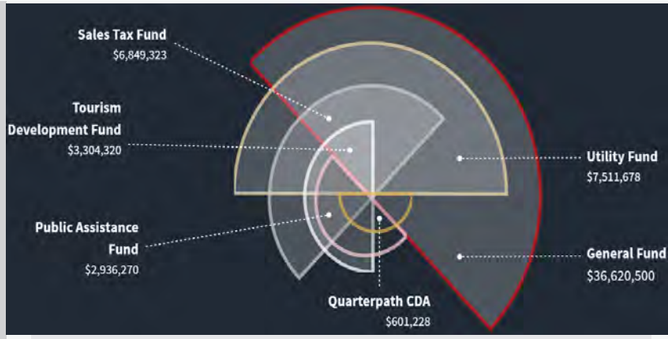
March of 2020 brought a pandemic and national restrictions on commerce and movement, completely changing revenue assumptions. For many local governments this will mean drastic revisions to budgets already developed. Williamsburg is unique in that we have a commitment to fiscal stability that spans over 320 years. Leaders past and current have prioritized building and maintaining reserves to help sustain the government in tough times.

These calculated strategies started with seeds planted by those who knew the shade they would eventually provide would comfort future generations. Now we benefit from the shade provided by a well funded pay-go Capitol Improvement Plan, a generous General Fund Reserve, and a flexible Tourism Development Fund. These enable the proposed budget, the plans of your city, and the progress envisioned to continue without setback.

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, and identify needs not included. The message will also provide some insight into revenue trends and rate structure, as well as other details for meeting the challenges of uncertain revenues.

I am proud to present a budget that, despite the uncertainty, honors Williamsburg's core values as a top tier local government, a premier employer, and steward of the public trust.

I am grateful to those who have helped plant the seeds, water the rows, and weed the field so that we may now harvest the bounty in a time of need.



FY21 TOTAL BUDGET

$57,823,319

THE FY21 BUDGET HAS FOUR MAJOR DRIVERS: COVID-19, EDUCATION, ASSESSED VALUE, AND THE RESERVE.

It is impossible to prepare a FY21 budget message and not address **COVID-19**. The public health emergency that has resulted from the COVID-19 pandemic will impact the FY21 budget. The commercial and travel restrictions implemented in the last quarter of FY20 will reduce the revenues realized in that fiscal year and will ultimately impact the General Fund balance used to calculate the FY21 starting point for that fund. Additionally, the lingering dampened consumer confidence after restrictions are lifted has the potential to reduce revenues in the first few quarters of FY21. The unique challenge of being a fiscal manager in this emergency is gauging the duration and severity of these impacts. Staff briefed the City Council and community on the estimated worst-case scenarios resulting from COVID-19 mitigation efforts. This included reducing the tourism tax set (meals, lodging, sales) to 20% of the expectations for the April, May, and June months of FY20. It also included outlines of possible primary and secondary impacts to FY21. The primary impacts included graduating the tourism tax set from reduced returns (25-30%) of expectation in the first quarter of the fiscal year to 100% in the last quarter. These revenue reductions, if realized, will be offset during the year through spending constraint, and fully recovered as transfers into the General Fund from the Capitol Improvement (sales tax) fund of $2,150,992 and the Tourism Fund of $1,598,530. Any remaining needs will be met using the general fund reserve.

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 9.6% share of educational costs is based on the City's 1,005 students enrolled in the system during FY20. This FY21 budget includes an increase in the school system operating budget of four percent over the last fiscal year, totaling $10,367,902. The WJCCS proposed capital improvement plan for FY21 includes new or advanced projects to resolve capacity issues in both the high schools and elementary schools. If funded as proposed, the City would need to identify new funding sources or rely on fund balances to continue a pay-go policy for these projects. To correct for this, James City County, WJCCS, and the City will work jointly to adjust project timelines. The result will be a FY21 CIP that demonstrates full participation in needed projects over the next five years.

The City's largest single source of revenue remains the real property tax. **Assessed value** of real property has increased three percent for FY21 totaling nine percent over two fiscal years. 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. An increase in assessed value means increased equity for property owners. This year's increase is due to a few factors. Property rates in the Commonwealth have trended positively this fiscal year. Despite the predicted assessed-value increase, this budget is based on the conservative estimate of 2.8%. Also the FY21 budget includes additional adjustments to the real property tax revenue estimate to reflect potential impacts resulting from COVID-19 mitigation strategies.

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. Last year we committed to renewal of the reserve and set a course to grow the balance. The audited balance of the reserve for FY19 was $14.3 million or 38.4% of operating revenues, and at the close of FY20 this balance is expected to be $14 million or 43% of that year's operating revenue. This decrease in balance with an increase in the percentage of revenues reflects reduced revenue forecasts due to COVID-19 impacts. At the close of FY21, this budget proposes a reserve balance of $11.3 million or 35% of the expected revenues. While this reflects a decline in the reserve balances, we are proud of the fact that the balance remains healthy and the percentage of revenue remains strong despite a heavy reliance on the reserve for COVID-19 recovery. 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. In future fiscal years, we will strive to grow the balance as we recover from the impacts of COVID-19.

BUDGET DRIVERS

COVID-19 Impact

$10.5M

The worst case scenarios for impact prepared by staff for both the FY20 and FY21 fiscal years will be offset by constrained operational and capitol spending, unspent and uncommitted tourism funding, and by using the healthy general fund reserve balance.

Cost / Student

$10.3K

The City's participation in the joint school system is predicted on a five-year contract. FY21 will be year four of the newest version of that contract. During this school year the City has 1,005 students enrolled. The cost to the City per student for the operation of the school system is $10,316.

Tax Bill Increase

$28

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 $307,214 and will have a new tax due of $1,843 annually. The City bills twice per year.

Reserve Policy

35%

Since 2015 the City's reserve has dropped significantly. This drop is primarily due to unanticipated capital expenses. Last year a commitment was made to renew those balances and strive for 40% or more.

FY21 Budget Message - City of Williamsburg, Virginia

SPECIAL FUNDS

TOURISM FUND

The City's Tourism Fund is the newest fund in the overall budget. 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.

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 FY21 are expected to be $4.9 million. This estimate is a reduced figure from FY19 due to the fact that the sources of revenue for this fund will be among those most impacted by COVID-19 restrictions.

The Tourism Fund has several primary functions. The fund houses the administrative expenses of our Tourism Office, which will total $245,095 in FY21. This is a reduction of 23% from last year. The reduction results from using the contingency funding included in FY19 to help with outside agency needs.

The fund also provides the structure for tourism-based outside agencies. These expenses 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, $80,000 for Williamsburg Live, and $543,000 is transferred to the Historic Triangle Tourism Council pursuant to the terms of SB942. New in FY21 is $215,000 for CultureFix events. The remainder of the funding supports administration costs, special event funding, and a host of smaller amounts dedicated to local tourism partners. The Tourism Contingency Grant Program is awarded from the fund. This is a grant available for funding new, expanding, or to accommodate unforeseen expenses related to tourism products and events. In FY21, the grant program will have $150,000 for award.

Finally, the largest expense of the fund is the Tourism Development Grant Program. Launched in FY19, the program had more than $2.3 million available for grant awards. After nearly 25 applications were considered, several were awarded the bulk of the funds. These projects include a regional sports center multiyear project ($250,000), the completion of a fourth lighted softball field at Kiwanis Park ($1.2 million), downtown wayfinding signage ($250,000), City Square furniture ($10,000), and a portable stage for Parks and Recreation ($100,000).

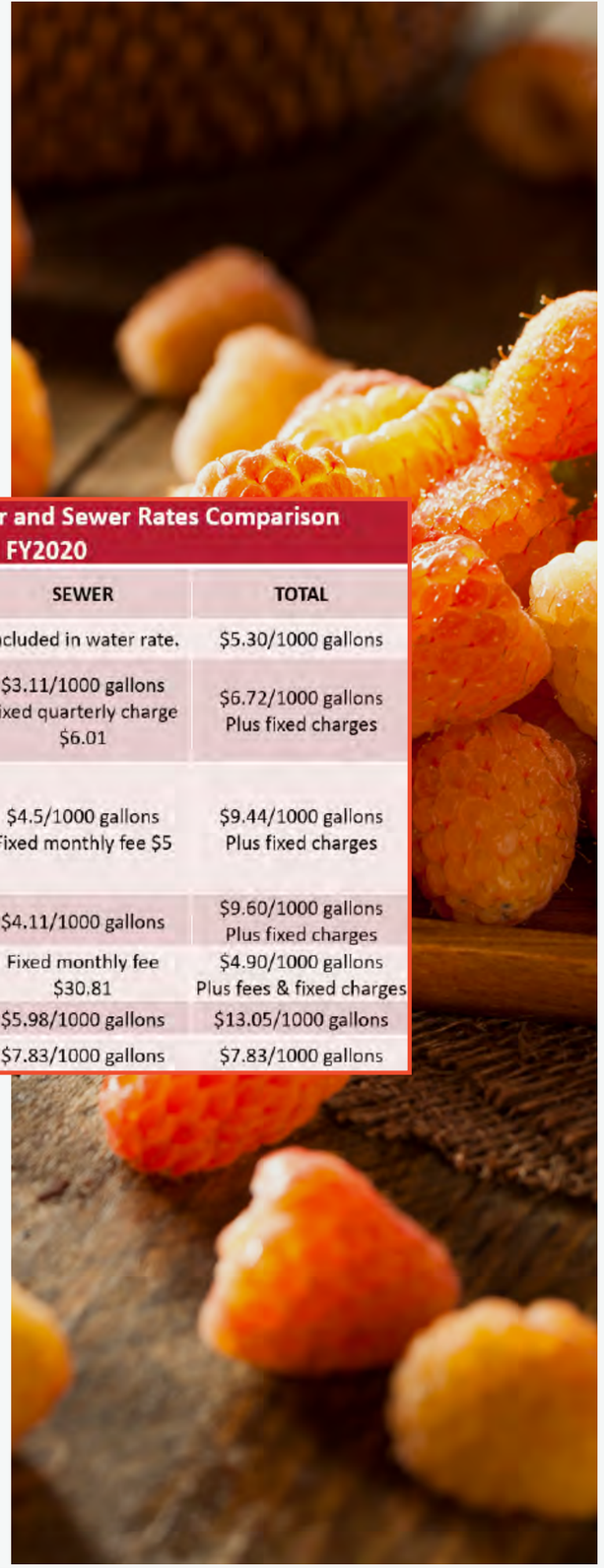
During FY21, the realities of COVID-19 will force the Tourism Development Grant Program to now offer a new function. This budget anticipates that the un-awarded revenues from the Tourism Development Grant program will be transferred to the General Fund at the close of the year to offset revenue reductions. It is difficult to predict the total amount of this transfer due to the uncertainties of mitigation measures along with the recovery grants that may be considered by the City Council. As we progress through the close of FY20 and the start of FY21, we will be considering business relief efforts that will rely on the Tourism Development Grant Funds as a source of recovery opportunities made available to local businesses.

SALES TAX FUND

The Sales Tax Fund is known by most as the Capital Improvement Fund and is managed using a five-year plan for expenses. Our projection for FY21 is that the Sales Tax Fund will see $6,849,323 in capital spending, which is offset by $6,552,487 in grant funds and other revenues. In this year's budget, we have rearranged our presentation of the CIP. by dividing it into three distinct sections. First, we detail revenues for the Sales Tax Fund. Second, are the municipal government capital expenses, and third are the school district capital expenses. The planned $6.8 million in capital expenses includes $745,069 in school construction projects. The City's share of school district capital expenses is based on the annual contract amount (9.6% of total project costs in FY21). It is likely that these planned expenses will adjust down as the school budget is finalized. Additionally, the City will transfer as much as $3,979,522 from the CIP (savings and postponed projects) to the General Fund to offset COVID-19 revenue shortfalls over FY20 and FY21.

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 FY21 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.



Locality	Hampton Roads Water and Sewer Rates Comparison FY2020		
	WATER	SEWER	TOTAL
Williamsburg	$5.30/1000 gallons	Included in water rate.	$5.30/1000 gallons
JCSA	0-15 - $4.10/1000 gallons 15-30 - $8.19/1000 gallons 30 and + - $19.24 Fixed quarterly charge $11.99	$3.11/1000 gallons Fixed quarterly charge $6.01	$6.72/1000 gallons Plus fixed charges
Newport News	$0-1,496 - 4.29/1000 gallons 1,96-18700 - $4.93/1000 gallons 18700+ - $9.87/1000 gallons Fixed monthly fee $13 Fire Protection Svc Fee - $1.35	$4.5/1000 gallons Fixed monthly fee $5	$9.44/1000 gallons Plus fixed charges
Portsmouth	$5.49/1000 gallons Fixed monthly fee $5	$4.11/1000 gallons	$9.60/1000 gallons Plus fixed charges
Virginia Beach	$4.90/1000 gallons Fixed monthly fee $4.41	Fixed monthly fee $30.81	$4.90/1000 gallons Plus fees & fixed charges
Norfolk	$7.07/1000 gallons	$5.98/1000 gallons	$13.05/1000 gallons
HRSD	N/A	$7.83/1000 gallons	$7.83/1000 gallons

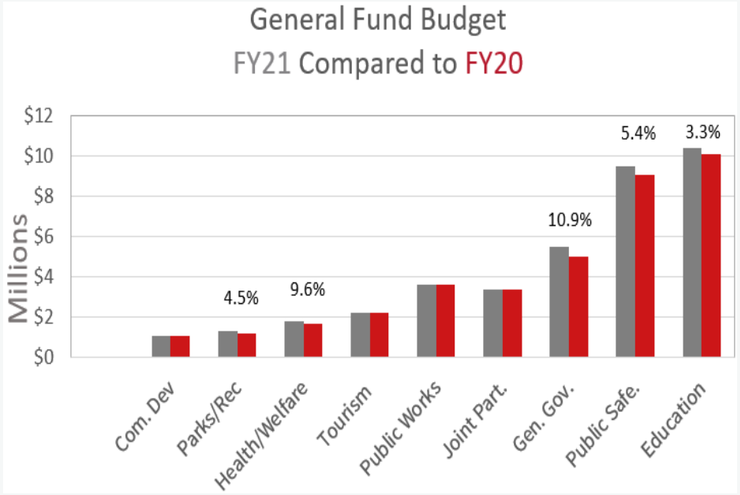
DEBT CAPACITY

The City's current debt totals $20.7 million. 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 scheduled to fund police station and fire station projects. With this latest bond issuance, our current pay-off date is extended to 2038. The debt service totals $1,713,869 during FY21. This amount decreased from FY20, as a portion of the old debt has been retired. Virginia localities are limited to a debt cap of 10% of the assessed value of their real property. In FY20, this limitation was $166 million.

WHAT IS INCLUDED

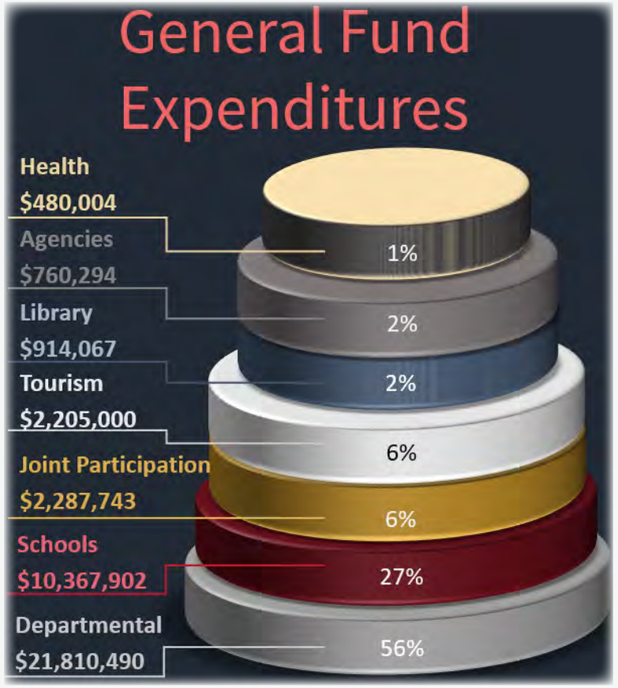
Personnel

The largest operational increase for the FY21 budget is due to a wage improvement for City staff. The budget includes a two percent cost of living increase (COLA). This offsets the two year Consumer Price Index/COLA formula increase of 2.4%, including the unfunded (.8) FY19 percentage and the FY20 COLA of 1.6% . Unfortunately, we will not offer a merit increase this year due to spending constraints. The City completed a pay and class adjustment for the organization in 2017, costing nearly $700,000. Failing to provide COLA erodes the value of this costly adjustment. Additionally, COVID-19 has our employees working harder than ever before to meet the demands of personal and professional commitments. It is important that we assign value to these contributions and not further contribute to the hardships imposed by COVID-19 on our local economy.



SIGNIFICANT INCREASES

Departmental spending has increased from FY20 by 5% or $1,219,151. These Departmental expenses represent the largest expenses of the general fund. They total $21,810,490 or 56%. Despite a larger increase in departmental spending than last year, the overall budget grew in similar proportion. in FY19 the Departmental expenses made up 55.1% of the total General Fund budget, meaning that the total departmental expenses increased .9% as a portion of the whole. The increase is in large part due to the cost of living adjustment for wages and the addition of new full-time equivalent positions. Many of these additional positions are funded partially by outside sources or are the result of alternate staffing plans. When these offsets are considered, approximately 5 FTE positions are newly funded in the FY21 budget.



General Government

$541,727

General Government expenses include most of the traditional municipal departments and constitutional officers. 75% of the 10.9% increase from last year for this category of spending is due to the accounting of insurance costs. The grouping of these standard costs allows for greater transparency in actual departmental spending.

Public Safety

$494,699

This substantial increase in public safety costs results from additional personnel. The FY21 budget adds two new police officers to patrol and five new firefighters. One firefighter was added midyear during FY20 but is new to the FY21 budget, and four additional firefighters are 75% grant funded.

Education

$327,650

The Williamsburg James City County School Division ranks low on the starting teacher salary scale for the region, which impacts recruitment and retention. The proposed division budget includes a salary increase of four percent to help improve salary standing.

Human Services

$160,876

The Human Services Department is partially funded by state aid and grants. This includes some staff positions. The FY21 budget provides for two new social workers and one new eligibility worker. These additions were planned to relieve caseload prior to COVID-19 and will now be essential.

Parks and Recreation

$57,276

Including the WJCC Library, this category provides for traditional parks expenses and culture, such as the Williamsburg Area Arts Commission. Additional library costs and equity adjustments in parks and recreation salaries account for the majority of this increase.

NEW FTE POSITIONS

+12

The FY21 Proposed Budget includes 12 new full-time equivalent positions. Included are five firefighters, two police officers, one accountant, one eligibility worker, two social workers, and one property maintenance inspector. Many of these positions are partially grant-funded or are converted part-time employees to full-time status. Adding these positions is essential to the stability of our workforce due to the workload. This moves the total authorized FTE count to 217.5.

REMAINING NEEDS

Unfortunately, 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 FY20 budget. These needs totaled $1,186,324 in operating needs and $1,973,402 in capital purchases. We were able to accommodate $772,864 of the operating expenses and $236,760 of the capital needs. This leaves $413,460 of the identified operating and $1,736,642 of the identified capital needs unmet.

The majority of the unfunded operating needs consist of new positions including two additional police officers, IT staff, legislative consultants, and several part-time administrative functions. The needs will continue to be met using existing staff and will be front of mind in the development of the FY22 budget.

The capital needs unfunded included many projects that during the first draft were included in the spending plan for FY21. They have now been postponed for at least one year to accommodate needed relief for the General Fund revenue shortfalls resulting from COVID-19. As the fiscal year progresses and the revenue picture becomes more clear, projects may be advanced to the original schedule.

REQUESTS UNFILLED

POLICE DEPARTMENT

$180,000

To combat rising needs in the community for safety and patrols, the Police Department has requested four new officers. Two were included in the FY21 budget and two were not.

POLICE DEPARTMENT

$105,000

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

POLICE DEPARTMENT

$75,000

The city operates a gun range for the training and benefit of our certified officers. It is now time to do some needed repairs and upgrades of the facility. This has been postponed to a future year of the CIP to allow for revenue recovery resulting from COVID-19 mitigation measures.

PARKS AND RECREATION

$84,000

The Parks and Recreation Department requested an additional part-time park employee and a full-time park attendant. These two positions would help meet the needs of park maintenance and improve stability of existing staffing resources for one of the largest departments, when seasonal part-time staff is considered.

INFORMATION TECHNOLOGY

$84,000

As the way we consume information changes from print to short-format video, the staff needs to grow to include those skills. Adding a position to the IT staff would provide for stronger broadcast programming as well as allow for internal video development in an effort to improve community engagement.

PUBLIC WORKS

$59,640

We continue to grow the demands placed on our existing facilities through additional programming, security, and service requirements. The staff of facilities maintenance includes two FTE positions. One additional position is needed to continue to address the growing expectations.

CITY MANAGER

$40,000

Each year the City follows thousands of bills introduced during the General Assembly. Annually we adopt a legislative agenda that outlines our goals for that session of the Assembly. A consultant in Richmond would provide needed staff resource augmentation without the total cost of a position.

THE FUTURE

> Make big plans, aim high in hope and work, remembering that a noble, logical diagram once recorded will not die.
>
> Daniel Burnham

FINAL THOUGHTS

As we concluded our budget review in early January, it seemed that our theme this year would be retooling. The theme was appropriate, given our efforts to re-envision strategic planning, improved collaboration with our vital partners, and the addition of critical staffing. Unfortunately, this plan was upended by a global pandemic.

During the last few months as we watched a disease spread from country to country and continent to continent, we focused less on needs and more on capability. The City hosted regional discussion of preparedness and began internal analysis of resiliency very early.

These efforts proved invaluable as we enacted protocols that protected the community and our staff. As COVID-19 began to impact Hampton Roads and specifically Williamsburg, our preparedness as an organization allowed our impacts to be lessened. I am so grateful to a staff who believes in planning and rises to meet challenges.

I have been daily amazed at both the capacity of our staff and our community to meet the needs presented by this unexpected global event. As a community we have rallied and proven that our bond is stronger than the temporary separation imposed by a spreading infection.

Since 1699, the hallmark of Williamsburg has been leadership. As we shared our implemented safety protocols, policies for virtual meetings, and technological solutions we have proven the Colonial Capitol is still that leader. I know we will continue to earn that legacy every day of FY21.

It is my honor to offer the City of Williamsburg's 2021 Fiscal Year Budget for adoption by its City Council.

Andrew O. Trivette

City Manager

THINGS TO WATCH

Last year as we completed drafting the budget, we discussed some indicators to watch. They included a decreasing annual surplus, the reserve balance, flat revenues, and educational costs. During the current fiscal year, we have focused on improving revenue performance, growing the reserve, and keeping a healthy surplus.

We have had considerable success as the reserve has grown from 35% to 38% of annual operating revenues. Our revenues have increased slightly and sales tax is performing well.

COVID-19 mitigation efforts will dominate our indicators moving through FY21. These are both physical and financial.

The first consideration is **duration**. We need to be mindful that the worst-case scenarios that this budget is based on may not be severe enough, if COVID-19 mitigation efforts, such as social distancing and commercial restrictions, are warranted deep into the summer and fall months.

Consumer **confidence** will be another factor to carefully monitor. As we exit COVID-19 restrictions, consumers and travelers will slowly adjust to a new normal. This will slow the growth of tourist taxes. We have adjusted for graduated returns, but we will need to watch if they will be slower than expected.

Finally, we will need to be sure **capacity** has been sufficiently accounted for. Closure of businesses due to COVID-19 loses is likely, which will potentially reduce revenue.

THINGS TO CONSIDER

The General Fund reserve is a focus of any city manager. This unassigned fund balance is the true bellwether of a locality's health and previous decision making.

In Williamsburg, we have benefited from fiscal conservancy that has allowed for a very healthy General Fund reserve at times exceeding 80% of operating revenues. In recent years we have recommitted to growing this reserve so that our strength can be our fiscal resiliency. Now we see these efforts bearing fruit that we can harvest.

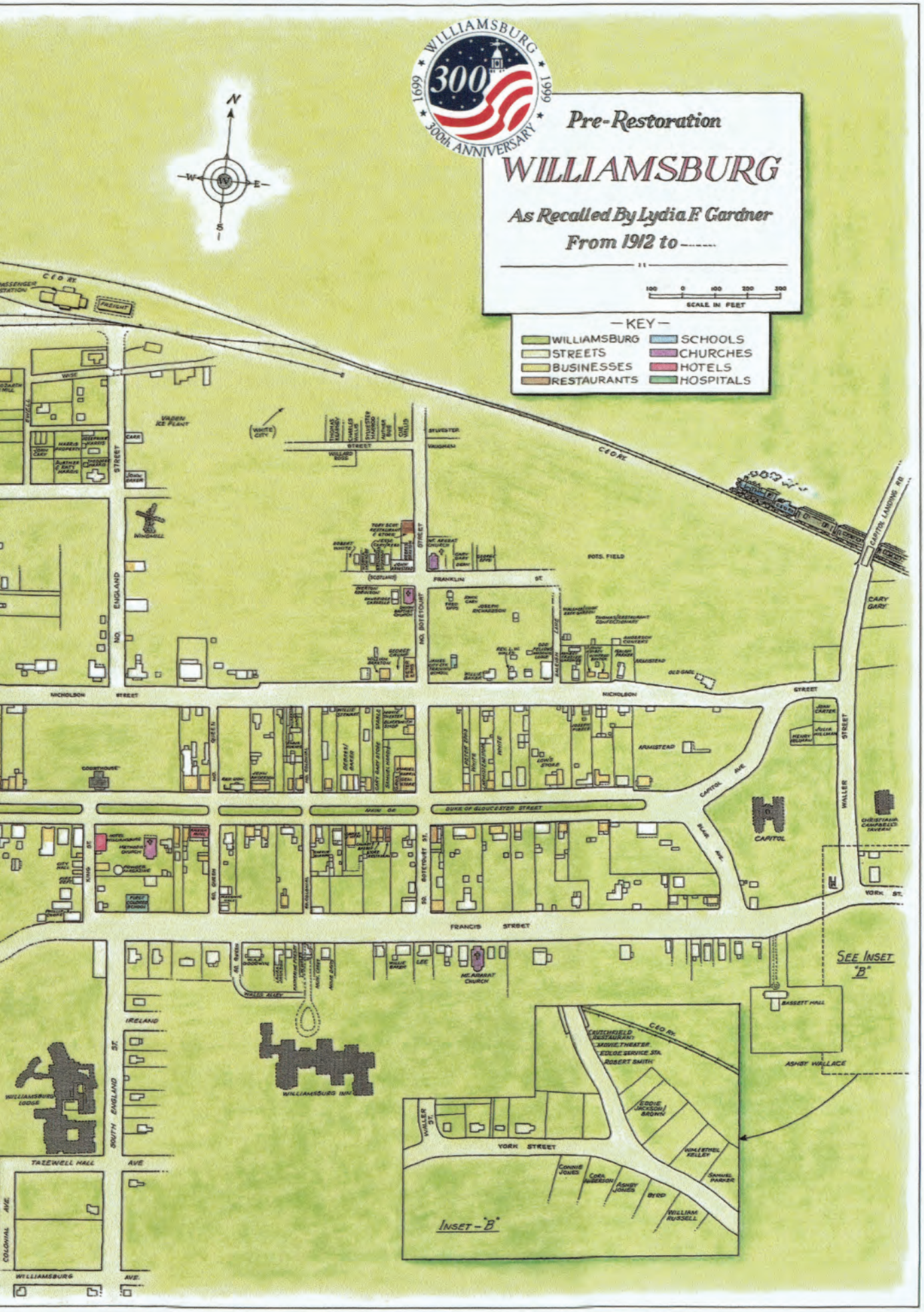
This budget forecasts revenue shortfalls as a result of COVID-19 and recognizes that this is a temporary condition. The budget utilizes savings from postponed and under-budget capital projects to meet revenue deficits. The budget also relies on unspent tourism grant funds to continue accomplishing the goals set by the City Council and the community without interruption. All of this is accomplished while meeting the long-standing fiscal policy of having 35% of operating revenues in reserve.

The protection of the reserve is imperative to help weather the next emergency that impacts revenues. We do not know when it may come, but we can be sure that we are as prepared as we have been for over 320 years. Utilizing our fiscal strength now is the right strategy for preparing to meet tomorrow's challenge.

FY 2021 COMMUNITY PROFILE

CITY OF WILLIAMSBURG
1699
VIRGINIA'S COLONIAL CAPITAL

The College of William and Mary
HIGHLAND PARK
INSET "C"
SEE INSET "C"
SEE INSET "A"
INSET "A"
EASTERN STATE HOSPITAL
C 1910
C & O RY.
SCOTLAND STREET
PRINCE GEORGE ST.
NORTH BOUNDARY ST.
SOUTH BOUNDARY ST.
NORTH HENRY ST.
SOUTH HENRY ST.
NASSAU ST.
PALACE
GREEN PARK
(TYLER)
MAIN OR
DUKE OF GLOUCESTER STREET
FRANCIS STREET
(FRANCE STREET)
IRELAND
COLLEGE AVE.
(JAMESTOWN ROAD)
(RICHMOND ROAD)
RICHMOND AVE.
HARRIS ST.
SCOTLAND ST.
CLAY STREET
GOVERNOR'S PALACE
CEMETERY
EXECUTIVE BLDG.
WREN BUILDING
GYMNASIUM
JEFFERSON HALL
LIBRARY
(TUCKER HALL)
EWELL BLDG.
DORMITORY
DINING
THURMAN BUILDING
THOMPSON BUILDING
INFIRMARY
MONTAGUE BUILDING
TAYLOR BUILDING
CUSTIS PROP
FUTURE NEWPORT AVE.
NEWPORT AVE.
ROBERT BRAXTON
PAUL BRAXTON
JOHN BAKER
LAWRENCE SKINNER
ARCHIE RUCKER
FRED CRAWFORD
ALEXANDER GOODALL
WILLIAM CUMBER
NORMAN NORNSBY
RICHARD ROBERTS
LEWIS
BESSIE DUGANT
SIDNEY JOHNSON
BRAXTON COURT
ROOSEVELT HARRIS
(LEVI WASHINGTON)
LISBON GERST
DR. J.B. BLAYTON
R.G. PARKER
LITTLETON RICHARDSON
HERBERT COOKE
ANDREW JONES
J.B. BLAYTON
FIRST BAPTIST CHURCH
HUGO JOHNSON
WM. PARKER
BILLY DOVE
HENRY WRIGHT
TISHA HALL
WM. CUPID
BETTY BROWN
MATTIE BRAXTON
DEACON TYLER
OLDSMOBILE DEALERSHIP
THEODORE HARRIS
ANTHONY JONES
PRESTON CRUMP
EARNEST CRUMP
EDWARD COLES
WATER TOWER
MILTON BETTS
NEW COVENANT HOLINESS CHURCH
PRESBYTERIAN CHURCH
BAPTIST CHURCH
COLE PROPERTY
WILLIAM TALIAFERRO
HERBERT COOKE
CRUMP LANE
CARTER COLES
HARRIS JONES
LUCY LEE
CELIA COLES
SAMUEL HARRIS
LUCY CRUMP
NANNIE DOVE (LORENZO)
SAMUEL JOHNSON SR.
SAMUEL JOHNSON JR.
(MASONIC LODGE)
FRED EPPS
HERBERT COOK
EDWARD COLES
HARRIS JONES
LUCY LEE


WILLIAMSBURG 300th ANNIVERSARY 1699 1999
Pre-Restoration
WILLIAMSBURG
As Recalled By Lydia F. Gardner
From 1912 to ------
SCALE IN FEET
KEY
WILLIAMSBURG
STREETS
BUSINESSES
RESTAURANTS
SCHOOLS
CHURCHES
HOTELS
HOSPITALS
C&O RR.
FREIGHT
WHITE CITY
POTS. FIELD
FRANKLIN ST.
NICHOLSON STREET
COURTHOUSE
DUKE OF GLOUCESTER STREET
CAPITOL
CAPITOL AVE
WALLER STREET
YORK ST.
FRANCIS STREET
MEADOWS CHURCH
WILLIAMSBURG INN
WILLIAMSBURG LODGE
TAZEWELL HALL
SOUTH ENGLAND ST.
IRELAND
COLONIAL AVE.
WILLIAMSBURG AVE.
CAPITOL LANDING RD.
CARY GARY
ARMISTEAD
BASSETT HALL
ASHBY WALLACE
SEE INSET "B"
INSET - "B"
YORK STREET
WALLER ST.
CRUTCHFIELD RESTAURANT
MOVIE THEATER
EDLOE SERVICE STA.
ROBERT SMITH
EDDIE JACKSON BROWN
WILLIE ETHEL KELLEY
SAMUEL PARKER
CONNIE JONES
CORA ANDERSON
ASHBY JONES
BEDD
WILLIAM RUSSELL

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.

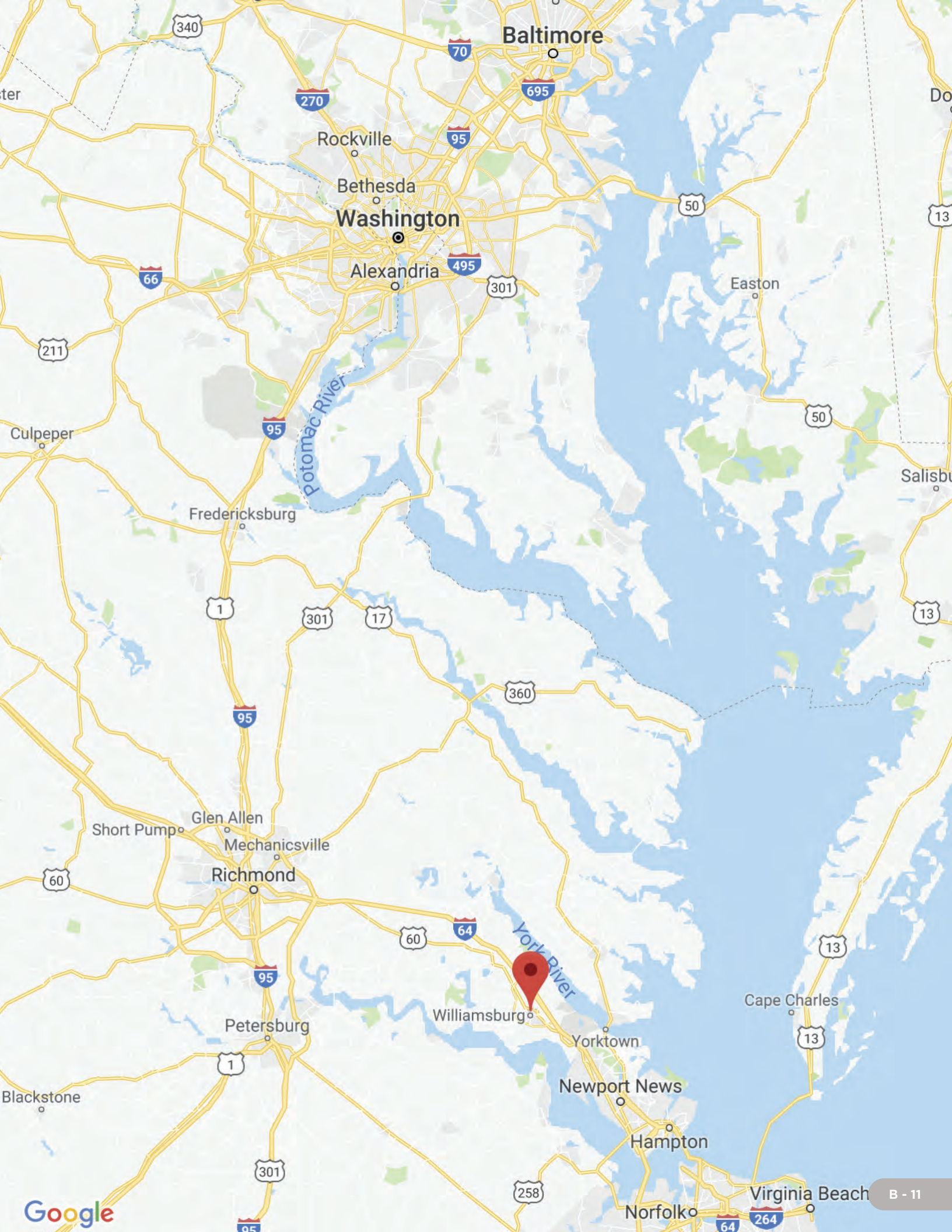
PHOTO BY WENDY MILLER @ CULTURE FIX

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

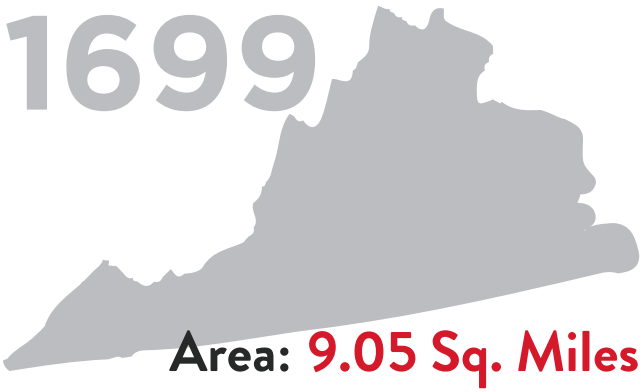
Williamsburg is in the northern part of the Hampton Roads metropolitan area, located on the Virginia Peninsula and bordered by the counties of James City and York. The City is located along I-64, with easy access to Richmond, Virginia, Washington DC and the coast. The City has a unique blend of history,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


Baltimore
Rockville
Bethesda
Washington
Alexandria
Easton
Potomac River
Culpeper
Fredericksburg
Glen Allen
Short Pump
Mechanicsville
Richmond
York River
Williamsburg
Yorktown
Cape Charles
Petersburg
Newport News
Hampton
Blackstone
Norfolk
Virginia Beach
Google

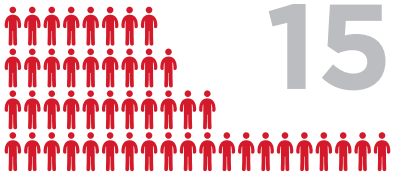
CITY OF WILLIAMSBURG

Date Established
by Virginia General Assembly

1699



Area: 9.05 Sq. Miles



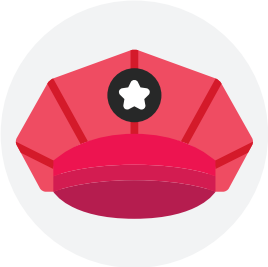
15,183

Population (2018)*

Fireman

40 full-time

25 volunteer



Number of Police Officers

41

Number of Public Libraries (Regional)

2

Number of Items Circulated - FY 2018

1,152,048

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

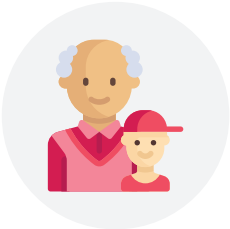
2.420
15-19

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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TIMES
AHEAD
Coffee

COMMUNITY PROFILE

williamsburgva.gov

2019/2020 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.

VIRGINIA
114-746L

NATIONAL NIGHT OUT 2018

4 PUBLIC SAFETY

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

EMERGENCY OPERATIONS PLAN UPDATE

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

MOBILE INTEGRATED HEALTHCARE (MIH)

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

CERT PROGRAM & NEIGHBORHOOD WATCH

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

ENHANCE NATIONAL NIGHT OUT

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

5 HUMAN SERVICES, HEALTH, & EDUCATION

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

HOUSING AUTHORITY SUSTAINABILITY

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

CEDAR GROVE CEMETERY EXPANSION

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

WORKFORCE/AFFORDABLE HOUSING

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

HOMELESSNESS PREVENTION

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

ONE STOP WORKFORCE CENTER

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

SUMMER YOUTH PROGRAM EXPANSION

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

SENIOR TASKFORCE

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

CARE TEAM

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

6 RECREATION & CULTURE

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

PARKS, RECREATION, ADA TRANSITION PLAN

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

4TH SOFTBALL FIELD AT KIWANIS PARK

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

QUARTERPATH RECREATION CENTER EXPANSION

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

INDOOR FIELDHOUSE

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

WILLIAMSBURG REGIONAL LIBRARY RENOVATION

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

LAWN SPORTS

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

7 ENVIRONMENTAL SUSTAINABILITY

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

RECYCLING PROGRAM

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

RENEWABLE ENERGY

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

STORMWATER EROSION FUNDING

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

GO GREEN INITIATIVES

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

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

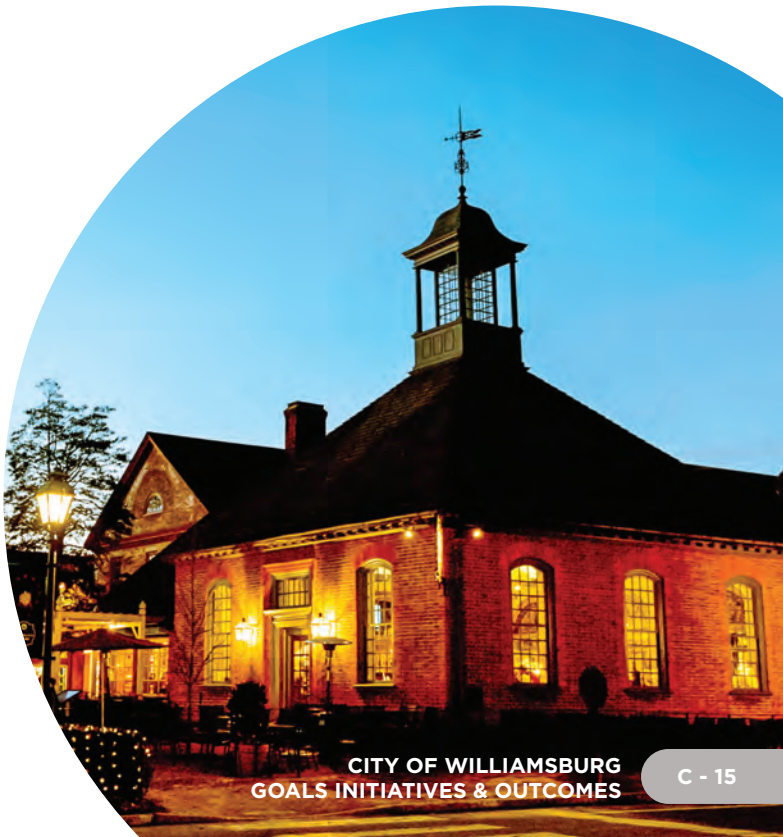
Staff shall determine the feasibility and timing of partnering with the College of William and Mary and other regional partners to develop athletic facilities aimed at improving sports tourism in the region.

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.



GOALS INITIATIVES & OUTCOMES

williamsburgva.gov

INTRODUCTION

THE CITY'S VISION

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

DEPARTMENTAL BUDGET SUMMARY AND PERFORMANCE METRICS

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

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

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

OFFICE OF CITY MANAGER

Andrew O. Trivette, City Manager

Mission

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

Cost Centers

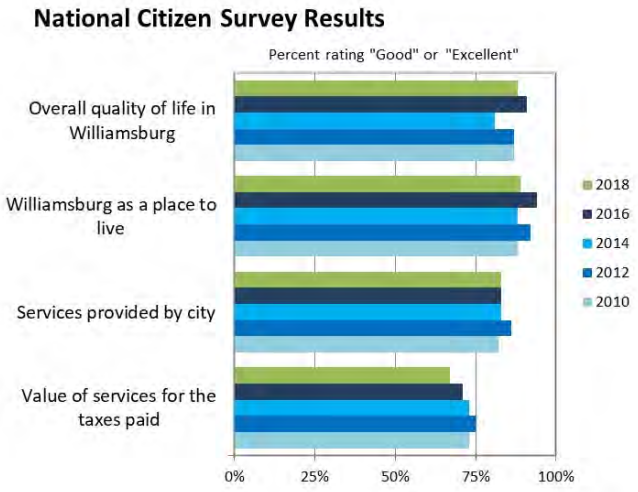
1. City Manager
   - -Administration
   - -Human Resources
2. Clerk / Communications
   - -Clerk of Council
   - -Communications
3. Economic Development
   - -Triangle Building Mgt.

Expenditures and Staffing

	FY 2018		FY 2019		FY 2020		FY 2021	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
City Manager	530,748	3	378,063	3	491,377	3	614,904	4
Human Resources	104,333	1	111,323	1	114,852	1	128,152	1
Clerk of Council / Comm.	119,007	2	164.620	2	164,475	2	11,750	1
Economic Development	330,367	2	338,039	3	328,308	3	339,179	3
Total	1,084,455	8	992,045	9	1,099,012	9	1,093,985	9

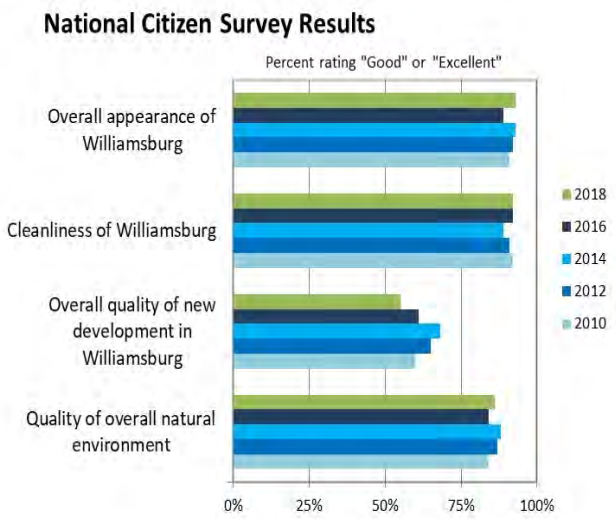
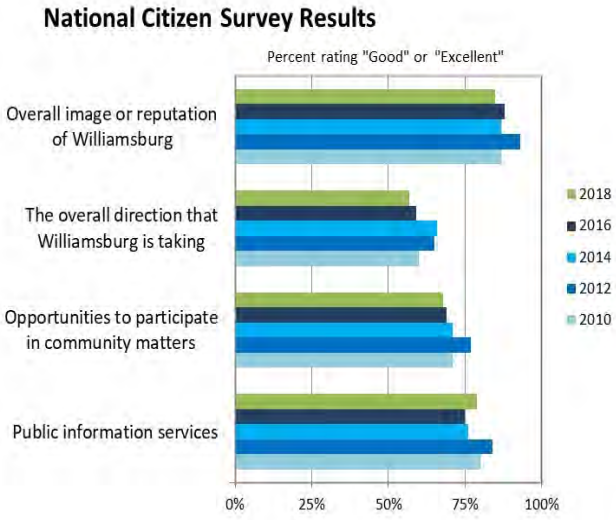
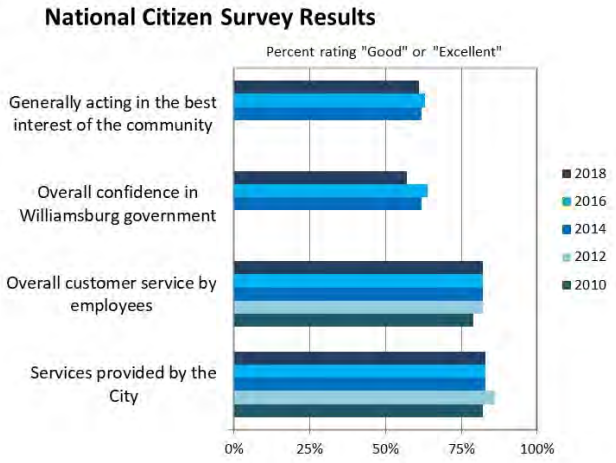
Desired Outcomes

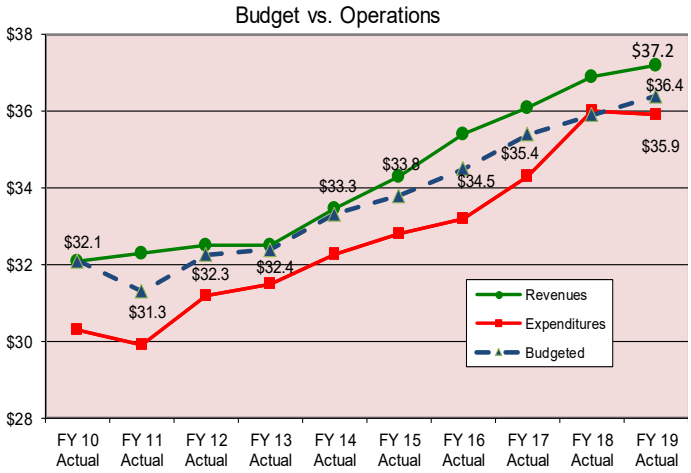
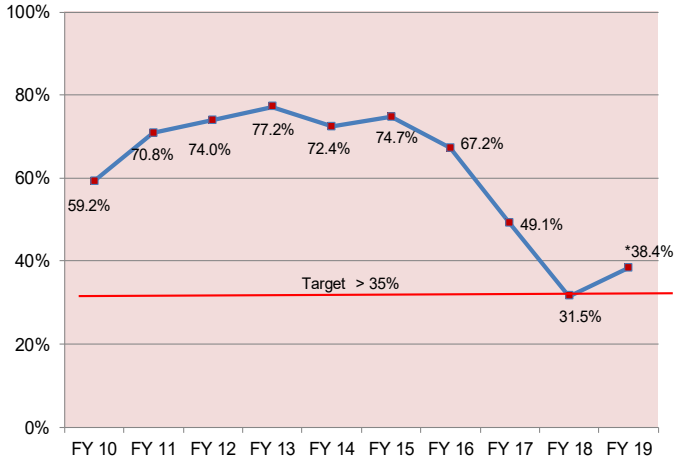
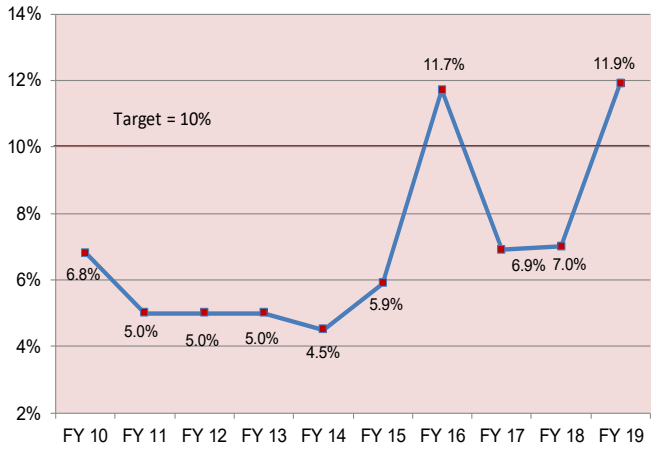
1. Receive improving National Citizen Survey ratings for indicators of overall Community well-being and value of city services "higher" than the national benchmark.



Observed Re-

Residents rated value of services for the taxes paid "higher" than the national bench-mark comparison, with all other re-sults shown as "similar".

Desired Outcomes	Observed Results	
2. Receive improving National Citizen Survey ratings for Overall Appearance, Natural Environment and Built Environment "higher" than the national benchmark.		The overall appearance and cleanliness were "higher", and overall quality of new development and natural environment were "similar" to the national benchmark.
3. Receive improving National Citizen Survey ratings for Overall Image, Direction, Opportunities for Participation in Community Matters and Public Information Services "higher" than the national benchmark.		Overall image of Williamsburg rated "higher", with all other responses "similar" to the national benchmark for 2018.
4. Receive improving National Citizen Survey ratings for other Governance survey responses "higher" than the national benchmark.		Services provided by the City rated "higher" than the national benchmark. All other categories rated "similar" to the national benchmark for 2018.

Desired Outcomes	Observed Results
5. Exceed budget expectations by having operating revenues exceed operating expenditures each year.	 The city's operating revenues have exceeded expenditures for over 2 decades.
6. Maintain sound fiscal health by exceeding City Council's reserve policy of a minimum 35% of operating revenues each year.	 Shown is year-end unassigned fund balance. Prior to July 1, 2019, the General Fund and the Capital Improvement Fund was combined for reporting purposes. Effective July 1, 2019, the General Fund was reported separately for transparency. The year-end fund balance for FY18 has been restated.
7. Maintain annual employee turnover rate of 10% or less of the permanent workforce.	 This is an indicator of retention of employees who resign, retire, or otherwise terminate employment. Retirements skewed FY16 and FY 19 results.

Office of City Manager Cost Centers:

City Manager / Human Resources

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	568,968	442,761	544,189	623,540
Operating	66,112	46,625	61,240	114,516
Capital Outlay	0	0	80	5,000
Total	635,080	489,386	606,229	743,056

Staffing				
City Manager	1	1	1	1
Assistant City Manager	1	1	1	0
Human Resource Administrator	1	1	1	1
Executive Assistant	1	1	1	1
Managerial Analyst	0	0	0	1
Administrative Aide		0	0	1
Total	4	4	4	5

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Citywide employee turnover rate	7.0%	11.9%	12.7%	<10%
Citywide sick leave use rate	2.5%	2.0%	2.2%	<2.5%
Percent of Employees who completed:				
Quest 3-day Orientation	90%	90%	87%	100%
OSHA reportable injuries/incidents	0	0	0	<10
Healthcare Premiums Paid (millions)	$2.5	$2.9	$2.9	$2.9

Clerk of Council / Communication

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	113,763	154,751	156,091	0
Operating	5,244	9,869	8,184	11,750
Capital Outlay	0	0	200	11,750
Total	119,007	164,620	164,475	164,475

Staffing				
Clerk of Council	1	1	1	0
Communications Specialist	1	1	1	1
Total	2	2	2	1

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Number of open Council meetings	36	30	30	30
Number of Press Releases	48	40	60	100

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

Economic Development

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	222,320	236,387	222,938	237,397
Operating	108,047	101,652	105,370	101,782
Capital Outlay	0	0	0	0
Total	330,367	338,039	328,308	339,179

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Visits with existing businesses			100	100
Redevelopment opportunities supported			15	15
Value of Commercial construction	$95..3M	$28.6M	$81.6M	>$6M
Number of businesses in City	807	796	793	>800
Marketing events and missions			100	>100
Business Prospects Assisted	88	87	100	>50
Prospects Converted	17	15	5	>10
Number of ED grants Awarded	18	12	10	8

FINANCE DEPARTMENT

Barbara Dameron, CPA, Director of Finance

Mission

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

Cost Centers

1. Finance
2. Real Estate Assessments

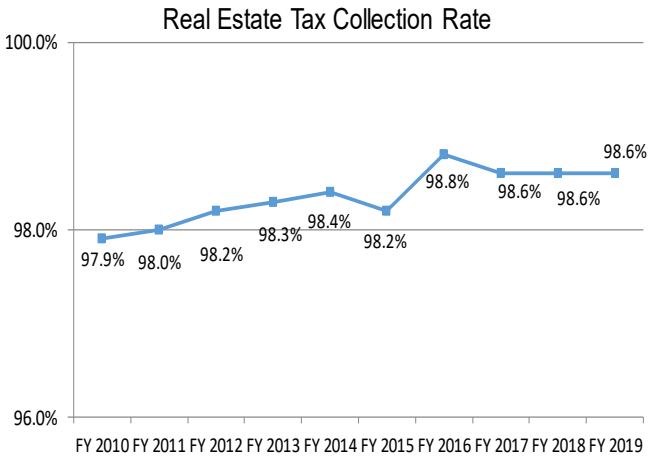
Expenditures and Staffing

	FY 2018		FY 2019		FY 2020		FY 2021	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Finance	838,869	9	827,907	9	835,895	9	939,946	10
Real Estate Assessments	196,002	2	240,310	2	245,140	2	262,464	2
Total	1,034,871	11	1,068,217	11	1,081,035	11	1,202,410	12

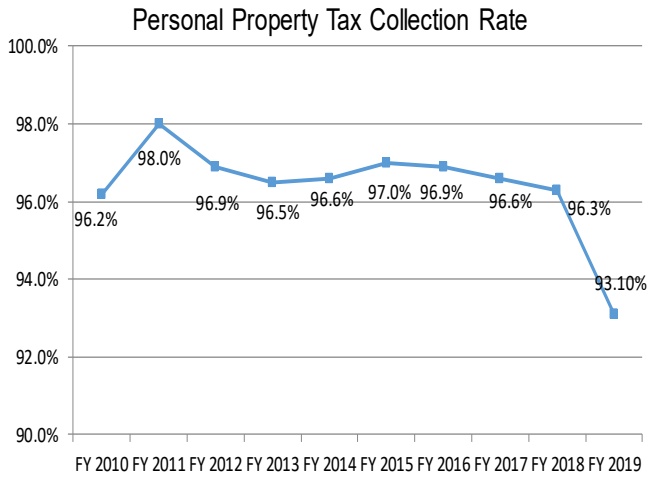
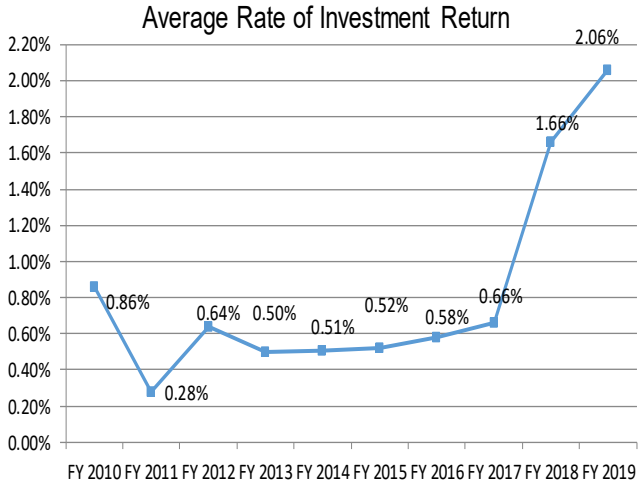
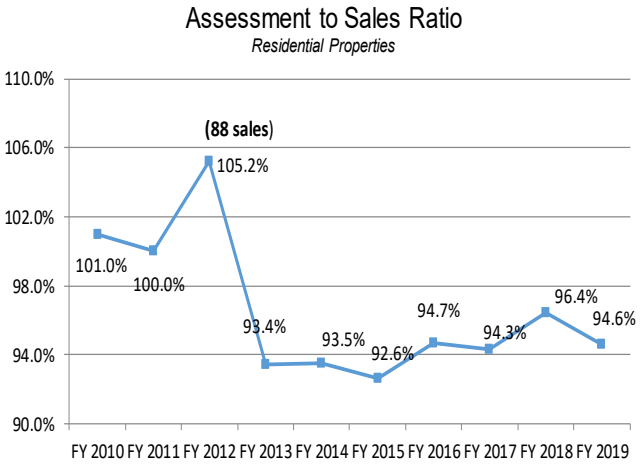
Desired Outcomes

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

Observed Results



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

Desired Outcomes	Observed Results	
2. Maintain Personal Property tax collections at least 97% each fiscal year.		Personal property tax collections include the State's $773K PPTRA program each year. Follow-up action on delinquent accounts includes State programs with debt set-off and DMV matching to increase collections in subsequent years.
3. Maximize yield on investments while maintaining stringent City policy requirements of safety and liquidity.		City's investment portfolio diversified with $24.1M earning average yield of 2.06% and fully insured by FDIC, and residual balances in State Local Gov't Investment Pool and interest-bearing checking accounts.
4. Maintain residential property assessments at 100% of market value. .		The City Assessor closely tracks all property sales—assessments are based on latest market sales of properties with similar characteristics, including neighborhoods.

Finance Cost Centers:

Finance

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	794,985	781,677	785,476	880,251
Operating	43,885	43,644	50,419	59,695
Capital Outlay	0	2,586	0	0
Total	838,869	827,907	835,895	939,946

Staffing

Director of Finance	1	1	1	1
Deputy Director of Finance	1	1	1	1
Purchasing Agent	1	1	1	1
Accountant	0	0	1	2
Utility Technician	1	1	1	1
Financial Technician	5	5	4	4
Total	9	9	9	10

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Total bills processed	49,749	49,176	48,500	48,000
# consecutive years received GFOA financial reporting award	32	33	34	35
# consecutive years received GFOA budgeting award	26	27	28	29
# vendor payments processed	5,199	5,093	6,500	6,500
# payroll checks processed	6,438	6,683	6,500	6,400
Real Estate tax collection rate	98.6%	98.6%	98.6%	98.0%
Personal Property tax collection rate	96.3	93.1	97.0%	97.0%
Average rate of investment return	1.66%	2.06%	1.7%	>1.5%

Real Estate Assessments

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	186,684	221,990	222,650	233,810
Operating	9,318	18,120	22,490	28,654
Capital Outlay	0	0	0	0
Total	196,002	240,310	245,140	262,464

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
# Real property (RE) parcels assessed	4,592	4,627	4,600	4,650
# RE transfers (non-timeshare)	421	419	424	400
Residential assessment to sales ratio	96.4%	94.6%	98.0%	100%
# information requests - office / phone	1,961	1,655	1,900	1,900
# participants in tax relief program	7	6	6	6
# assessment appeals - office/phone/ letter/fax/email	8	6	20	30
# assessment appeals changed	4	4	4	5
Board of Equalization (BOE) appeals	1	1	0	<10
BOE appeals changed	0	1	0	0

INFORMATION TECHNOLOGY DEPARTMENT

Mark Barham, Director

Mission

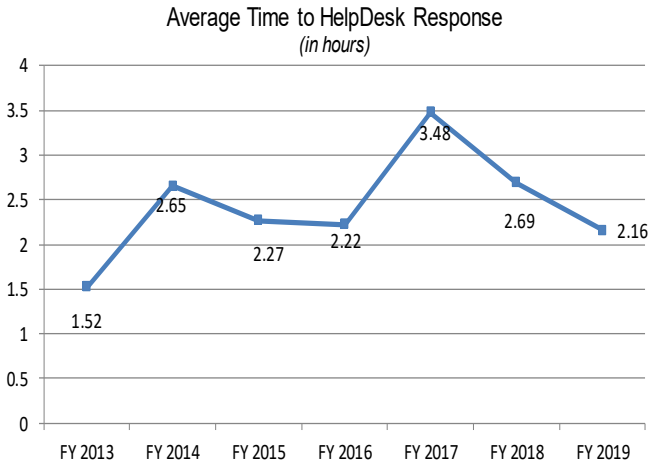
To provide exceptional information technology systems and services to our customers, both internal and external, that support the mission of the City of Williamsburg in an efficient and cost-effective manner.

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	394,350	453,621	452,623	489,786
Operating	403,032	398,060	440,197	440,917
Capital Outlay	0	0	0	0
Total	797,382	851,681	892,820	930,703

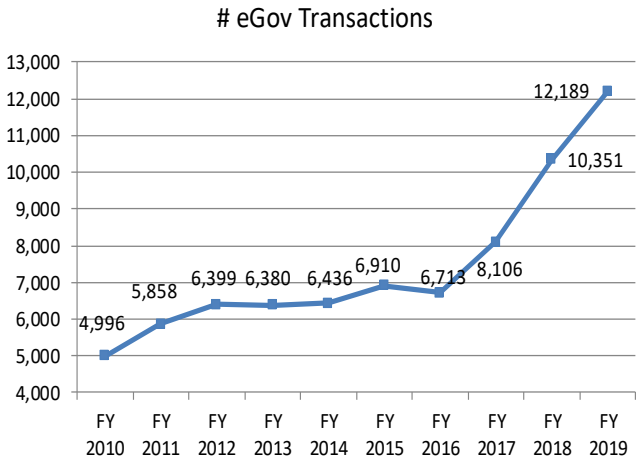
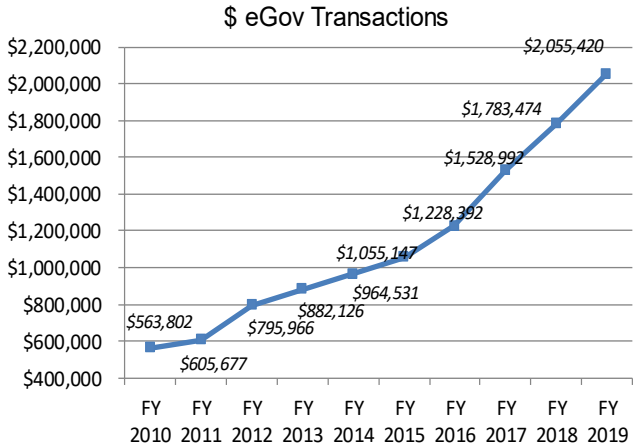
Desired Outcomes

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

Observed Results



HelpDesk response time was significantly reduced in FY 2012 by implementing procedural changes in the I T Department. Average response time for all HelpDesk service calls since FY 2013 was 2.4 hours.

Desired Outcomes	Observed Results
2. Increase website visitors by 10% annually.	Overall website traffic is down due to social media and older website technologies. Upgrade of the site, along with improved interconnectivity with social media sites will aid in increasing traffic to this valuable resource.
3. Expand the use of the City's web site to conduct City business by increasing eGov transactions at least 10% annually.	 The total number of eGov transactions increased significantly from FY 2010 thru FY 2012, with the pace leveling thru FY 2015 - continuing to rise thru FY 2019 Total increase since FY 2010 is 11.4% in the number of eGov transactions on the City's website.
4. Increase total dollar amount of online transactions received from citizens by 10% annually.	 $11.5 Million was received for financial transactions over the City's website from FY 2010 thru FY 2019. The average increase in receipts over the 9 fiscal years was 15.6%.

Information Technology

Staffing	FY 2018	FY 2019	FY 2020	FY 2021
Information Technology Director	1	1	1	1
Systems Analyst	1	1	1	1
Network Administrator	1	1	1	1
GIS Analyst	0	1	1	1
Total	3	4	4	4

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
% of Helpdesk requests resolved within 24 hours	96%	90%	94%	>94%
Total # website visits	339,751	361,821	388,000	>400,000
Total # of eGov transactions	10,351	12,189	15,700	>16,000
Total dollar amount of eGov transactions	$1,783,474	$2,055,420	$2,140,000	$2,150,000
Total # of outside security breaches (unauthorized intrusion, virus, malware, etc.)	0	0	0	0
Average time (in hours) to IT Ticket resolution	9.4	8.15	8.0	<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

Cost Centers

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

Expenditures and Staffing

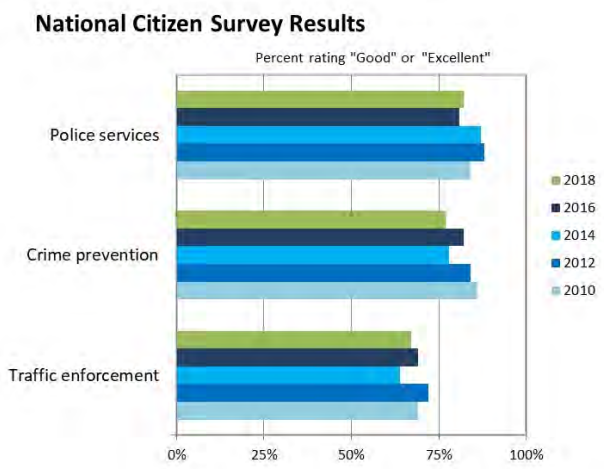
	FY 2018		FY 2019		FY 2020		FY 2021	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Law Enforcement Operations	4,174,607	40	4,499,960	43	4,391,499	43	4,598,509	45
*Public Safety Communications	561,108	0	573,000	0	583,204	0	586,935	0
Parking Garage	133,811	2	129,162	2	117,212	2	234,898	2
	4,869,526	42	5,202,122	45	5,091,915	45	5,091,915	47

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

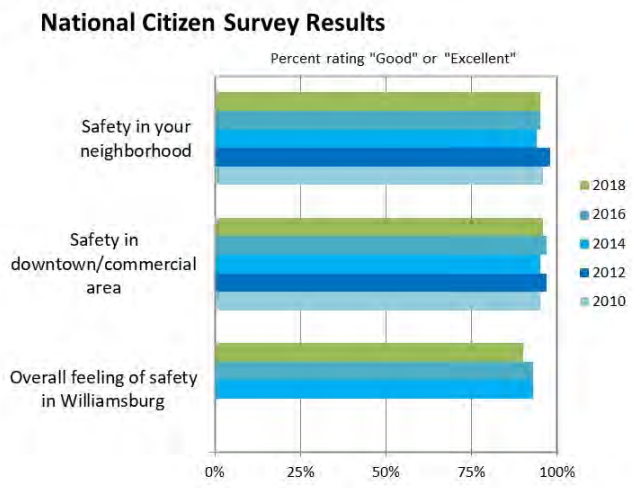
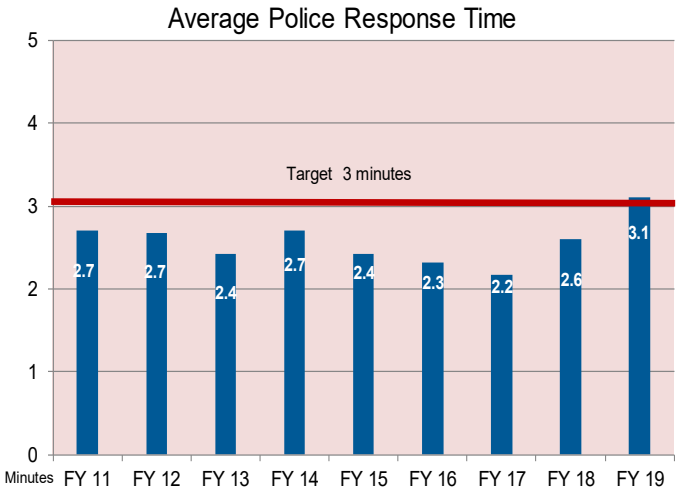
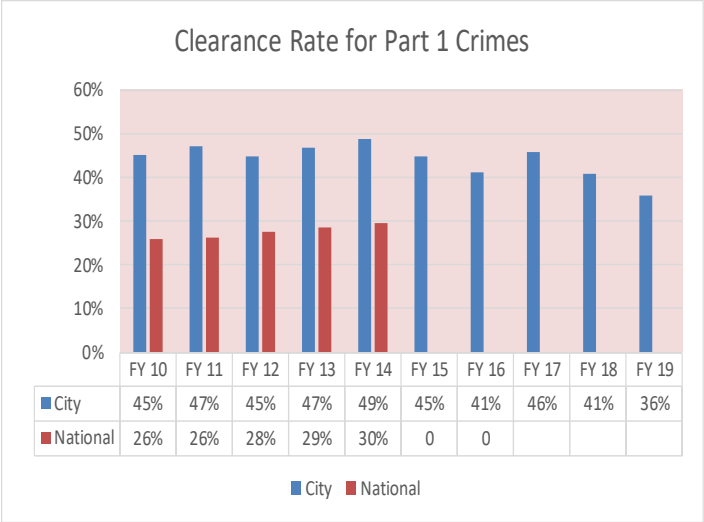
Desired Outcomes

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

Observed Results



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	Observed Results	
2. Receive improving National Citizen Survey responses "Higher" than the national benchmark for citizen ratings when asked if they feel safe in the City.		Citizen responses for FY 2018 were "similar" to the national benchmark for all categories.
3. Maintain an average response time of 3 minutes or less for calls for service. (*Response time is measured from the time the call is received by a regional dispatcher to arrival at the scene).*		*Police response time target of 3 minutes or less has been met from FY 2011—FY2018.*
4. Clear Part I crimes at a rate well in excess of the national average *(Part I crimes are major crimes such as: murder, rape, robbery, aggravated assault, burglary, larceny and auto theft).*		Williamsburg's Police Department achieved clearance rates for Part I crimes averaged 68% higher than the national rate for 2008 thru 2015. *(Calendar-year based FBI crime clearance statistics for 2015 are the latest available).*

	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
City	45%	47%	45%	47%	49%	45%	41%	46%	41%	36%
National	26%	26%	28%	29%	30%	0	0			

Police Department Cost Centers:

Law Enforcement Operations

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	3,634,239	3,818,299	3,798,540	4,012,679
Operating	537,522	677,225	587,959	579,830
Capital Outlay	2,846	4,436	5,000	6,000
Total	4,174,607	4,499,960	4,391,499	4,598,509

Staffing				
Chief of Police	1	1	1	1
Deputy Chief of Police	1	1	1	1
Sworn Police Officers	36	36	39	41
Administrative Assistant	1	1	1	1
Records Clerk	1	1	1	1
Parking Garage	2	2	2	2
Total	42	42	45	47

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Average response time for calls for services (minutes)	2.6	3.1	3.6	<3.0
Clearance Rate for Part I Crimes	41.0%	36%	40%	50.0%
Traffic accidents citywide	176	252	200	<175
Traffic accidents resulting in injuries	35	53	50	<50
DUI incidents	81	95	92	90
Moving violations	1786	1638	1725	<1700
Total calls for service	33,009	39,255	40,000+	

Parking Garage

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	87,101	87,513	86,144	196,538
Operating	46,710	41,649	31,068	38,360
Capital Outlay	0	0	0	0
Total	133,811	129,162	117,212	234,898

Staffing				
Parking Garage Supervisor	1	1	1	1
Parking Garrage Enforcement Officer	1	1	1	1
Total	2	2	2	2

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
# of vehicles utilizing parking garage	98,489	95,009	119,000	>105,000
Average hourly fee revenue per vehicle	$2.48	$2.01	$1.90	>$2.60
Total parking garage revenue	$317,960	$262,541	$300,000	>$360,000

FIRE DEPARTMENT
David Eagle, 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

Cost Centers

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

Expenditures and Staffing

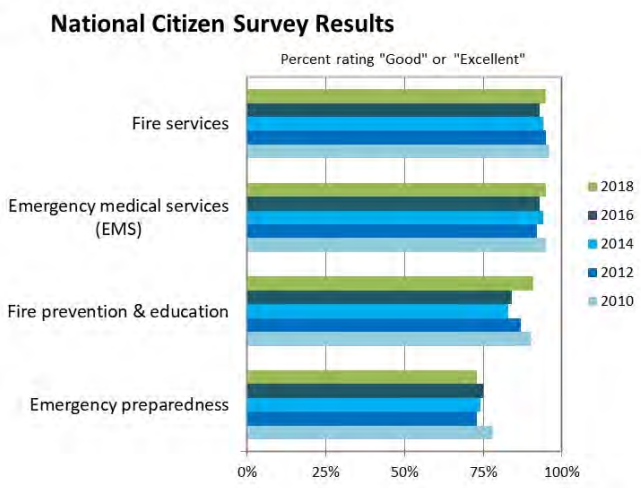
	FY 2018		FY 2019		FY 2020		FY 2021	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Fire Suppression, Prevention & EMS	3,981,397	40	4,153,194	41	4,124,278	41	4,230,945	46

Emergency Management staffing provided by Fire Department included above

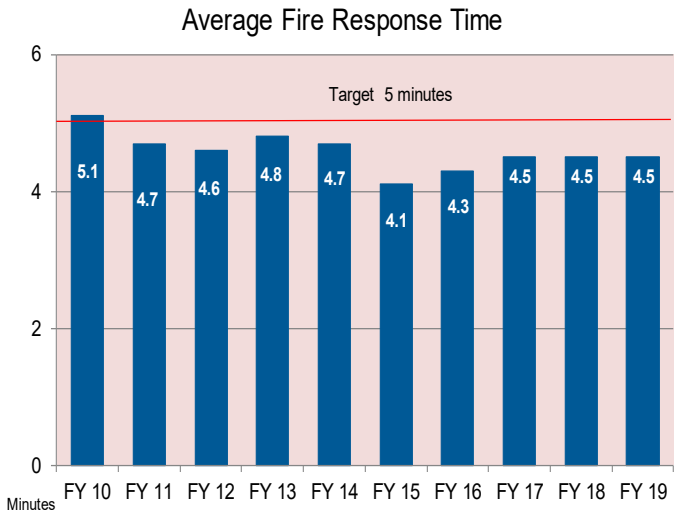
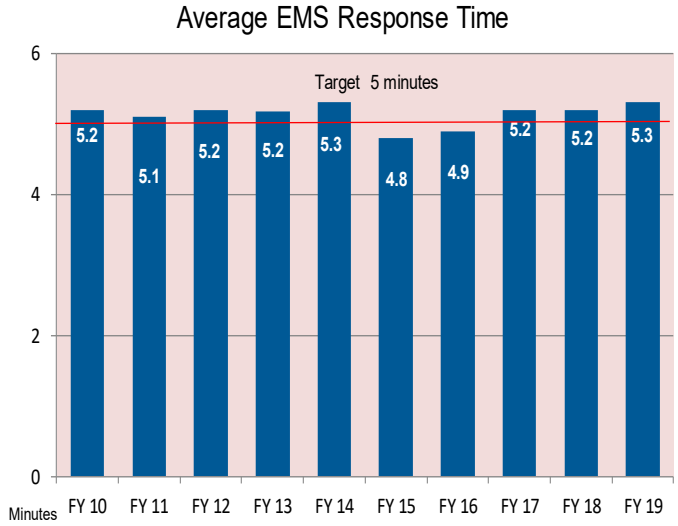
Desired Outcomes

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

Observed Results



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

Desired Outcomes	Observed Results	
2. Maintain an average *fire response time* of 5 minutes or less, from the time calls are received to arrival of first apparatus on the scene.		Average response time for all fire incidents has been under the 5 minute target since FY 11.
3. Maintain an average Emergency Medical (EMS) response time of 5 minutes or less, from the time calls are received to arrival of first apparatus on the scene.		Average response time for all EMS incidents has consistently been just over the 5 minute or less target for the past 10 years.

Fire Department Cost Centers:

Fire Suppression, Prevention & Education, and Emergency Medical Services

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	3,518,796	3,671,799	3,570,194	3,807,405
Operating	432,486	439,796	501,084	400,540
Capital Outlay	30,115	41,599	53,000	23,000
Total	3,981,397	4,153,194	4,124,278	4,230,945

Staffing				
Fire Chief	1	1	1	1
Deputy Fire Chief	1	1	1	1
Battalion Chief	3	3	3	3
Fire Captain	1	1	1	1
Ems Captain	1	1	1	1
Lieutenant	3	3	3	3
Technical Assistant	1	1	1	1
Fire Inspector	3	3	3	3
Firefighter / EMT	25	26	26	31
Secretary	1	1	1	1
Total	40	41	41	46

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Average Fire response time in minutes	4.5	4.5	4.5	<5.0
Average EMS response time in minutes	5.2	5.3	5.4	<5.0
Community Risk Reduction - # of people reached	1,988	978	980	N/A

PUBLIC WORKS

Dan Clayton, Director of Public Works / Public Utilities

Mission

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

Cost Centers

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

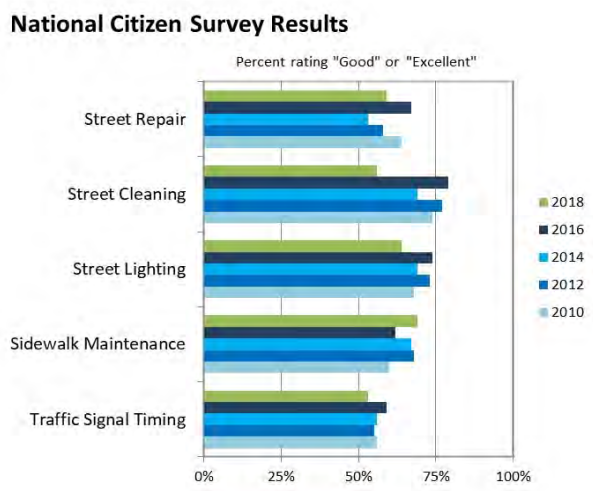
Expenditures and Staffing

	FY 2018		FY 2019		FY 2020		FY 2021	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
City Shop	234,081	3	271,859	3	259,100	3	249,540	3
Engineering	277,258	2	271,947	2	287,784	2	271,531	2
Streets	916,166	6	983,430	6	953,405	7	907,618	7
Stormwater Operations	221,671	3	223,996	3	222,038	3	228,076	3
Refuse Collection	480,576	0	497,730	0	671,650	0	685,100	0
Buildings / Facilities Mtce	486,062	2	524,274	2	498,077	2	493,159	2
Landscaping	604,295	6	644,188	6	634,842	6.5	698,876	6.5
Cemetery	71,888	1	74,190	1	75,089	1	76,618	1
Total	3,291,997	23	3,441,614	23	3,601,985	24.5	3,610,518	24.5

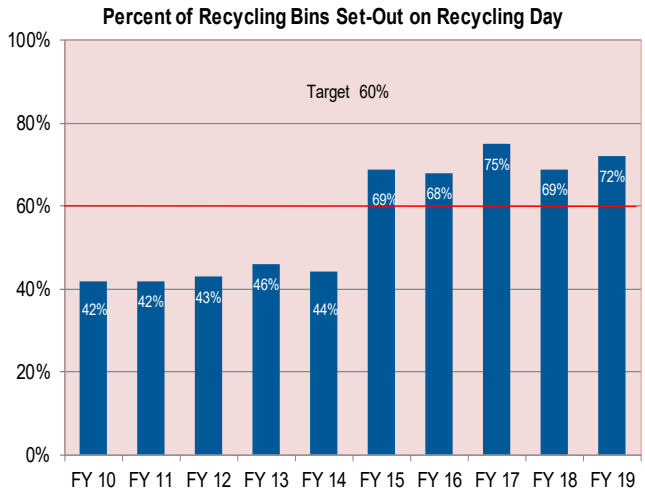
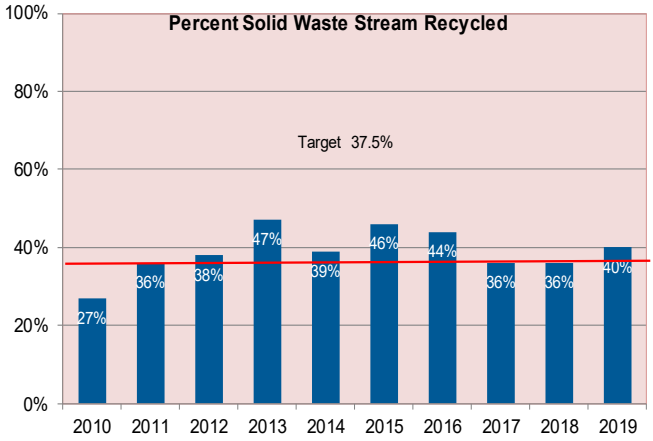
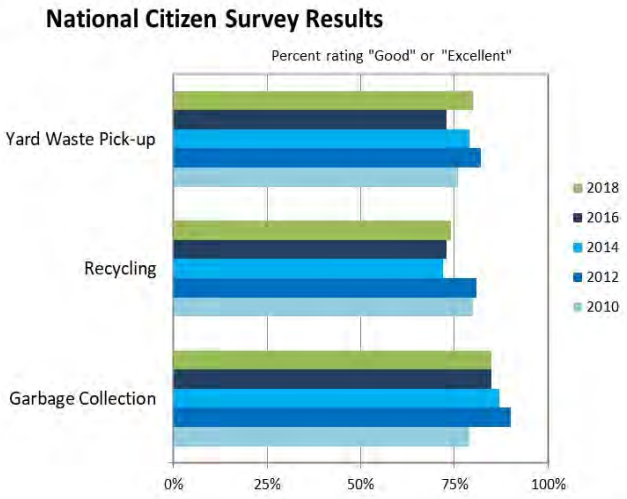
Desired Outcomes

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

Observed Results



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

Desired Outcomes	Observed Results	
2. Increase residential participation in recycling program Citywide.		Target set-out rate for recycling material is 60% - recycling information is available to residents in a variety of ways, including the City's website, the Williamsburg Farmers Market during summer months, and the Neighborhood Council of Williamsburg.
3. To meet the State goal of recycling 25% of the City's solid waste stream each year.		Since 2010 the City has exceeded the State's 25% goal - for 2019 the recycling rate was 40%..
4. Receive improving National Citizen Survey ratings for essential services provided by the Public Works department "Higher" than the national benchmark.		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 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	175,320	217,572	210,827	182,440
Operating	54,852	52,146	45,273	64,100
Capital Outlay	3,909	2,141	3,000	3,000
Total	234,081	271,859	259,100	249,540

Staffing

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Unleaded fuel used (gals)	41,397	45,323	45,000	45,000
Diesel fuel used (gals)	16,497	17,928	18,000	18,000
Maintenance “A” (oil changes) performed	107	111	111	>100

Streets / Engineering / Stormwater Operations

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	872,861	889,109	932,590	972,995
Operating	522,734	562,026	509,137	412,730
Capital Outlay	19,500	28,238	21,500	21,500
Total	1,415,095	1,479,373	1,463,227	1,407,225

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Leaf collection - tons collected/recycled	572	557	557	550
Regulatory signs installed	40	75	75	75
Animal control calls	237	229	229	220
Tons of debris swept from street	235	275	375	250
Number of Stormwater inspections	N/A	102	100	>96

Refuse Collection

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	0	0	0	0
Operating*	480,576	497,730	671,650	685,100
Capital Outlay	0	0	0	0
Total	480,576	497,730	671,650	685,100

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

Staffing

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Residential refuse - tons collected	2170	2,050	2,000	2,275
Tons of recycling collected	775	825	700	710
% recycling of all refuse	36%	40%	35%	>25%
Recycling Set-out Rate (% participation)	69%	72%	72%	>65%
Garbage collection misses	206	99	99	<100
Recycling collection misses	87	75	75	<80

Buildings / Facilities Maintenance

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 20120 Budget	FY 2021 Proposed
Personnel	160,557	167,559	169,754	171,121
Operating	320,560	349,856	312,323	316,538
Capital Outlay	4,947	6,859	16,000	5,500
Total	486,062	524,274	498,077	493,159

Staffing

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Community Building - electricity usage (kwh)	111,000	97,640	95,000	<100,000
Community Building - total events	84	72	77	>70
Community Building - fee revenue	$54,475	$52,625	$50,000	>$50,000

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

Landscaping

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	389,664	420,660	416,691	446,576
Operating*	214,175	218,878	213,151	246,800
Capital Outlay	456	4,650	5,000	5,500
Total	604,295	644,188	634,842	698,876

Staffing

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Plant at least 12,000 bulbs per year	13,900	14,360	18,650	>14,000
Miles of street trees planted	19.96,	25.38	14.98	15
Gallons of herbicide	6,078	5,369	4,630	5,000

Cemetery

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	65,488	66,775	67,972	69,598
Operating	6,100	7,315	7,117	6,020
Capital Outlay	300	100	0	1,000
Total	71,888	74,190	75,089	76,618

Staffing

Caretaker	1	1	1	1
Total	1	1	1	1

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2018 Actual	FY 2019 Projected	FY 2020 Target
# of interments	51	41	41	40
# of purchases - lots/spaces	41	16	16	16

RECREATION

Robbi Hutton, Recreation Director

Mission

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

Cost Centers

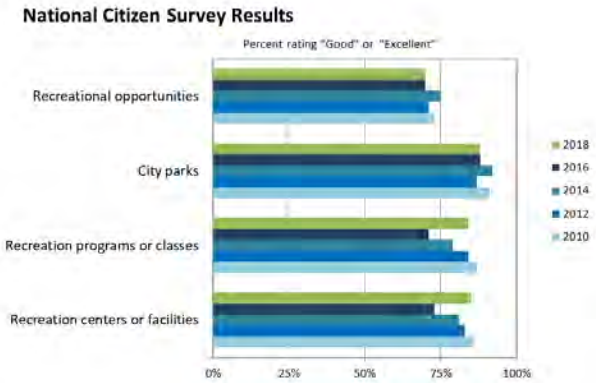
1. Administration
2. Parks
3. Programs

Expenditures and Staffing

	FY 2018		FY 2019		FY 2020		FY 2021	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Administration	363,804	3.5	425,971	3.5	422,150	3.5	451,993	3.5
Parks	289,617	1	264,922	1	302,638	1	342,947	1
Programs	519,887	4	471,342	4	555,150	4	542,451	4
Total	1,173,308	8.5	1,162,235	8.5	1,279,938	8.5	1,337,391	8.5

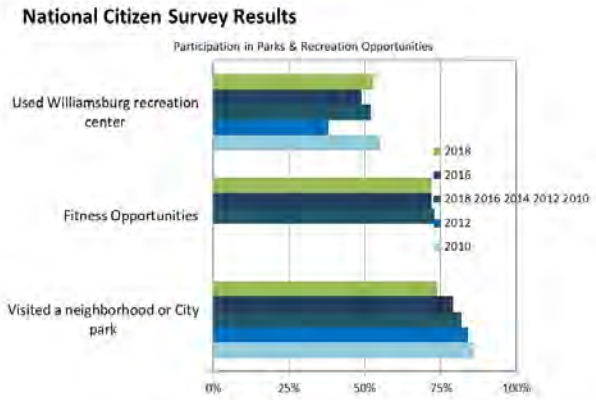
Desired Outcomes / Observed Results

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



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

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



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

Recreation Cost Centers:

Administration

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	246,483	307,375	294,048	336,069
Operating	117,321	118,596	128,102	115,924
Capital Outlay	0	0	0	0
Total	363,804	425,971	422,150	451,933

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Total number of recreation program participants	15,788	13,958	14,500	15,000
Number of City participants in recreation programs	2,823	1,383	1,400	1,450
Recreation Center attendance	$59,033	$60,184	$55.000	

Parks

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	232,539	201,280	236,085	284,942
Operating	49,466	55,671	56,053	48,505
Capital Outlay	7,612	7,971	10,500	9,500
Total	289,617	264,922	302,638	342,947

Staffing

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Total park acreage (In City and Waller Mill)	1,433.8	1,433.8	1,433.8	1,433.8
Waller Mill Park attendance	99,631	103,461	104,400	103,500
Waller Mill Dog Park visits	6,425	7,434	7,500	7,600
Waller Mill Park revenues	$116,017	$161,381	$167,500	$162,500

Programs

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	311,124	257,271	301,382	311,681
Operating	176,471	196,325	230,268	209,270
Capital Outlay	32,292	17,746	23,500	21,500
Total	519,887	471,342	555,150	542,451

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Sports Tourism number of teams	472	423	430	450

PLANNING & CODES COMPLIANCE

Carolyn Murphy, Director of Planning and Codes Compliance

Mission

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

Cost Centers

1. Planning
2. Codes Compliance

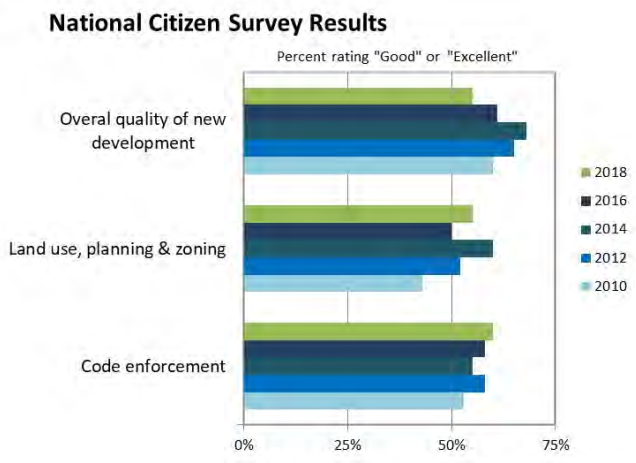
Expenditures and Staffing

	FY 2018		FY 2019		FY 2020		FY 2021	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Planning	428,070	4	439,415	4	463,365	4	458,867	4
Codes Compliance	366,631	5	411,343	5	421,105	5	481,161	5
Total	794,701	9	850,758	9	884,470	9	940,028	9

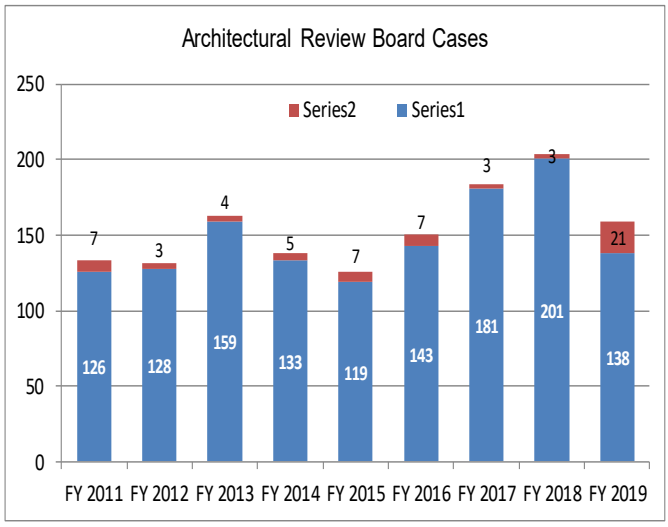
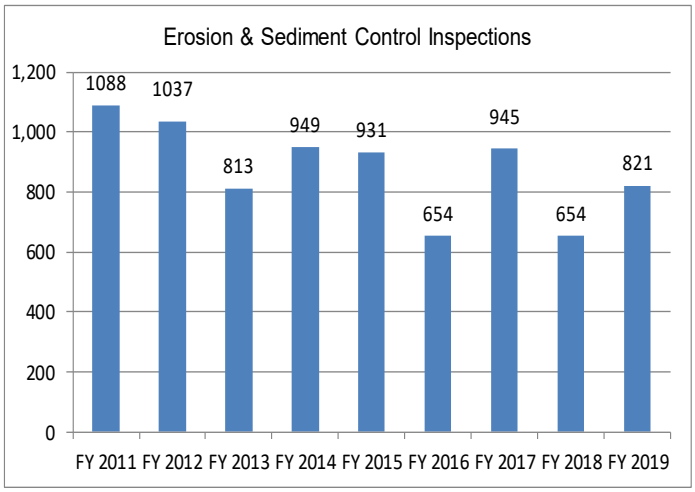
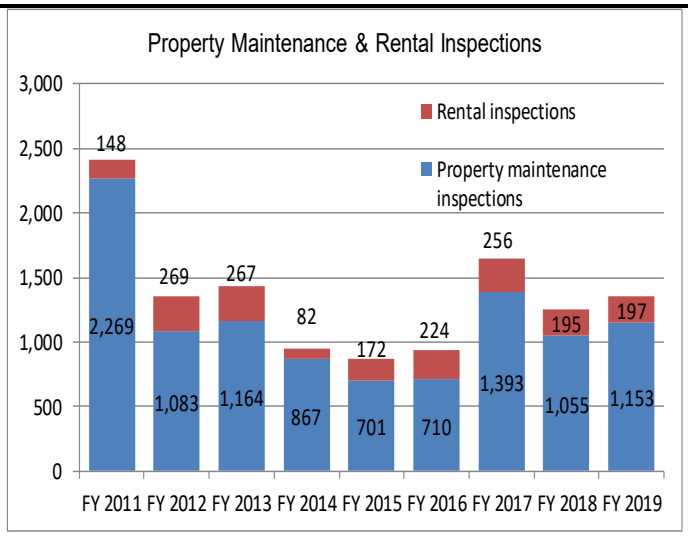
Desired Outcomes

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

Observed Results



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

Desired Outcomes	Observed Results	
2. Protect the visual and historic character of the City through an effective architectural review program.		48% of City land is subject to review by the Architectural Review Board. ARB reviewed 159 cases in FY 2019, approving 87%.
3. Protect the environmental character and quality of the City through enforcement of city & state environmental regulations (Chesapeake Bay Preservation and Erosion & Sedimentation Control regulations).		60% of the City is subject to Chesapeake Bay protection regulations. 821 inspections were performed in FY19 to ensure compliance with E & S regulations.
4. Protect the character and quality of the City's residential neighborhoods through proactive enforcement of the Property Maintenance code and Rental Inspection program.		In FY 2019 there were 1,153 property maintenance code inspections, and 197 rental inspections performed. 10% of property maintenance and rental inspection cases were brought into voluntary compliance.

Planning and Codes Compliance Cost Centers:

Planning

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	375,392	397,055	421,176	421,667
Operating	52,488	42,360	41,689	36,700
Capital Outlay	190	0	500	500
Total	428,070	439,415	463,365	458,867

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Zoning text amendments / % approved	4 / 100%	7 / 100%	3	5
Rezonings / % approved	0 / 100%	4 / 100%	0	3
Special Use Permits / % approved	4 / 100%	7 / 100%	5	4
BZA variances / % approved	5 / 67%	5 / 67%	3	3
BZA special exceptions / % approved	10 / 90%	10 / 90%	10	10
ARB Building cases / % approved	140 / 86%	112 / 86%	130	130
ARB Sign cases / % approved	60 / 96%	42 / 89%	48	40

Codes Compliance

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	334,386	373,630	374,656	446,011
Operating	32,245	37,713	46,449	35,150
Capital Outlay	0	0	0	0
Total	366,631	411,343	421,105	481,161

Staffing				
Codes Compliance Administrator	1	1	1	1
Codes Compliance Officer	1	1	1	1
Property Maintenance Inspector	0	0	0	1
Combination Inspector	2	2	2	2
Secretary (Technical Asst., Office Asst.)	1	1	1	1
Total	5	5	5	6

Performance Measures	FY 2018 Actual	FY 2018 Actual	FY 2019 Projected	FY 2020 Target
Residential plans reviewed	97	127	59	100
Residential building permits issued	115	131	55	110
Commercial plans reviewed	115	101	67	90
Commercial building permits issued	134	105	129	115
Erosion & Sedimentation Control permits issued	24	23	12	20
Erosion & Sedimentation Control inspections	634	821	601	800
Property Maintenance inspections	1,055	1153	1,00	1,500
Property Maintenance cases brought into voluntary compliance	98%	98%	100%	100%
Rental Inspections	195	197	240	225
Rental Inspection cases brought into voluntary compliance	98%	100%	100%	100%
Total Code Compliance Fees	$257,163	$210,504	$250,000	$240,000
Total Permits Issued	1,386	1,443	1,150	1,200

HUMAN SERVICES - PUBLIC ASSISTANCE FUND

Wendy Evens, Director of Human Services

Mission

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

Cost Centers

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

Expenditures and Staffing

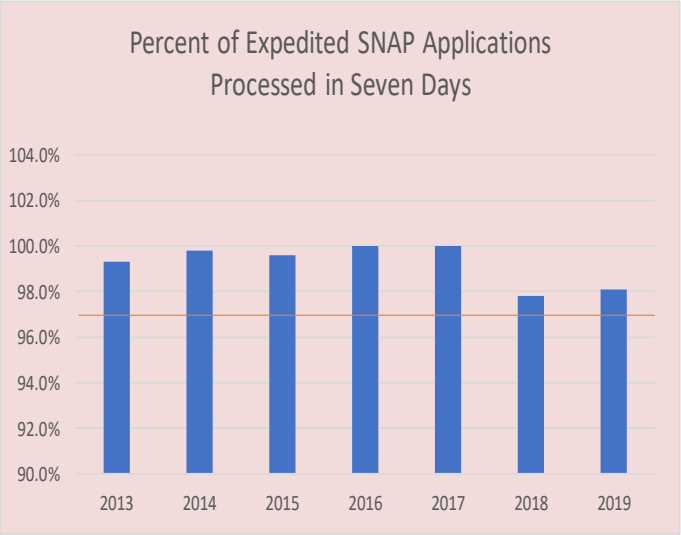
	FY 2018		FY 2019		FY 2020		FY 2021	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
Health & Welfare	2,421,878	14	2,401,548	14	2,673,000	14	2,936,270	17
Less Subsidy from General Fund	-825,176		-825,533		-938,077		-1,097,005	
Total—Net Expenditures	1,596,702	14	1,576,015	14	1,734,923	14	1,839,265	17

Desired Outcomes

1. Process expedited food stamps (SNAP) within seven days.

.

Observed Results



Over the past seven years, 99.2% of expedited food stamp applications have been processed in seven days.

Human Services (all cost centers)

Expenditures	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Benefit Programs	494,205	489,916	542,836	598,999
Service Programs	1,117,334	1,107,114	1,226,703	1,353,620
Community Service Programs	537,180	533,144	590,733	651,852
Comprehensive Services	273,159	271,374	300,689	331,799
Total	2,421,878	2,401,548	2,660,961	2,936,270

Staffing

Director	1	1	1	1
Eligibility Worker	5	5	5	6
Social Worker	5	5	5	7
Office/Clerical	3	3	3	3
Total	14	14	14	17

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
VIEW (Va Incentive for Employment, Not Welfare) percent employed (yearly avg)	50%	79%	50%	>50%
Timeliness of application processing for Expedited Food Stamp Applications	97%	91%	97%	97%
APS/Adult Service Cases	200	161	230	250
Foster Care Cases	9	8	6	6
Family Services Cases	95	70	110	110
Number of Homeless Intervention Cases	415	347	405	>360
Number of Williamsburg residents served by the Pathways to Independence Grant	N/A	N/A	115	>180
Number of youths participating in the Youth Program	58	70	74	>120
Youth Achievement Program Participants	35	25	35	35

PUBLIC UTILITIES - UTILITY FUND

Dan Clayton, Director of Public Works / Public Utilities

Mission

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

Cost Centers

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

Expenditures and Staffing

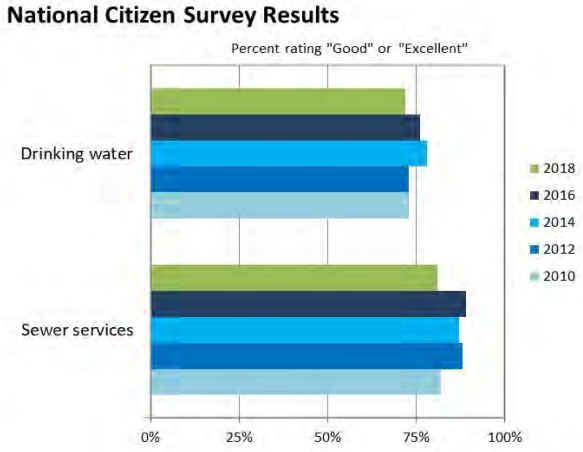
	FY 2018		FY 2019		FY 2020		FY 2021	
	Actual	FTE	Actual	FTE	Budget	FTE	Proposed	FTE
*Administration	1,877,930	4	2,153,973	4	2,490,580	4	2,533,677	4
Water Treatment	1,162,200	11	1,130,876	11	1,370,161	11	1,270,807	11
Water/Sewer Systems	3,531,728	11	3,174,900	11	3,607,613	11	3,405,965	11
Total	6,571,858	26	6,459,749	26	7,468,354	26	7,210,449	26

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

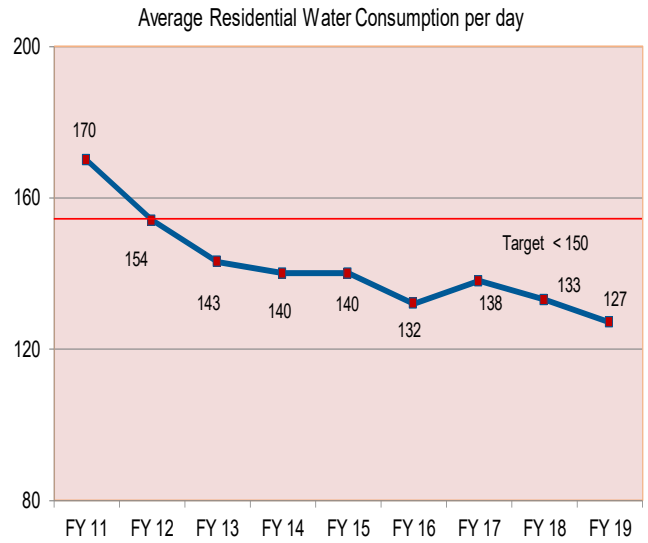
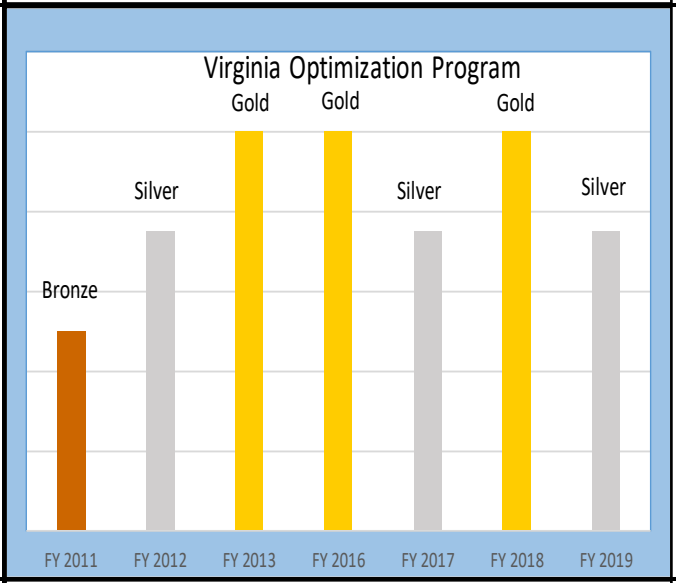
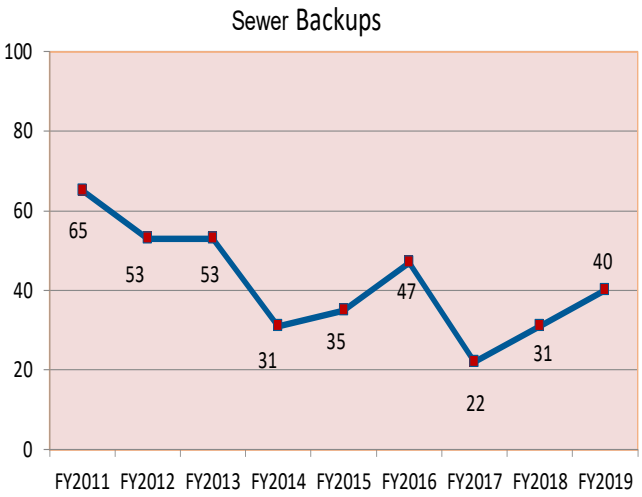
Desired Outcomes

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

Observed Results



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

Desired Outcomes	Observed Results	
2. Continue water conservation measures to target water consumption under 150 gallons per residential connection per month.		Water consumption remains below 150 gallons per month per residential connection.
3. To provide water with a quality that exceeds minimum regulatory standards (i.e. *as perfect as possible*) and to operate water plant in an exemplary manner (within the provisions of the Virginia Optimization Program (VOP) of the Virginia Department of Health).		VOP establishes state-wide optimization and a mechanism for monitoring and tracking goal attainment, The program's criteria is currently focused on enhanced particulate removal at surface water treatment plants with gravity flow, granular media filters.
4. Minimize sewer backups using preventive maintenance schedule.		Preventive maintenance at key locations around the city have decreased the number of backups since FY 2010 - Average annual reduction since FY 2010 is 5.5%.

Public Utilities Cost Centers:

Administration

Expenses	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	321,339	306,388	434,800	368,548
Operating	41,336	30,986	104,790	67,160
Capital Outlay *(including debt service)*	1,515,255	1,816,599	1,950,990	2,097,969
Total	1,877,930	2,153,973	2,490,580	2,533,677

Staffing

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
# of residential connections	3,759	3,724	3,760	3,780
Average gals of water consumed per residential connection per day	133	127	135	<150
Average water bill per residential connection (quarterly)	$72.61	$72.24	$73.92	<$80.00
Availability fees collected	$908,000	$581,000	$300,000	$300,000

Water Treatment

Expenses	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	719,672	657,938	813,708	705,672
Operating	434,589	459,382	533,453	545,135
Capital Outlay	7,939	13,556	23,000	20,000
Total	1,162,200	1,130,876	1,370,161	1,270,807

Staffing

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

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
Total gallons of water consumed (in thousands)	917,892	913,480	900,000	>950,000
Rainfall for year in inches	43.4	45.0	45.0	40 - 45
Meet Federal & State drinking water regulations	✓	✓	✓	✓
Ave. daily water consumed (1,000's gal)	2,515	2,503	2,466	<3,000
Reservoir level (lowest level)	-2.0	-2.0	+5.0	≥0.0"

Water & Sewer Systems

Expenses	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposed
Personnel	689,482	667,190	822,496	822,330
Operating	2,836,015	2,499,055	2,746,117	2,550,635
Capital Outlay	6,231	8,655	39,000	33,000
Total	3,531,728	3,174,900	3,607,613	3,405,965

Staffing

Superintendent	1	1	1	1
Supervisor	1	1	1	1
Municipal Service Workers	9	9	9	9
Total	11	11	11	11

Performance Trends and Targets

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Projected	FY 2021 Target
# of water leaks repaired	39	20	19	40
MISS UTILITY tickets serviced	3,756	4.496	4,496	4,400
# sewer backups	31	40	35	<60

PROPOSED FY 2021 - BUDGET SUMMARIES

INTRODUCTION

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

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

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	Proposed FY 2021	Estimated FY 2020	Actual FY 2019
REVENUES			
General Property Taxes	$ (13,116,788)	$ (13,722,294)	$ (13,089,822)
Other Local Taxes	(18,303,950)	(17,041,147)	(19,684,136)
Licenses and Permits	(234,225)	(359,549)	(302,819)
Fines	(282,000)	(273,000)	(249,211)
Use of Money & Property	(962,622)	(1,313,696)	(1,257,941)
Charges for Services	(7,827,370)	(7,711,274)	(9,584,558)
Miscellaneous	(3,305,628)	(3,820,810)	(2,022,925)
Intergovernmental	(8,499,333)	(7,284,254)	(6,673,611)
Transfers From Fund Bal./Net Pos.	(5,291,403)	(7,873,048)	
Other Financing Sources	-	-	(16,885,766)
Total Revenues	$ (57,823,319)	$ (59,399,072)	$ (69,750,790)
EXPENDITURES / EXPENSES			
General Gove't Administration	$ 5,763,457	$ 5,332,524	$ 4,054,405
Judicial Administration	530,000	471,000	422,688
Public Safety	11,974,256	11,389,708	11,542,510
Public Works	6,403,743	11,116,981	4,785,321
Public Utilities	7,356,009	7,330,000	8,041,331
Health and Welfare	4,776,779	4,340,594	2,865,062
Education	11,112,971	10,381,311	10,936,896
Parks, Rec., and Cultural	2,939,858	2,613,300	2,853,295
Community Development	1,792,389	1,767,540	6,027,508
Tourism Development Fund	3,304,320	2,912,188	-
Debt Service	1,869,538	1,743,926	5,028,253
Total Before Transfers	57,823,319	$ 59,399,072	56,557,269
Trans. To Fund Bal./Net Pos.	-	-	13,193,521
Total Expenditure/Expense & Transfers	$ 57,823,319	$ 59,399,072	$ 69,750,790

REVENUES	GENREAL FUND	SALES TAX CAPITAL IMPROVEMENTS	TOURISM DEVELOPMENT FUND	UTILITY FUND*	PUBLIC ASSISTANCE FUND	QUATERPATH CDA**	GRAND TOTAL
General Property Taxes	$ (13,116,788)	$ -	$ -	$ -	$ -	$ -	$ (13,116,788)
Other Local Taxes	(11,106,100)	(4,500,000)	(2,697,850)	-	-	-	(18,303,950)
Licenses and Permits	(234,225)	-	-	-	-	-	(234,225)
Fines	(282,000)	-	-	-	-	-	(282,000)
Use of Money & Property	(692,622)	(200,000)	-	(70,000)	-	-	(962,622)
Charges for Services	(453,470)		-	(7,373,900)	-	-	(7,827,370)
Miscellaneous	(2,444,400)		-	-	(260,000)	(601,228)	(3,305,628)
Intergovernmental	(3,970,576)	(1,852,487)	-	-	(2,676,270)	-	(8,499,333)
Transfer from F.B./Net Pos.***	(2,775,797)	(2,447,828)	-	(67,778)	-	-	(5,291,403)
Transfer from General Fund	-	-	(2,205,000)	-			(2,205,000)
Transfer from Tourism Fund	(1,598,530)	-	-	-	-	-	(1,598,530)
Transfer from Sales Tax Fund	(2,150,992)	-	-	-	-	-	(2,150,992)
Total	$ (38,825,500)	$ (9,000,315)	$ (4,902,850)	$ (7,511,678)	$ (2,936,270)	$ (601,228)	$ (63,777,841)

EXPENDITURES / EXPENSES							
General Gove't Admin.	$ 5,497,697	$ 265,760	$ -	$ -	$ -	$ -	$ 5,763,457
Judicial Administration	490,000	40,000	-	-	-	-	530,000
Public Safety	11,343,256	631,000	-	-	-	-	11,974,256
Public Works	3,610,518	2,793,225	-	-	-	-	6,403,743
Public Utilities			-	7,356,009	-	-	7,356,009
Health and Welfare	1,840,509		-	-	2,936,270	-	4,776,779
Education	10,367,902	745,069	-	-	-	-	11,112,971
Parks, Rec., and Cultural	2,400,458	539,400	-	-	-	-	2,939,858
Community Development	1,070,161	121,000	-	-	-	601,228	1,792,389
Tourism Development Fund			3,304,320	-	-	-	3,304,320
Debt Service	-	1,713,869	-	155,669	-	-	1,869,538
Total Before Transfers	$ 36,620,500	$ 6,849,323	$ 3,304,320	$ 7,511,678	$ 2,936,270	$ 601,228	$ 57,823,319
Transfer to Tourism Fund	$ 2,205,000	$ -	$ -	$ -	$ -	$ -	$ 2,205,000
Transfer to General Fund	-	2,150,992	1,598,530	-	-	-	3,749,522
Trans. To (From) F.B./N. Pos.***	-	-	-	-	-	-	-
Total Expenditure / Expense & Transfers	$ 38,825,500	$ 9,000,315	$ 4,902,850	$ 7,511,678	$ 2,936,270	$ 601,228	$ 63,777,841

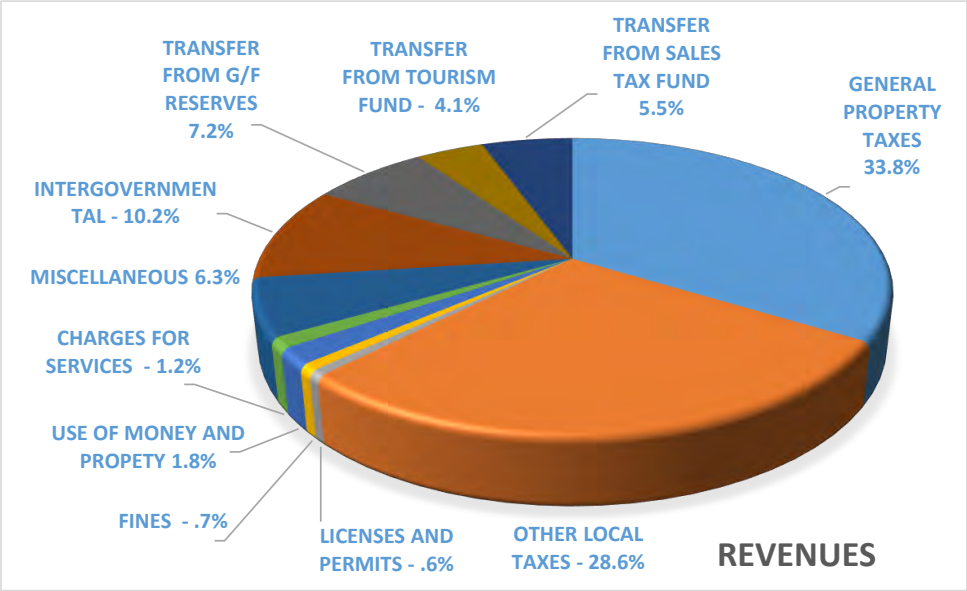
* Includes Utility Fund Capital Projects

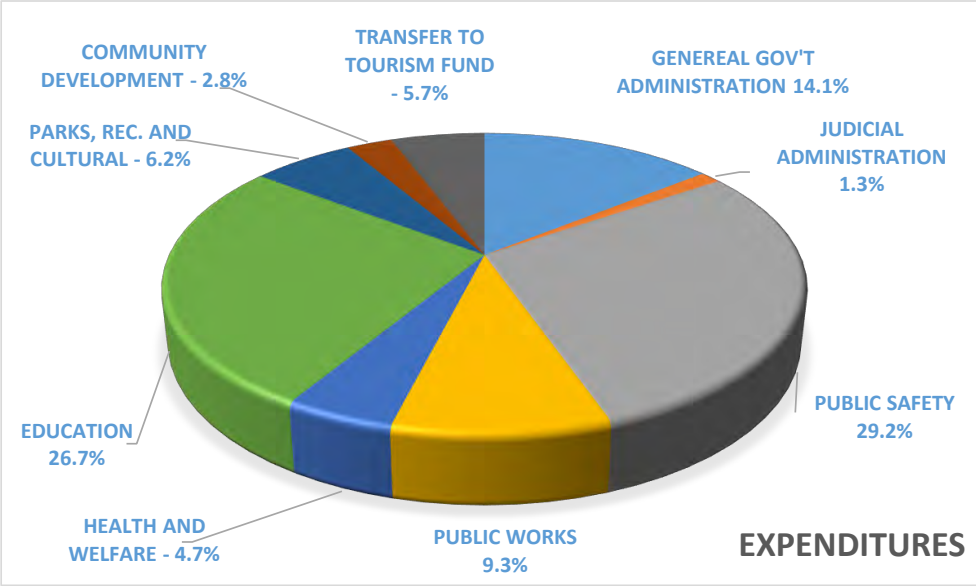
** Quarterpath CDA is a fiduciary fund for collection & remittance of special assessments each year.

*** Fund Balance/Net Position

Transfers are not netted on this presentation for transparency. Reconciliation to All Funds Statement:

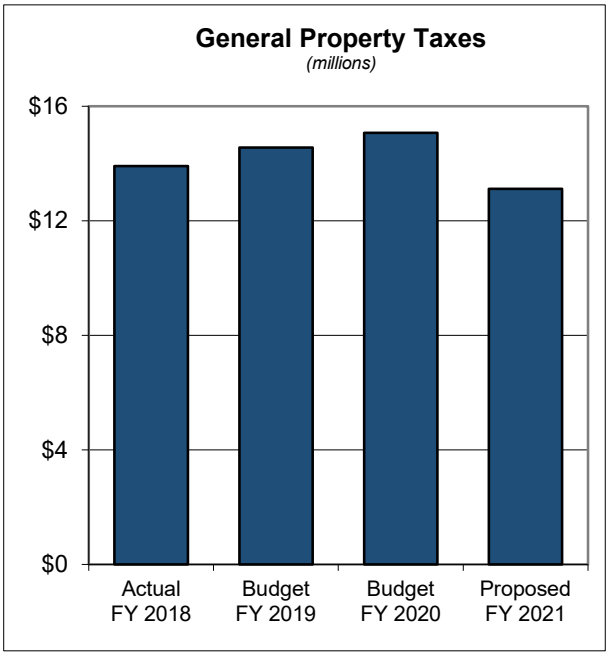
Total By Funds Statement	$ 63,777,841
Less transfers between Funds	5,954,522
Total All Funds Statement	$ 57,823,319


TRANSFER FROM G/F RESERVES 7.2%
TRANSFER FROM TOURISM FUND - 4.1%
TRANSFER FROM SALES TAX FUND 5.5%
GENERAL PROPERTY TAXES 33.8%
INTERGOVERNMENTAL - 10.2%
MISCELLANEOUS 6.3%
CHARGES FOR SERVICES - 1.2%
USE OF MONEY AND PROPETY 1.8%
FINES - .7%
LICENSES AND PERMITS - .6%
OTHER LOCAL TAXES - 28.6%
REVENUES

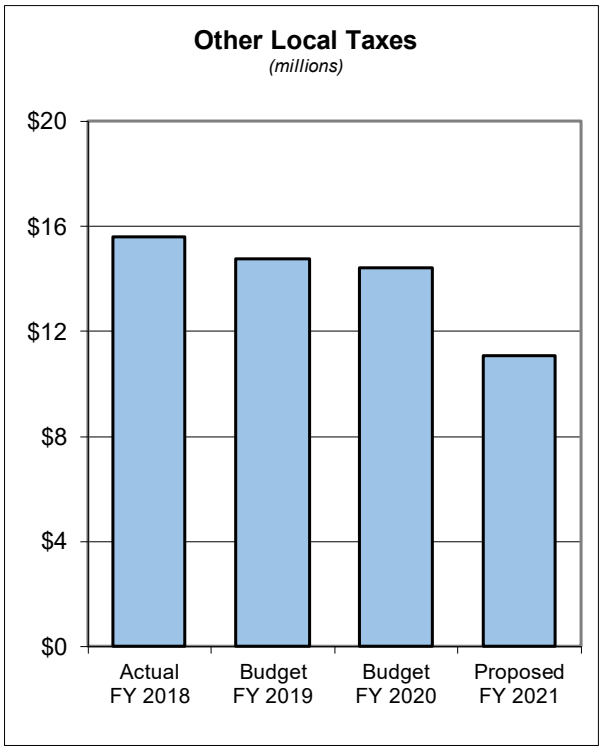

COMMUNITY DEVELOPMENT - 2.8%
TRANSFER TO TOURISM FUND - 5.7%
GENEREAL GOV'T ADMINISTRATION 14.1%
PARKS, REC. AND CULTURAL - 6.2%
JUDICIAL ADMINISTRATION 1.3%
PUBLIC SAFETY 29.2%
EDUCATION 26.7%
HEALTH AND WELFARE - 4.7%
PUBLIC WORKS 9.3%
EXPENDITURES

	PROPOSED FY 2021	ESTIMATED FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
REVENUES:					
GENERAL PROPERTY TAXES	$ (13,116,788)	(13,722,294)	$ (15,072,800)	$ (14,560,705)	$ (13,914,987)
OTHER LOCAL TAXES	(11,106,100)	(11,195,536)	(14,403,085)	(14,756,099)	(15,583,169)
LICENSES AND PERMITS	(234,225)	(359,549)	(223,890)	(282,660)	(302,819)
FINES	(282,000)	(273,000)	(280,000)	(277,729)	(249,211)
USE OF MONEY AND PROPETY	(692,622)	(699,556)	(714,779)	(699,926)	(721,718)
CHARGES FOR SERVICES	(453,470)	(340,630)	(439,790)	(433,572)	(447,142)
MISCELLANEOUS	(2,444,400)	(999,400)	(2,245,370)	(2,316,485)	(2,067,743)
INTERGOVERNMENTAL	(3,970,576)	(4,883,292)	(3,880,904)	(3,832,287)	(3,623,982)
TRANSFER FROM G/F RESERVES	(2,775,797)	(196,470)	-	-	-
TRANSFER FROM TOURISM FUND	(1,598,530)	(2,178,861)	-	-	-
TRANSFER FROM SALES TAX FUND	(2,150,992)	(1,828,530)	-	-	-
TOTAL REVENUES	$ (38,825,500)	$ (36,677,119)	$ (37,260,618)	$ (37,159,461)	$ (36,910,771)
EXPENDITURES:					
GENEREAL GOV'T ADMINISTRATION	$ 5,497,697	$ 4,647,514	$ 4,955,970	$ 4,327,101	$ 4,102,807
JUDICIAL ADMINISTRATION	490,000	471,000	471,000	434,188	422,688
PUBLIC SAFETY	11,343,256	11,015,479	10,848,557	11,055,456	10,558,922
PUBLIC WORKS	3,610,518	3,572,775	3,601,985	3,491,614	3,291,997
HEALTH AND WELFARE	1,840,509	1,679,633	1,679,633	1,539,311	1,537,210
EDUCATION	10,367,902	9,681,311	10,040,252	9,605,544	8,962,075
PARKS, REC. AND CULTURAL	2,400,458	2,339,254	2,343,182	2,034,088	2,180,202
COMMUNITY DEVELOPMENT	1,070,161	1,065,153	1,061,749	1,196,864	4,309,258
TOTAL BEFORE FUND TRANSFERS	$ 36,620,500	$ 34,472,119	$ 35,002,328	$ 33,684,166	$ 35,365,159
TRANSFER TO TOURISM FUND	$ 2,205,000	$ 2,205,000	$ 2,205,000	$ 2,205,000	$ -
TRANSFER TO RESERVES	-	-	53,290	1,270,295	1,545,612
TOTAL EXPENDITURES	$ 38,825,500	$ 36,677,119	$ 37,260,618	$ 37,159,461	$ 36,910,771

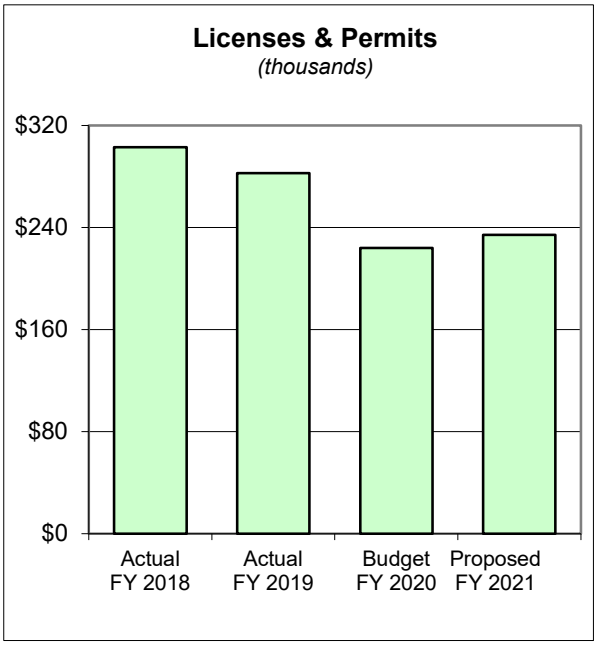
General Property Taxes - All real estate, public service, personal, and business property taxes, including penalties and interest, are included. On average, real estate property reassessments for FY21 are expected to increase approximately 3%; Due to the economic impact of COVID-19, the FY21 Budget reduces Real Estate Tax collections by 10%, Personal Property Tax collections by 25%, and Business Personal Property Tax by 50%. Revenue from penalty and interest is not anticipated.



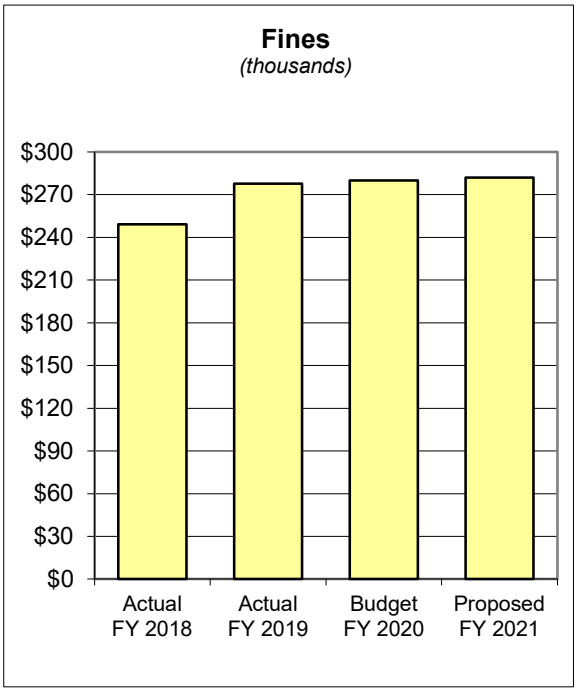
Other Local Taxes -This category consists of consumer utility taxes, communication sales taxes, business and franchise, bank stock, recordation, cigarette, room, and meal taxes. Utility taxes are based on residential and commercial usage. Overall, other local tax receipts are estimated to decrease by 23% due to the economic impact of restrictions related to COVID-19. BPOL is 57% of pre-COVID-19 anticipated revenue. Lodging tax was reduced by 29% of the prior year's revenue and Meals tax was reduced by 20% of the prior year's revenue. Both the Lodging and Meals tax revenue reductions were based on a graduated scale, with the early months of the fiscal year reduced at a greater percentage than the later months, anticipating greater recovery of businesses as the year progresses.



Licenses and Permits - Licenses and permits consist of citywide 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 $282K in FY19 and are expected to decrease to $224 in FY20, with FY21 budgeted at $234K based on anticipated projects in the City and a series of fee increases. Re-inspection fees will increase from $35 to $100, the rental inspection fee increases from $50 to $75, and work performed without a permit fees increase from $35 to $100.

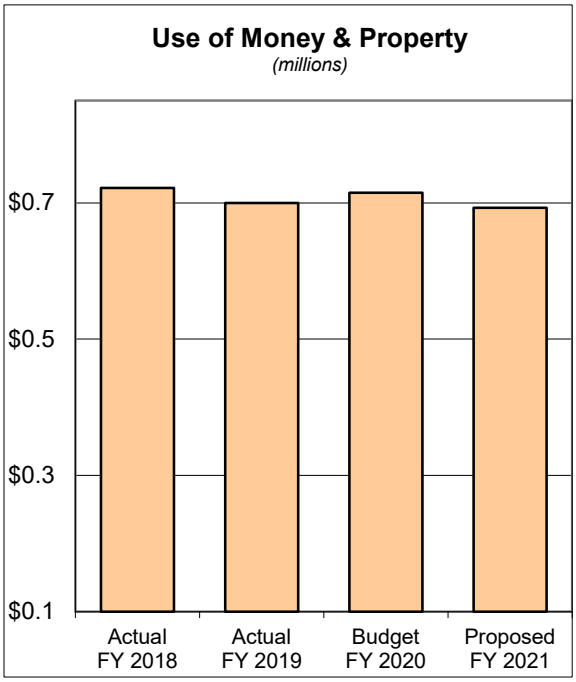


Fines - Court fines, parking citations, and code violations make up this revenue classification. Court fines are collected by the Clerk of Circuit Court and remitted to the City monthly. Receipts during FY19 were $165K, an increase of about 15% from FY18 levels. Collections are expected to be under the budget of $150K for FY20 due to COVID-19, but is anticipated to return to normal levels during FY21 and is budgeted at $145. Parking fines are for violations in on-street parking areas throughout the City. Parking fines are anticipated to come in under the FY20 Budget of $137K by about 40.6% because of staffing shortages. Revenues are expected to return to normal levels during FY 2021 as additional personnel is budgeted, allowing for in increased enforcement efforts. The budget for FY21 will remain at $137K.

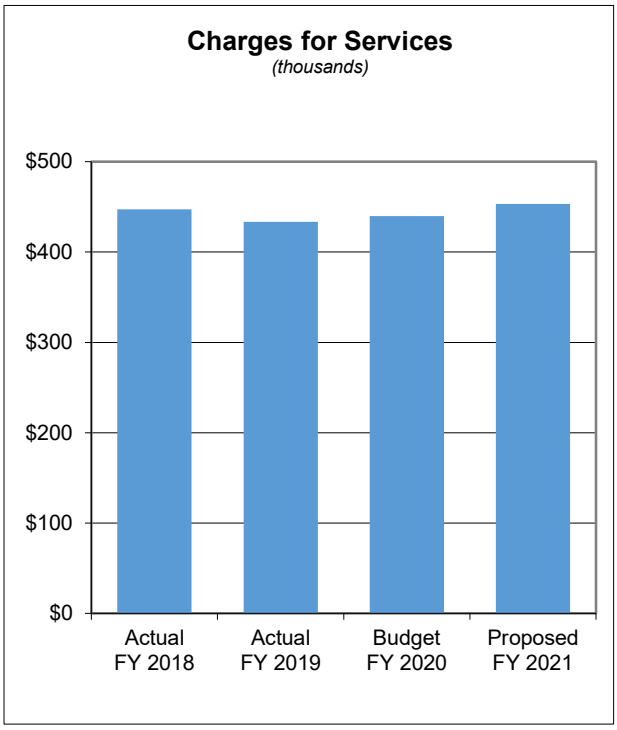


Use of Money and Property – Income from rentals of city-owned buildings, such as the Train Station, Stryker Building, the Community Building, and parking fees from the Prince George Parking Garage are included here. Parking fees generated from the Prince George Parking Garage are anticipated to be $320,000 in FY21, a 7% increase over the anticipated FY20 revenue and a return to FY18 levels.

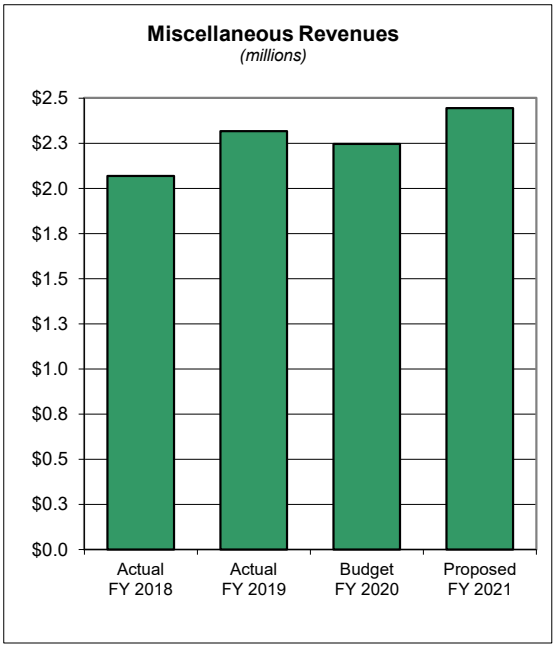
In FY13, the City took over responsibility of the Williamsburg Redevelopment & Housing Authority's Triangle Building. Full occupancy of the building is not anticipated for the remainder of FY20 or in FY21, with rental income decreasing from the FY20 budget of $142,128 to $91,774 in FY21.



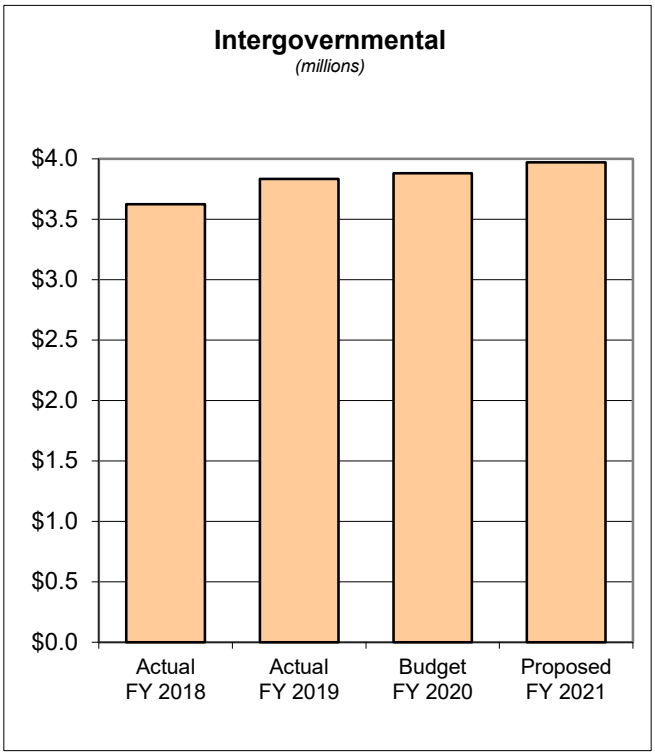
Charges for Services - Charges represent fees for various activities within the City, such as all recreation fees and program revenues, cemetery lots, and grave openings. Revenues are expected to be $453,470 for FY21, a 3% increase compared to FY20. The majority of the increase in due to athletic activities.



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 EMS recovery fees. Overall, this category's revenues increased by 9%, or $199K. The majority of the increase is due to a 20% increase in overhead charges received from the Utility Fund. The overhead charges are based on services received from the following Departments: City Manager, Human Resources, Finance, City Shop, Information Technology, Engineering, and Landscaping. The overhead fees are budgeted at $1.1M for FY21. EMS recovery fee increased over the past two years and are budgeted at $650,000 in FY 2021. The City continues to receive a contribution of $120,000 from William & Mary University to help defray costs of providing emergency services to the campus and a grant from the Williamsburg Community Health Foundation to help cover cost of the Human Services' Child Health Initiative.

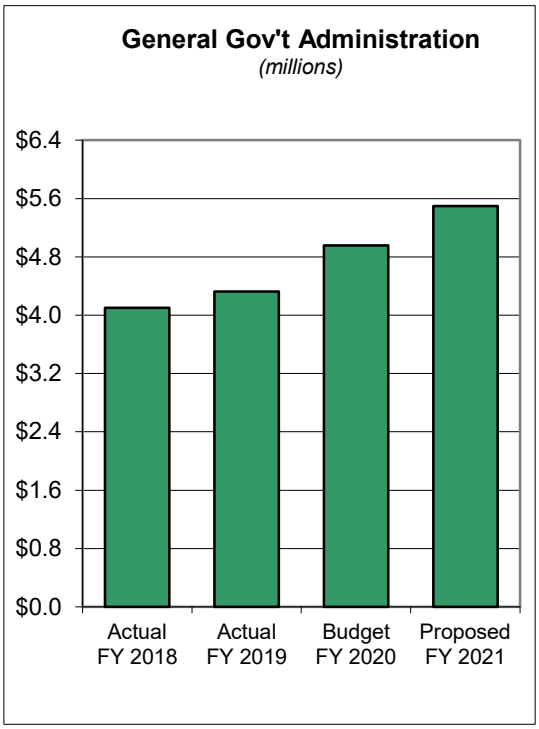


Intergovernmental - These funds include State reimbursements for expenses incurred for Constitutional Officers, sales taxes designated for education, 599 law enforcement funds, VDOT street maintenance payments, and various other taxes returned to the City. Overall, this category of revenues is expected to increase 2.3% over last year. The majority of the increase stems from sales tax designated for education, which is anticipated to increase by 10%, or $130K, to $1,476,408. VDOT street maintenance payments are expected to increase slightly, about 1%, over the FY 20 budget. These increases are offset by 100% decrease in the Grantor's Tax, which was budgeted at $60K in FY20.

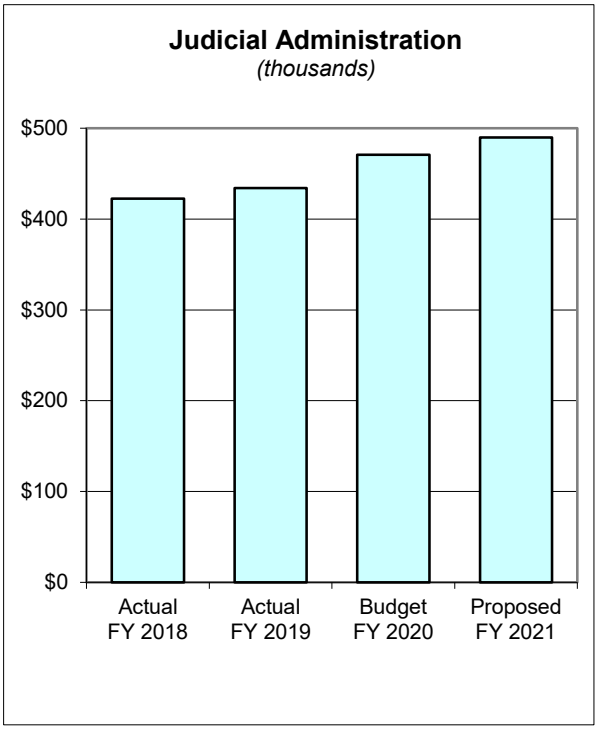


General Government Administration – This category includes City Council, Clerk of Council/Communications, City Manager, Human Resources, City Attorney, Commissioner of the Revenue, City Assessor, Treasurer, Finance, Vehicle Repair Shop, Electoral Board, Registrar, and Information Technology. Expenditures are estimated to increase by 10.9%, or 542K compared to the current year. The increase is primarily due to three items:

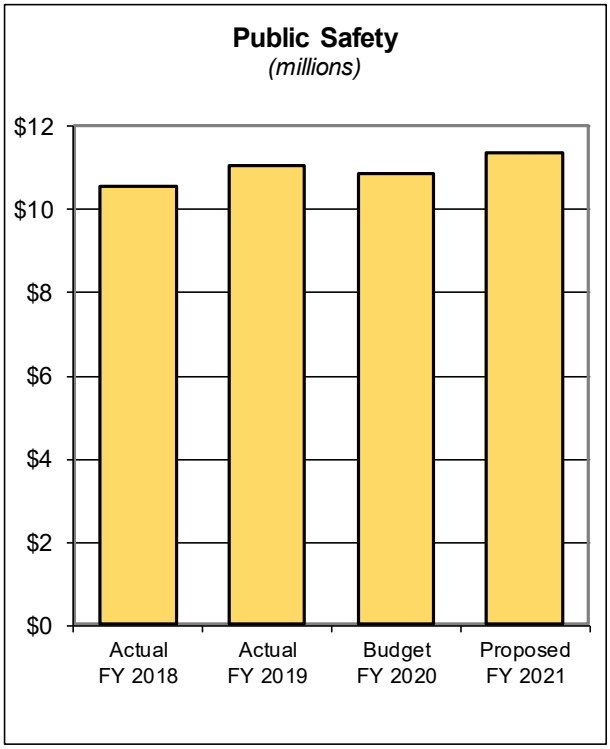
- centralizing general liability insurance increased cost in this category by $405 (75% of the increase)
- a proposed new position in the Finance Department increased the budget $60K (11% of the increase), and
- an increase in the Virginia Retirement System's employer contribution rate increased the budget by $47K (9% of the increase).



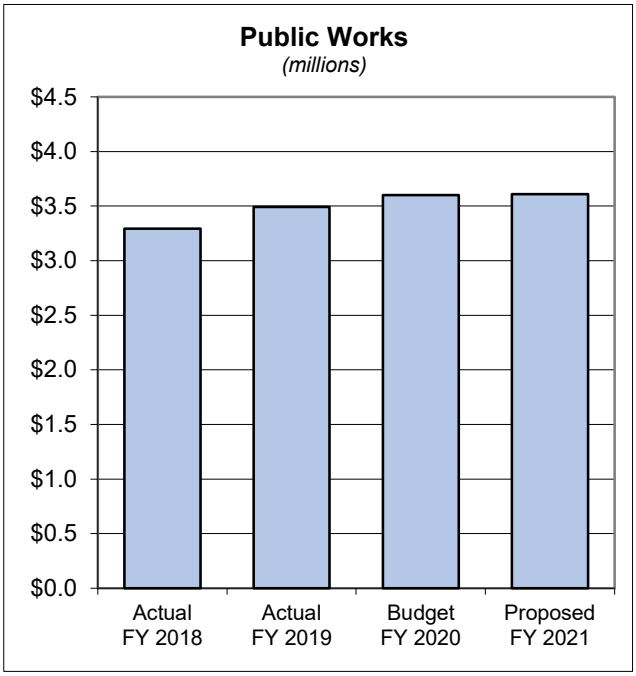
Judicial Administration - Judicial functions are performed by the Circuit Court, General District Court, Juvenile and Domestic Relations Court, Clerk of the Circuit Court, Commonwealth Attorney, 9th District Court Service Unit, and Magistrate. Judicial functions have been performed in the jointly operated Williamsburg-James City County Courthouse since FY01. 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 $490,000 is anticipated for FY21.



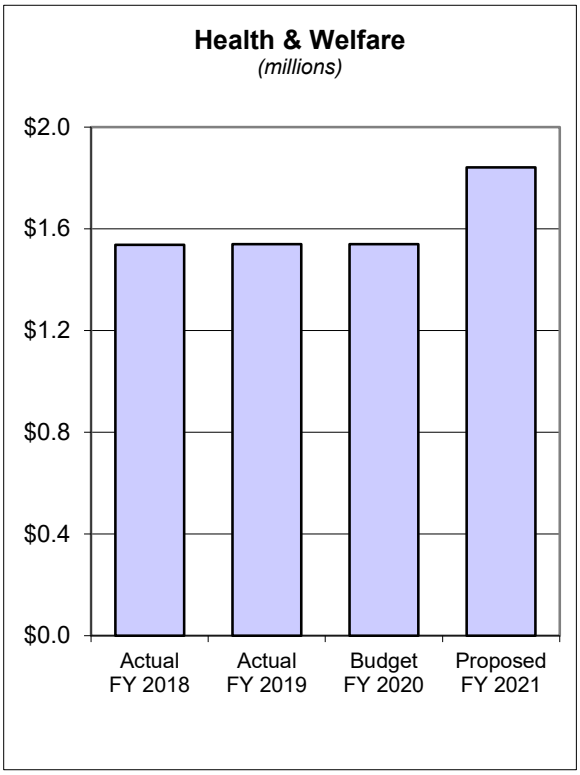
Public Safety - Departments included in this classification are Police, Parking Garage, consolidated E-911 Dispatch, Fire, Group Home Commission, Colonial Commission Corrections, Animal Control, City's share of the cost for participation in VA Peninsula Regional Jail Authority, and Codes Compliance. Public Safety costs increased for FY21 by $495K, or 5%, compared to the FY 20 adopted budget. The majority of the increase is due to additional personal. The Police Department was authorized two additional officers and the Fire Department one additional firefighter in February 2020. The FY21 Budget also includes four firefighters funded 75% through a grant for the fiscal year. The Parking Garage proposes increasing the Parking Supervisor's responsibilities (and compensation) and increasing the number of hours worked by part-time parking ambassadors. The Codes Compliance Department proposes adding a property management position



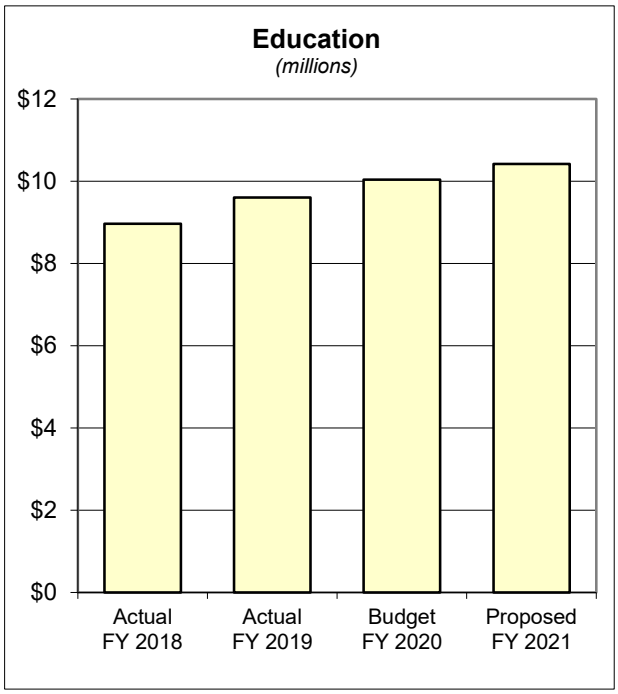
Public Works – The City Shop, Engineering, Streets, Stormwater Operations, Refuse Collection, Building and Facility Maintenance, Landscaping, and Cemetery make up the Public Works section of the operating budget. Overall, costs for FY21 remain level compared to FY20.



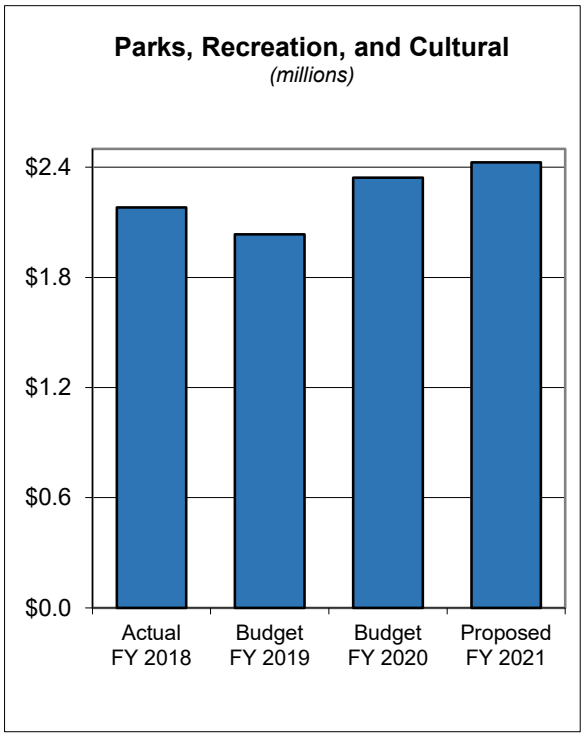
Health and Welfare - This category consists of the City's contribution to the local Health Department, Colonial Behavioral Health (CBH), Olde Town Health Clinic, and the subsidy to the Public Assistance Fund and Public Assistance Transportation. Peninsula Health Center, Olde Town Medical Center, and Colonial Behavioral Health provides health services for the community. The contributions to the Health Department for FY 21 increased 1.7%, while contributions to CBH and Olde Towne Medical remained level with the previous year. The City's budgeted subsidy of $1.1M to the Public Assistance Fund increased $159K compared to last year. $91K of the increase was for Children Services Act programs, and $69K was for general relief. The increase in general relief includes the City's share of benefits for converting a contract service coordinator to a full-time position and the addition of one eligibility worker and one social worker. The City continues to receive a grant of $260K from the Williamsburg Community Health Foundation for the Child Health Initiative, a grant program administered by the Human Services Department.



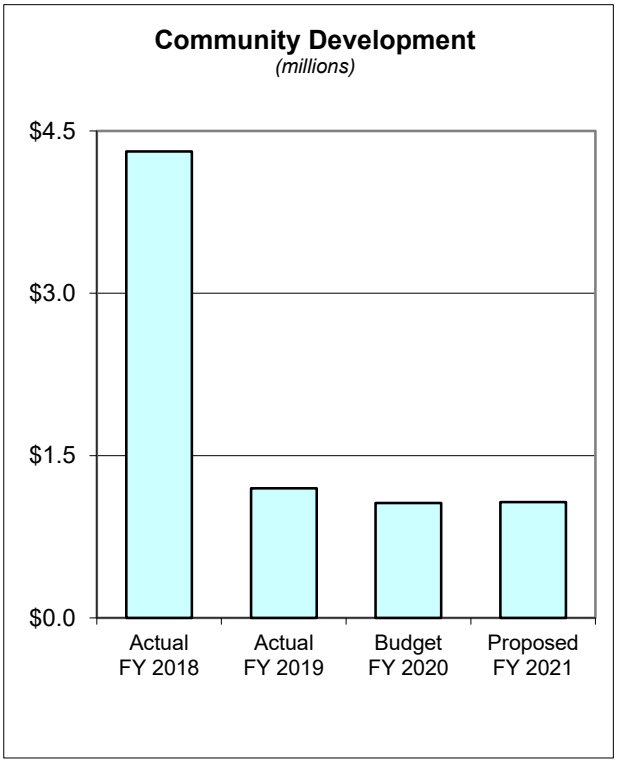
Education – The City, along with James City County, jointly fund the Williamsburg-James City County Public School system. FY21 is the fourth year of the FY18-FY22 School contract. The City's contribution of school operating costs for FY21 is anticipated to be $10.4 Million, an increase of 4%, based on 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 $939,658, an increase of 3.9% compared to last year. Arts Commission contributions are funded at $149,000 for FY21. As a funding partner, James City County reimburses the City half the program costs. A $9,000 State Challenge Grant is anticipated in FY21. Overall, this category of expenditures increased 3.5% for FY21 compared to the previous year.

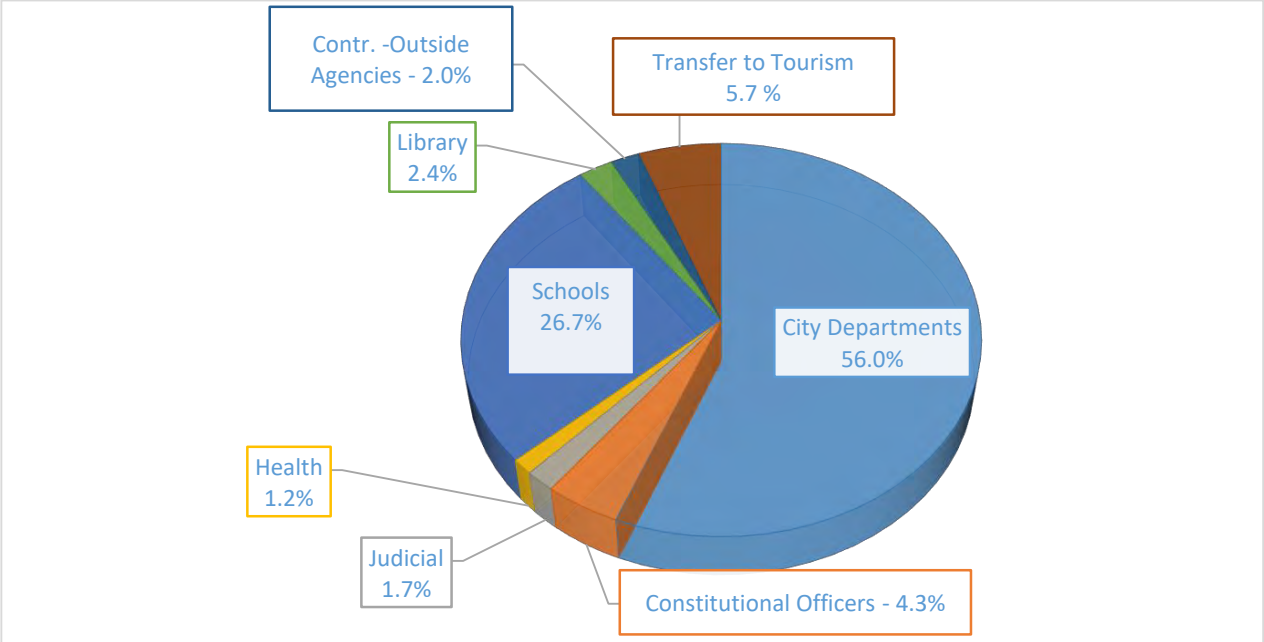


Community Development - This includes contributions to various human service and community & economic development agencies within the City. This category is level funded for FY21. The decrease in funding from FY18 is the result of the creation of the Tourism Fund as of July 1, 2018. The majority of grants for tourism-focused agencies is now funded from the Tourism Fund. The Tourism Fund Policy can be found in the Budget Guide.



	PURPOSE	PROPOSED FY 2021	BUDGETED FY 2020	0	ACTUAL FY 2019	ACTUAL FY 2018
I	City Departments	$ 21,755,669	$ 20,550,618		$ 19,710,592	$ 18,839,038
II	Constitutional Officers	1,673,842	1,609,854		1,677,830	1,634,406
iii	Judicial	668,723	661,821		610,562	593,293
IV	Health	480,004	478,156		450,337	448,266
VI	Schools	10,367,902	10,040,252		9,605,544	8,962,075
VI	Library	914,067	904,244		871,852	859,699
VII	Contr. -Outside Agencies	760,294	757,384		757,449	4,028,383
VIII	Transfer to Tourism	2,205,000	2,205,000		2,205,000	-
	Total	$ 38,825,500	$ 37,207,329		$ 35,889,167	$ 35,365,159

* 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.



SECTION I

CITY DEPARTMENTS		PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
1101	CITY COUNCIL					
	Personnel	$ 41,338	$ 41,338	$ 41,338	$ 41,338	$ 41,338
	Operating	123,124	88,271	141,131	97,942	87,188
	Capital Outlay	-	-	-	-	-
	Total	164,462	129,609	182,469	139,279	128,526
1102	CLERK OF COUNCIL/COMMUNICATIONS					
	Personnel	-	105,160	156,115	154,774	113,782
	Operating	11,750	5,383	8,160	9,845	5,225
	Capital Outlay	-	-	200	-	-
	Total	11,750	110,542	164,475	164,620	119,007
1201	CITY MANAGER					
	Personnel	525,638	306,870	451,416	348,250	485,356
	Operating	84,266	42,301	39,161	29,812	45,392
	Capital Outlay	5,000	1,106	800	-	-
	Total	614,904	350,277	491,377	378,063	530,748
1202	NON-DEPARTMENTAL	1,156,157	678,533	812,031	403,578	289,395
1203	ECONOMIC DEVELOPMENT					
	Personnel	237,397	218,815	222,938	236,387	222,321
	Operating	101,782	88,636	105,370	101,652	108,046
	Capital Outlay	-	-	-	-	-
	Total	339,179	307,451	328,308	338,039	330,367
1204	CITY ATTORNEY					
	Personnel	219,973	228,620	214,003	223,463	219,849
	Operating	65,850	63,949	66,285	64,532	65,787
	Capital Outlay	3,500	-	-	-	-
	Total	289,323	292,569	280,288	287,995	285,637
1205	HUMAN RESOURCE					
	Personnel	105,102	103,830	100,452	101,211	95,265
	Operating	23,050	11,770	14,400	10,112	9,068
	Capital Outlay	-	-	-	-	-
	Total	128,152	115,600	114,852	111,323	104,333
1210	CITY ASSESSOR					
	Personnel	233,810	232,468	223,249	222,577	186,683
	Operating	28,654	22,758	21,891	17,733	9,319
	Capital Outlay	-	-	-	-	-
	Total	262,464	255,226	245,140	240,310	196,002

SECTION I

CITY DEPARTMENTS		PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
1214	DEPT OF FINANCE					
	Personnel	880,251	815,386	786,434	782,616	795,767
	Operating	59,695	54,863	49,461	42,705	43,103
	Capital Outlay	-	-	-	2,586	-
	Total	939,946	870,248	835,895	827,907	838,869
1221	CITY SHOP					
	Personnel	182,440	162,801	213,222	219,921	177,275
	Operating	64,100	43,980	42,878	49,798	52,897
	Capital Outlay	3,000	3,000	3,000	2,141	3,909
	Total	249,540	209,781	259,100	271,859	234,081
3102	POLICE					
	Personnel	4,027,679	4,025,949	3,870,024	3,882,838	3,698,580
	Operating	564,830	469,760	516,475	612,686	473,180
	Capital Outlay	6,000	4,770	5,000	4,436	2,847
	Total	4,598,509	4,500,479	4,391,499	4,499,960	4,174,607
3102	POLICE-E911					
	Personnel					
	Operating	586,935	583,204	583,204	573,000	561,108
	Capital Outlay	-	-	-	-	-
	Total	586,935	583,204	583,204	573,000	561,108
3103	PARKING GARAGE					
	Personnel	196,538	52,707	87,102	88,452	87,883
	Operating	38,360	31,396	30,110	40,710	45,928
	Capital Outlay	-	-	-	-	-
	Total	234,898	84,104	117,212	129,162	133,811
3201	FIRE					
	Personnel	3,819,405	3,758,547	3,674,511	3,776,352	3,597,145
	Operating	388,540	399,116	396,767	335,244	354,137
	Capital Outlay	23,000	53,000	53,000	41,598	30,115
	Total	4,230,945	4,210,663	4,124,278	4,153,194	3,981,397
3401	CODES COMPLIANCE					
	Personnel	446,011	390,106	378,249	377,152	337,318
	Operating	35,150	35,663	42,856	34,191	29,313
	Capital Outlay	-	-	-	-	-
	Total	481,161	425,769	421,105	411,343	366,631

SECTION I

CITY DEPARTMENTS		PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
3501	ANIMAL CONTROL					
	Personnel					
	Operating	18,900	18,900	18,900	18,900	18,900
	Capital Outlay					
	Total	18,900	18,900	18,900	18,900	18,900
4101	ENGINEERING					
	Personnel	250,181	252,196	261,546	252,048	258,166
	Operating	21,350	22,600	26,238	19,899	19,092
	Capital Outlay	-	-	-	-	-
	Total	271,531	274,796	287,784	271,947	277,258
4102	STREETS					
	Personnel	526,838	537,544	511,544	472,762	451,761
	Operating	369,280	433,404	430,361	495,669	452,115
	Capital Outlay	11,500	11,500	11,500	14,999	12,291
	Total	907,618	982,448	953,405	983,430	916,166
4103	STORMWATER OPERATIONS					
	Personnel	195,976	159,190	189,838	194,042	187,693
	Operating	22,100	22,200	22,200	16,717	26,769
	Capital Outlay	10,000	10,000	10,000	13,237	7,209
	Total	228,076	191,390	222,038	223,996	221,671
4203	**Solid Waste Collection**					
	Personnel	-	-	-	-	-
	Operating	685,100	671,650	671,650	497,730	480,576
	Capital Outlay	-	-	-	-	-
	Total	685,100	671,650	671,650	497,730	480,576
4307	BUILDINGS-FACILITIES MAINTENANCE					
	Personnel	171,121	180,036	173,347	171,081	163,489
	Operating	316,538	309,669	308,730	346,334	317,628
	Capital Outlay	5,500	16,000	16,000	6,859	4,946
	Total	493,159	505,706	498,077	524,274	486,062
4308	INFORMATION TECHNOLOGY					
	Personnel	489,786	478,094	460,540	461,328	394,554
	Operating	440,917	432,312	432,280	390,352	402,827
	Capital Outlay	-	-	-	-	-
	Total	930,703	910,406	892,820	851,681	797,381

SECTION I

CITY DEPARTMENTS		PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
4309	LANDSCAPING					
	Personnel	447,576	446,357	421,481	425,356	399,013
	Operating	245,800	207,979	208,361	214,181	204,826
	Capital Outlay	5,500	5,000	5,000	4,651	456
	Total	698,876	659,335	634,842	644,188	604,295
5302-	PUBLIC ASSISTANCE					
5305	Personnel					
	Operating	1,360,505	1,201,477	1,201,477	1,088,974	1,088,944
	Capital Outlay	-	-	-	-	-
	Total	1,360,505	1,201,477	1,201,477	1,088,974	1,088,944
7101-	RECREATION					
7104	Personnel	932,692	852,433	847,210	781,313	804,372
	Operating	373,699	389,577	398,728	355,205	329,031
	Capital Outlay	31,000	34,000	34,000	25,717	39,904
	Total	1,337,391	1,276,010	1,279,938	1,162,236	1,173,308
7108	CEMETARY					
	Personnel	69,598	70,538	67,972	67,314	66,465
	Operating	6,020	6,132	6,117	5,776	5,122
	Capital Outlay	1,000	1,000	1,000	1,100	300
	Total	76,618	77,670	75,089	74,190	71,888
8101	PLANNING					
	Personnel	421,667	424,580	422,134	397,994	376,174
	Operating	36,700	41,689	40,731	41,421	51,707
	Capital Outlay	500	500	500	-	190
	Total	458,867	466,769	463,365	439,415	428,070

TOTAL - CITY DEPARTMENTS	PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
Personnel	$ 14,421,017	$ 13,843,565	$ 13,774,665	$ 13,678,568	$ 13,160,250
Operating	7,229,152	6,377,171	6,635,953	5,914,700	5,576,622
Capital Outlay	105,500	139,876	140,000	117,324	102,166
Total	$ 21,755,669	$ 20,360,613	$ 20,550,618	$ 19,710,592	$ 18,839,038

SECTION II

CONSTITUTIONAL OFFICERS		PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
1209	COMMISSIONER OF REVENUE					
	Personnel	$ 350,574	$ 343,870	$ 318,824	$ 306,171	$ 213,981
	Operating	19,600	18,793	16,700	25,636	19,045
	Capital Outlay	1,500	376	-	3,564	-
	Total	371,674	363,039	335,524	335,370	233,026
1102	TREASURER					
	Personnel	68,168	70,075	72,536	65,933	65,584
	Operating	5,025	3,515	3,675	3,165	4,135
	Capital Outlay	-	-	-	-	-
	Total	73,193	73,590	76,211	69,099	69,719
1201	ELECTORAL BOARD					
	Personnel	19,857	23,150	21,524	12,209	20,239
	Operating	23,030	12,493	14,109	9,212	8,858
	Capital Outlay	-	-	-	-	-
	Total	42,887	35,643	35,633	21,421	29,097
1102	REGISTRAR					
	Personnel	147,133	143,138	147,427	148,384	139,265
	Operating	25,470	11,042	12,920	10,033	11,437
	Capital Outlay	300	600	600	-	-
	Total	172,903	154,780	160,947	158,417	150,702
3301	REGIONAL JAIL					
	Personnel					
	Operating	1,013,185	1,001,539	1,001,539	1,093,524	1,151,863
	Capital Outlay	-	-	-	-	-
	Total	1,013,185	1,001,539	1,001,539	1,093,524	1,151,863

TOTAL - CONSTITUTIONAL OFFICERS	PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
Personnel	$ 585,732	$ 580,233	$ 560,311	$ 532,697	$ 439,068
Operating	1,086,310	1,047,382	1,048,943	1,141,570	1,195,337
Capital Outlay	1,800	976	600	3,564	-
Total	$ 1,673,842	$ 1,628,591	$ 1,609,854	$ 1,677,830	$ 1,634,406

SECTION III

JUDICAL ADMINISTRATION		PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
2100	JOINT COURTHOUSE					
	Personnel	$ -	$ -	$ -	$ -	$ -
	Operating	490,000	471,000	471,000	434,188	422,688
	Capital Outlay	-	-	-	-	-
	Total	490,000	471,000	471,000	434,188	422,688
3303	MIDDLE PENINSULA JUVENILE DETENTION COMMISSION					
	Personnel	-	-	-	-	-
	Operating	49,302	53,620	53,620	55,472	73,696
	Capital Outlay	-	-	-	-	-
	Total	49,302	53,620	53,620	55,472	73,696
3304	GROUP HOME COMMISSION					
	Personnel	-	-	-	-	-
	Operating	104,847	112,627	112,627	100,732	84,494
	Capital Outlay	-	-	-	-	-
	Total	104,847	112,627	112,627	100,732	84,494
3305	COLONIAL COMMUNITY CORRECTIONS					
	Personnel	-	-	-	-	-
	Operating	24,574	24,574	24,574	20,170	12,415
	Capital Outlay	-	-	-	-	-
	Total	24,574	24,574	24,574	20,170	12,415

TOTAL - JUDICIAL ADMINISTRATION	PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
Personnel	$ -	$ -	$ -	$ -	$ -
Operating	668,723	661,821	661,821	610,562	593,293
Capital Outlay	-	-	-	-	-
Total	$ 668,723	$ 661,821	$ 661,821	$ 610,562	$ 593,293

SECTION IV

HEALTH		PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
5101	HEALTH - AGENCIES					
	Peninsula Health District	$ 111,493	$ 109,645	$ 109,645	$ 105,826	$ 104,755
	Olde Town Medical Center	109,511	109,511	109,511	89,511	88,511
	Colonial Behavioral Health	259,000	259,000	259,000	255,000	255,000
	Total	480,004	478,156	478,156	450,337	448,266

SECTION V

SCHOOLS

6101	SCHOOL BOARD					
	Personnel	17,439	16,150	17,439	16,793	15,233
	Total	17,439	16,150	17,439	16,793	15,233
6103	JOINT SCHOOL OPERATIONS					
	Operating	10,350,463	9,665,161	10,022,813	9,588,751	8,946,842
	Total	10,350,463	9,665,161	10,022,813	9,588,751	8,946,842
	TOTAL SCHOOLS	10,367,902	9,681,311	10,040,252	9,605,544	8,962,075

SECTION VI

LIBRARY

7302	REGIONAL LIBRARY					
					-	
	Operating	914,067	904,244	904,244	871,852	859,699
	Total	914,067	904,244	904,244	871,852	859,699

SECTION VII

DEBT SERVICE	PROPOSED FY 2021	ESTIMATE FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018
9301 DEBT SERVICE					
Principal	$ -	$ -	$ -	$ -	$ -
Interest	-	-	-	-	-
Total	-	-	-	-	-

*Included in Sales Tax Fund

SECTION VIII

CONTRIBUTIONS TO AGENCIES

Outside Agencies	611,294	598,384	598,383.73	598,477	3,881,188
Arts Commission	149,000	159,000	159,000	158,972	147,195
Total	760,294	757,384	757,384	757,449	4,028,383

TOURISM FUND

Transfer to Tourism Fund	2,205,000	2,205,000	2,205,000	2,205,000	-
Transfer to Budget Stabilization	-	-	53,290	-	-

SUMMARY

BY MAJOR PROGRAMS					
City Departments	$ 21,755,669	$ 20,360,613	$ 20,550,618	$ 19,710,592	$ 18,839,038
Constitutional Officers	1,673,842	1,628,591	1,609,854	1,677,830	1,634,406
Judicial	668,723	661,821	661,821	610,562	593,293
Health	480,004	478,156	478,156	450,337	448,266
Schools	10,367,902	9,681,311	10,040,252	9,605,544	8,962,075
Library	914,067	904,244	904,244	871,852	859,699
Contr. -Outside Agencies	760,294	757,384	757,384	757,449	4,028,383
Transfer to Tourism	2,205,000	2,205,000	2,205,000	2,205,000	-
Transfer to Fund Balance	-	-	53,290	-	-
Total	$ 38,825,500	$ 36,677,119	$ 37,260,618	$ 35,889,167	$ 35,365,159

BY MAJOR FUNCTION					
Personnel	$ 15,024,187.50	$ 14,439,948	$ 14,352,415	$ 14,228,059	$ 13,614,550
Operating	23,694,013	22,096,320	22,714,314	21,540,221	21,648,442.44
Capital Outlay	107,300	140,852	140,600	120,887	102,166
Transfer to Fund Balance	-	-	53,290	-	-
Total	$ 38,825,500	$ 36,677,119	$ 37,260,618	$ 35,889,167	$ 35,365,159

OUTSIDE AGENCIES	PROPOSED FY 2021	ESTIMATED FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018	CHANGE FY21/FY20
HUMAN SERVICES						
3e Restoration	$ -	$ -	$ -	$ 1,000	$ -	N/A
ARC of Greater Williamsburg	1,500	2,500	1,500	1,500	1,500	0.0%
Avalon	19,000	20,000	19,000	19,000	19,000	0.0%
Child Development Resources	5,000	5,000	5,000	5,000	5,000	0.0%
Colonial C.A.S.A	6,000	6,000	6,000	6,000	6,000	0.0%
Community Action Agency	21,102	24,380	21,102	21,102	21,102	0.0%
Community Svcs. Agency	7,500	8,500	7,500	7,500	7,500	0.0%
Hospice of Williamsburg	7,500	10,000	7,500	7,000	7,000	0.0%
House of Mercy	2,000	5,000	1,000	-	-	100.0%
Literacy for Life	1,000	5,000	1,000	1,000	1,000	0.0%
Peninsula Agency on Aging	12,278	31,897	12,278	11,573	11,022	0.0%
Penins. Comm. On Homelessness	2,759	2,759	2,759	2,759	2,759	0.0%
Williamsburg Faith in Action	5,000	7,500	5,000	5,000	5,000	0.0%
Housing Partnership	2,500	2,500	-	-	-	N/A
Sub-total	$ 93,139	$ 131,036	$ 89,639	$ 88,434	$ 86,883	3.9%
HEALTH AGENCIES						
Local Health Department	$ 111,493	$ 109,645	$ 109,645	$ 105,826	$ 104,755	1.69%
Olde Town Health Clinic	109,511	109,511	109,511	89,511	88,511	0.00%
Colonial Behavioral Health	259,000	259,000	259,000	255,000	255,000	0.00%
Sub-total	$ 480,004	$ 478,156	$ 478,156	$ 450,337	$ 448,266	0.39%
CULTURAL						
Arts Commission	$ 149,000	$ 159,000	$ 159,000	$ 158,972	$ 147,195	-6.3%
* Culturefix	-	-	-	-	6,650	N/A
* VA Arts Festival	-	-	-	-	55,000	N/A
VA Symph.-Lake Matoaka Concert	9,250	9,250	8,670	8,670	6,000	N/A
Sub-total	$ 158,250	$ 168,250	$ 167,670	$ 167,642	$ 214,845	-5.6%

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

OUTSIDE AGENCIES	PROPOSED FY 2021	REQUESTED FY 2021	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018	CHANGE FY21/FY20
COMMUNITY AND ECONOMIC DEVELOPMENT AGENCIES						
Chamber of Commerce	$ -	$ -	$ -	$ -	$ 800,000	N/A
Colonial Soil & Water Conserva.	5,500	-	5,500	5,500	3,500	0.0%
* Colonial Williamsburg Foundation	-	-	-	-	1,300,000	N/A
Farmers Market	3,800	3,800	3,800	3,800	3,800	0.0%
Federal Facilities Alliance	7,592	7,702	7,702	7,715	7,430	-1.4%
Hampton Roads Planning District	30,252	29,591	29,591	12,652	11,888	2.2%
Heritage Humane Society	25,000	-	-	25,000	19,667	N/A
* Kingsmill Golf Tournament	-	-	-	-	15,000	N/A
Peninsula Council Work. Dev.	5,947	5,947	5,947	5,947	5,947	0.0%
Reg. Econ. Dev. Initiatives	14,424	14,658	14,658	14,658	14,117	-1.6%
TNCC-Historic Triangle Campus	2,457	2,457	2,463	2,677	2,600	-0.2%
TNCC-Site Improvements	10,356	10,356	16,026	9,036	7,632	-35.4%
TNCC-Workforce Dev. Center	10,500	10,500	10,500	10,500	10,500	0.0%
Virginia Cooperative Extension	5,602	7,486	5,602	5,602	5,541	0.0%
Bike Walk	2,000	2,000	-	-		
Virginia First Cities	-	12,811	12,811	12,811	-	-100.0%
* * WMSBG Area Destination MKTG	-	-	-	-	1,123,558	N/A
* Williamsburg Hotel/Motel Assoc.	-	-	-	-	10,000	N/A
Williamsburg Land Conservatory	5,000	5,000	5,000	5,000	5,000	0.00%
Sub-total	$ 128,430	$ 112,308	$ 119,600	$ 120,898	$ 3,346,180	7.38%
TRANSPORTATION						
High Speed Rail Coalition	$ 4,500	$ 4,500	$ 4,500	$ 4,500	$ 4,500	0.0%
N.N./WMSB. Int. Airport	-	-	-	-	-	
Williamsburg Area Transport	375,975	375,975	375,975	375,975	375,975	0.0%
Sub-total	$ 380,475	$ 380,475	$ 380,475	$ 380,475	$ 380,475	0.0%
TOT. CONTRIB. TO OUTSIDE AGENCIES	1,240,298	1,249,740	1,210,373	1,251,367	4,468,702	2.5%

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

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

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

OUTSIDE AGENCIES	PROPOSED FY 2021	REQUESTED FY 2021	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018	CHANGE FY21/FY20
COMMUNITY AND ECONOMIC DEVELOPMENT AGENCIES						
Chamber of Commerce	$ -	$ -	$ -	$ -	$ 800,000	N/A
Colonial Soil & Water Conserva.	5,500	-	5,500	5,500	3,500	0.0%
* Colonial Williamsburg Foundation	-	-	-	-	1,300,000	N/A
Farmers Market	3,800	3,800	3,800	3,800	3,800	0.0%
Federal Facilities Alliance	7,592	7,702	7,702	7,715	7,430	-1.4%
Hampton Roads Planning District	30,252	29,591	29,591	12,652	11,888	2.2%
Heritage Humane Society	25,000	-	-	25,000	19,667	N/A
* Kingsmill Golf Tournament	-	-	-	-	15,000	N/A
Peninsula Council Work. Dev.	5,947	5,947	5,947	5,947	5,947	0.0%
Reg. Econ. Dev. Initiatives	14,424	14,658	14,658	14,658	14,117	-1.6%
TNCC-Historic Triangle Campus	2,457	2,457	2,463	2,677	2,600	-0.2%
TNCC-Site Improvements	10,356	10,356	16,026	9,036	7,632	-35.4%
TNCC-Workforce Dev. Center	10,500	10,500	10,500	10,500	10,500	0.0%
Virginia Cooperative Extension	5,602	7,486	5,602	5,602	5,541	0.0%
Bike Walk	2,000	2,000	-	-		
Virginia First Cities	-	12,811	12,811	12,811	-	-100.0%
* * WMSBG Area Destination MKTG	-	-	-	-	1,123,558	N/A
* Williamsburg Hotel/Motel Assoc.	-	-	-	-	10,000	N/A
Williamsburg Land Conservatory	5,000	5,000	5,000	5,000	5,000	0.00%
Sub-total	$ 128,430	$ 112,308	$ 119,600	$ 120,898	$ 3,346,180	7.38%
TRANSPORTATION						
High Speed Rail Coalition	$ 4,500	$ 4,500	$ 4,500	$ 4,500	$ 4,500	0.0%
N.N./WMSB. Int. Airport	-	-	-	-	-	
Williamsburg Area Transport	375,975	375,975	375,975	375,975	375,975	0.0%
Sub-total	$ 380,475	$ 380,475	$ 380,475	$ 380,475	$ 380,475	0.0%
TOT. CONTRIB. TO OUTSIDE AGENCIES	1,240,298	1,249,740	1,210,373	1,251,367	4,468,702	2.5%

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

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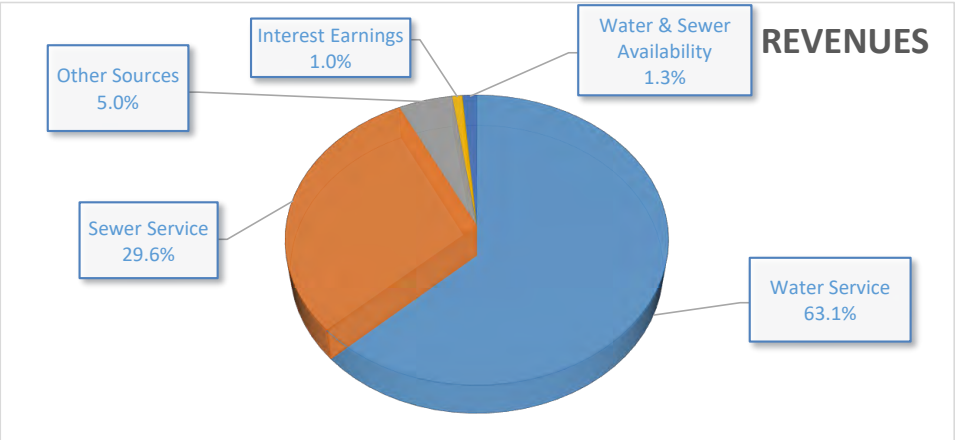
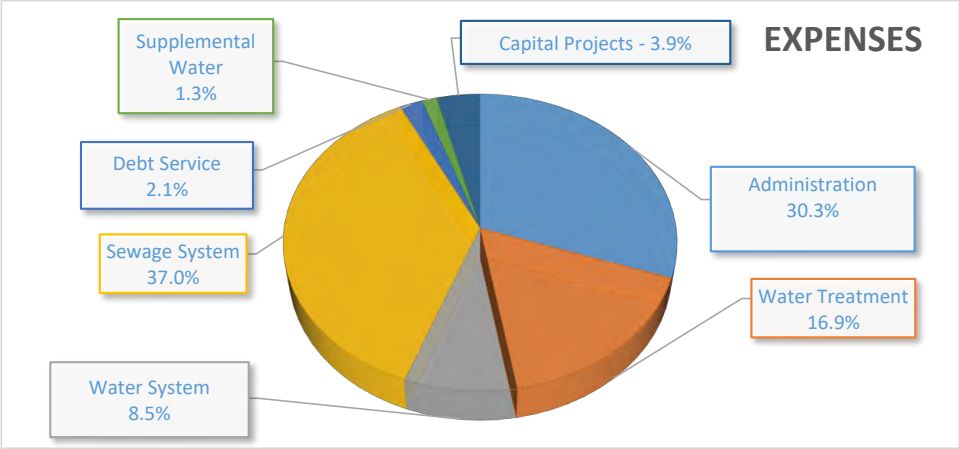
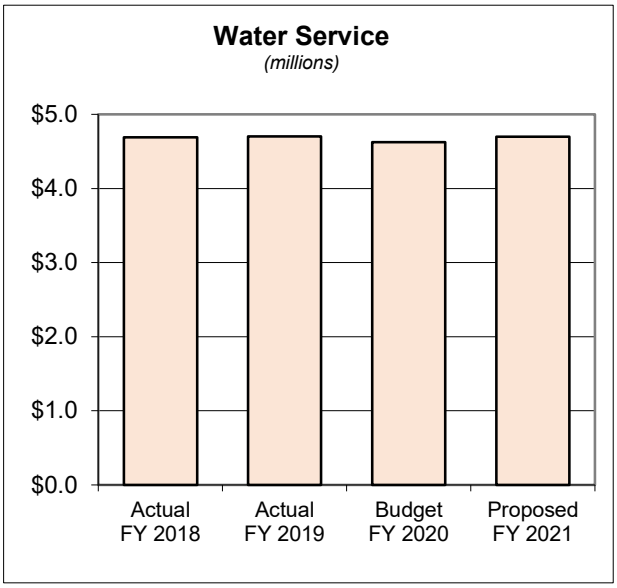
REVENUES	Proposed FY 2021	Estimated FY 2020	Budget FY 2020	Actual FY 2019	Actual FY 2018
Water Service	$ (4,700,000)	$ (4,700,000)	$ (4,623,000)	$ (4,702,919)	$ (4,687,485)
Sewer Service	(2,200,000)	(2,200,000)	(2,400,000)	(2,063,225)	(2,402,770)
Other Sources	(373,900)	(370,644)	(370,644)	(560,932)	(403,851)
Interest Earnings	(70,000)	(93,600)	(93,600)	(94,973)	(57,365)
Water & Sewer Availability	(100,000)	(100,000)	(300,000)	(581,000)	(908,000)
Transfer from Fund Balance	(67,778)	(49,417)	(411,110)	-	-
Total Revenue	$ (7,511,678)	$ (7,513,661)	$ (8,198,354)	$ (8,003,049)	$ (8,459,471)
EXPENSES					
Administration	$ 2,278,008	$ 2,055,791	$ 2,195,892	$ 2,023,624	$ 1,881,735
Water Treatment	1,270,807	1,245,393	1,370,161	1,130,876	1,162,200
Water System	635,005	581,590	617,779	537,840	532,978
Sewage System	2,777,189	2,717,226	2,989,834	2,637,060	2,998,750
Debt Service	155,669	183,661	194,688	130,349	(3,805)
Supplemental Water	100,000	-	100,000	-	-
Capital Projects	295,000	730,000	730,000	51,299	641,774
Total Expenses before transfers	$ 7,511,678	$ 7,513,661	$ 8,198,354	$ 6,511,047	$ 7,213,632
Transfers to Fund Balance	-	-	-	1,492,002	1,245,839
Total Expenses and Transfers	$ 7,511,678	$ 7,513,661	$ 8,198,354	$ 8,003,049	$ 8,459,471

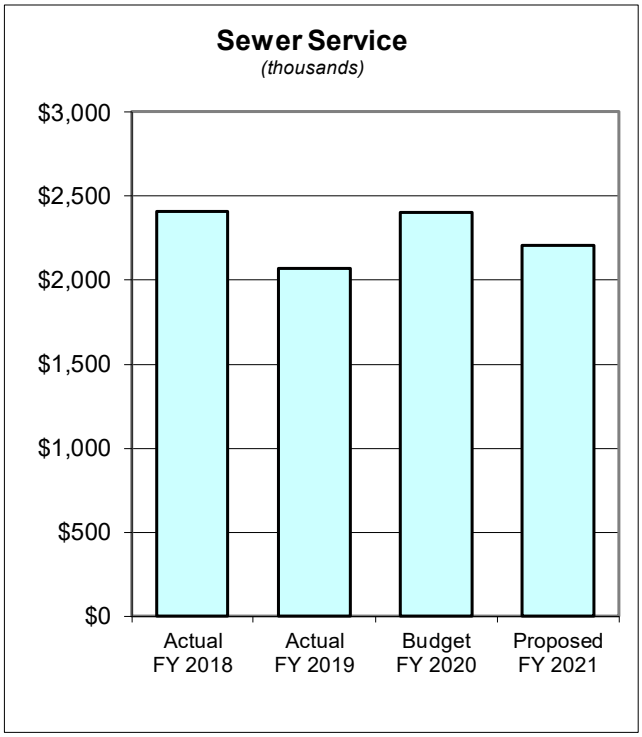




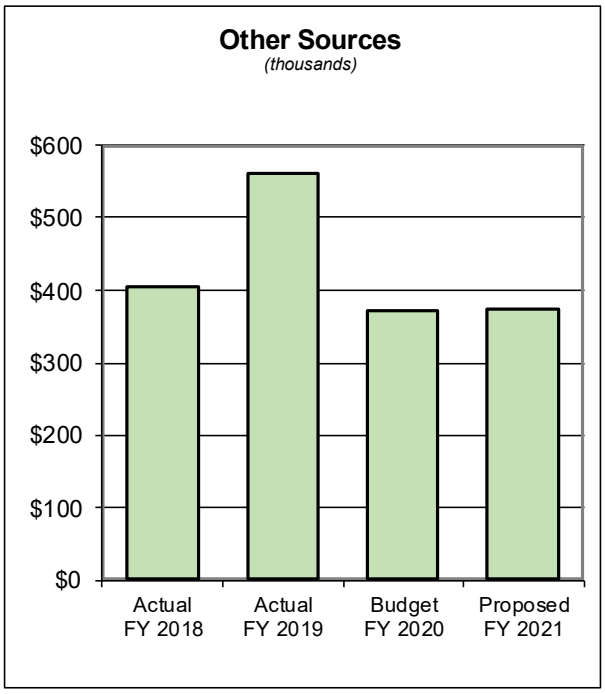
Water Service - The Public Utilities department operates a water distribution system throughout the City. Commercial customers are billed monthly. Residential accounts are split into three sections of the City; each billed quarterly during alternate months to provide constant cash flow for this Enterprise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



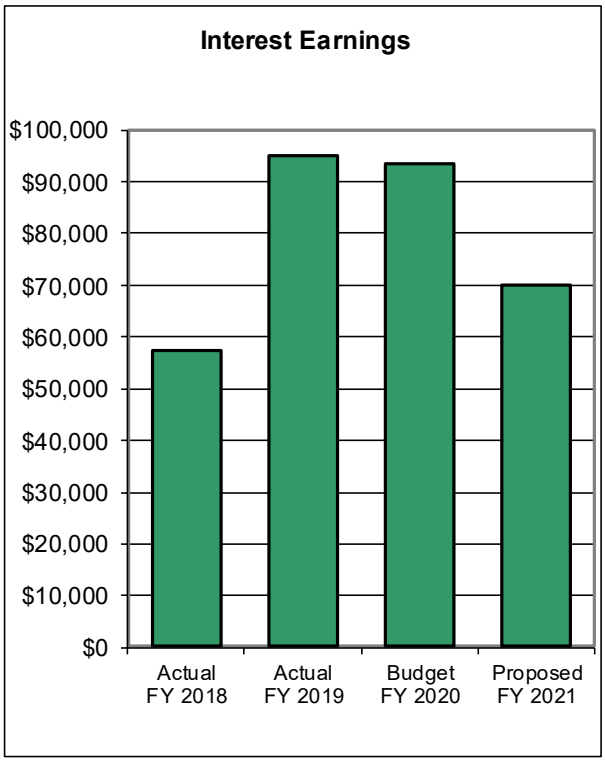
Sewer Service - Sewer lines are maintained by the City, with 15 pump stations collecting and transmitting sewage to the Hampton Roads Sanitation District for treatment. Sewer charges are billed together with water, and both are based on consumption. Sewer charges are collected and paid to HRSD on a contractual 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. Although rates have increased, revenues are anticipated to decrease in FY 2021 due to decreased consumption. Revenues from sewer service are budgeted with a $200K decrease compare to FY 2020.



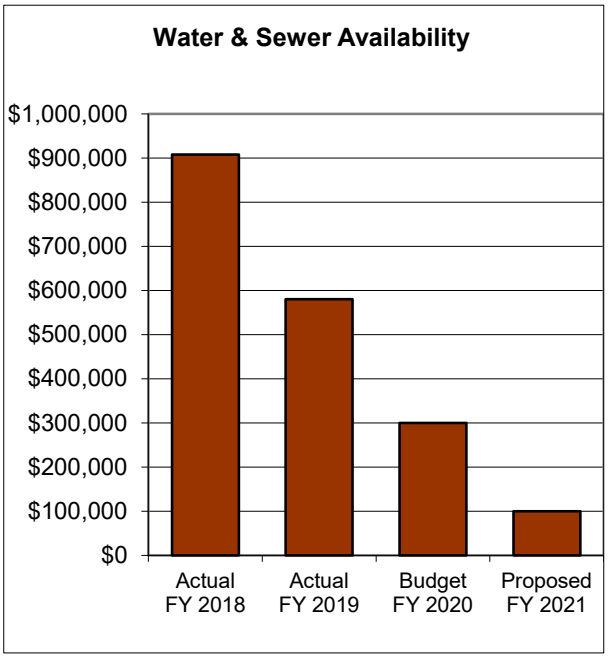
Other Sources - These revenues consist of penalties, water and sewer connection fees, water tank antenna contracts, and other miscellaneous items. The amount of revenue provided by these sources is difficult to estimate from year to year. A contract for the sale of timber at Waller Mill in FY 2019 resulted in revenue of $161K. Timber sales are not anticipated for FY 2020 or FY 2021 and revenue anticipated from other sources remains level at $45K.



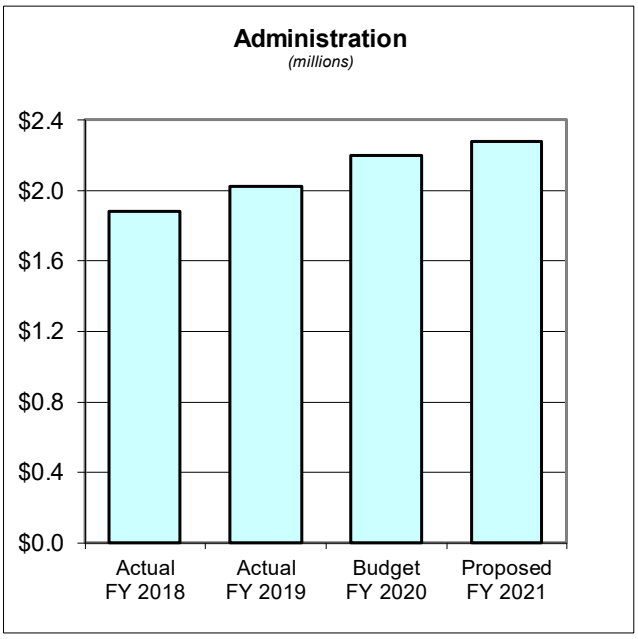
Interest Earnings - Interest earnings in this fund, like any city fund, are a product of idle resources invested under the City's stringent investment policy, and current interest rates. The City invests in the State's Local Government Investment Pool (LGIP), and in Insured Cash Sweep Accounts (ICS) at local banks. Interest rates increased slightly in FY 2019 and the early part of FY 2020. In recent months, the interest rate has decreased. As of February 2020, the current annual yield for the LGIP is 1.71 and 1.81% for the ICS accounts, compared to 2.42% and 2.67%, respectively, on June 30, 2019.



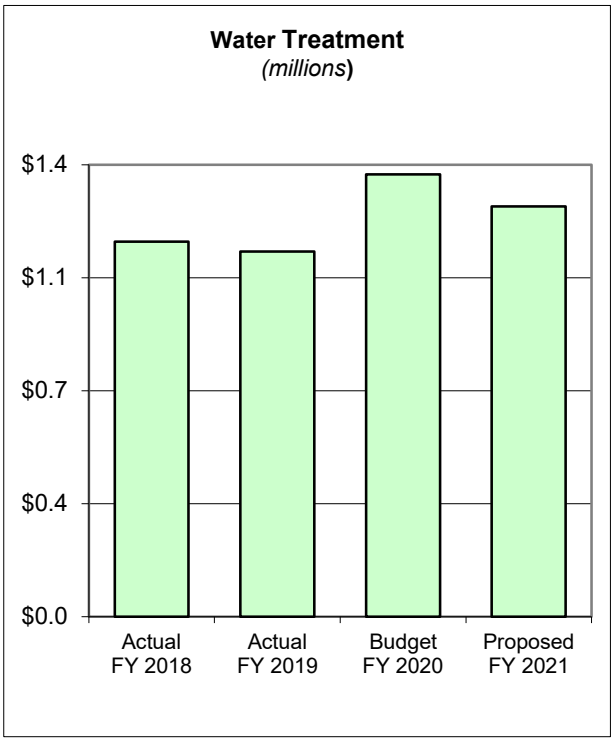
Water & Sewer Availability - Availability fees are charges for a home or business to have access to existing water and sewer lines. Water and sewer connection charges, as discussed previously, are additional charges based on the cost of constructing connections to a home or business. Availability fees increase as development takes place, and are challenging to estimate each year. Increases in building activity are proportional to availability fee revenue. The budget estimate for FY 2021 is $100,000.



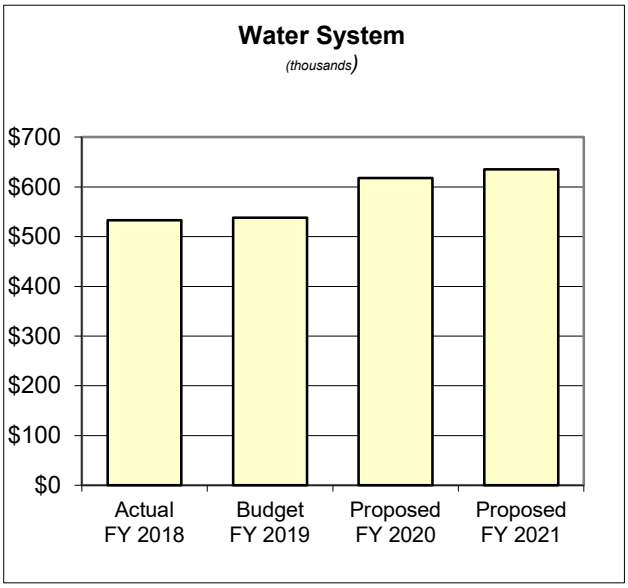
Administration - Administration expenses account for 29% of the total utility fund. Three full-time persons make up the administrative staff of the utility department. Depreciation expenses are expected to be level for the next fiscal year based on last year's actual amounts. Overhead is reimbursed to 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 and Information Technology for computer systems and the use of staffing resources. Depreciation (a non-cash expense) of the City's intangible water rights purchased from Newport News in 2009 is on an estimate 25-year period.



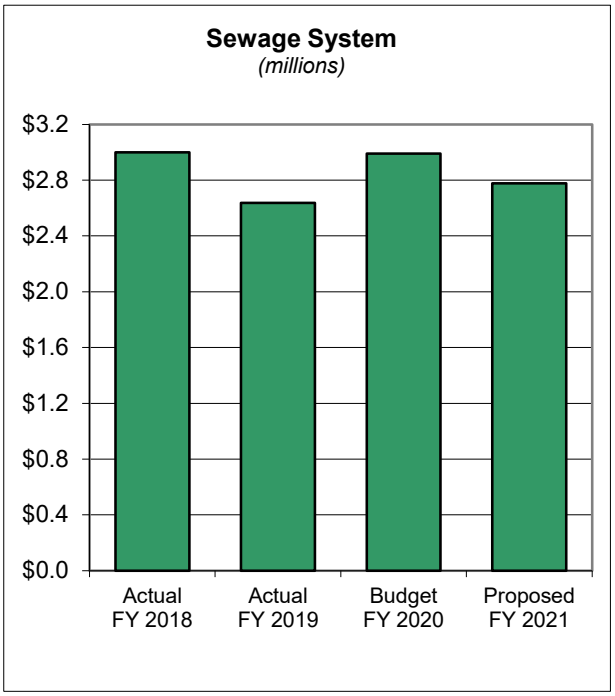
Water Treatment - The City owns and operates its water treatment plant located at the Waller Mill Reservoir, in adjacent York County. The plant produces an average of 3.3 million gallons of water daily and continues to provide safe drinking water to over 4,300 accounts. FY 2021, expenses for the water treatment plant are estimated to decrease by about 7% compared to FY 2020. Capital expenses required by the water treatment plant are provided for in the Utility Fund Capital Improvement Program.



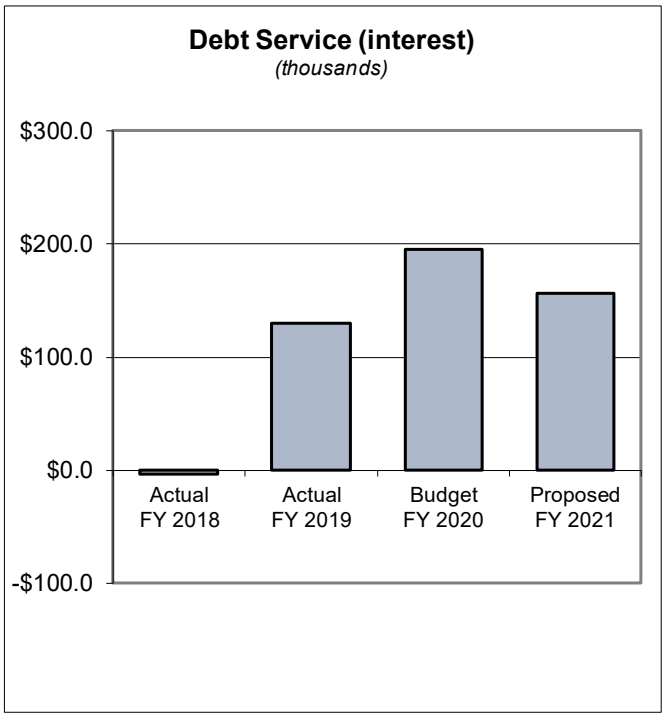
Water System - Water system personnel are responsible for managing the water distribution system, which consists of 60 miles of lines and four water tanks throughout the City. Expenses for FY 2021 are expected to increase by 2.8% from the last fiscal year due to merit increases for personnel, which were offset by a reduction in various operating costs.



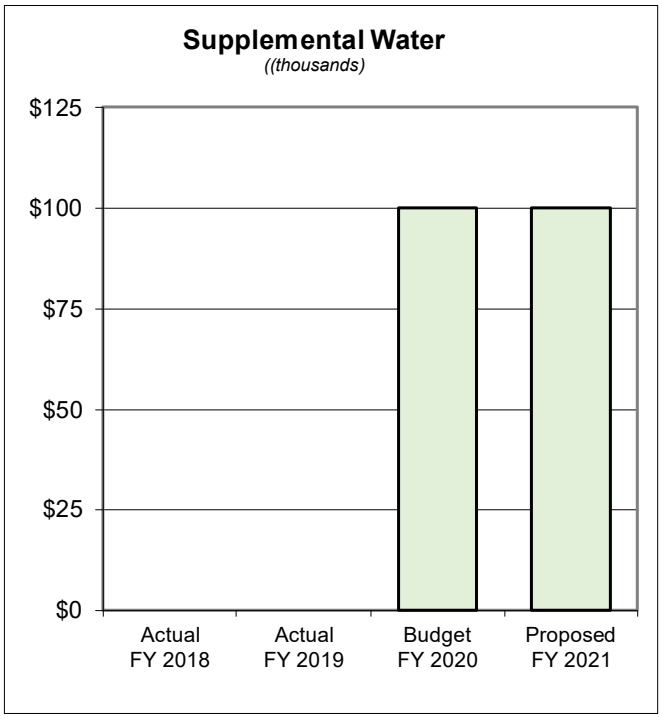
Sewage System - The sewer system includes approximately 50 miles of sewer collection and transmission lines, and 15 pump stations within the City. The sewer system collects and pumps raw sewage to the Hampton Roads Sanitation District (HRSD) for treatment on a contractual basis. Overall, expenses for FY 2021 are expected to decrease by 7.1%, the majority of which is due to lower consumption of sewer that impact fees that are collected and remitted to HRSD. The $200K reduction in expenses for the sewage system mirrors the $200K reduction discussed under Sewer Service revenues that are remitted to HRSD. Because this expense represents payment to HRSD for revenues collected on their behalf, there is no impact to the Utility Fund's operating income.



Debt Service – The remaining debt from the 1997 borrowing for Filter Plant renovations was repaid two years early in 2010 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 2021 budget includes $100,000, which is level with funding in the FY 2020 budget, in the event the City would need to purchase water.



CITY OF WILLIAMSBURG **TOURISM FUND SUMMARY - FISCAL YEAR 2021**

Account Description	Proposed FY 2021	Projected FY 2020	Budget FY 2020	Actual FY 2019
Revenue				
TRANSFER IN FROM GENERAL FUND	$ (2,205,000)	$ (2,205,000)	$ (2,205,000)	$ (2,205,000)
LOCAL TAXES	(2,697,850)	(2,325,611)	(3,056,000)	(3,092,355)
TRANSFER FROM RESERVES	-	(560,438)	-	-
Total Revenues	$ (4,902,850)	$ (5,091,049)	$ (5,261,000)	$ (5,297,355)
Expenditures				
ADMINISTRATION	$ 245,095	$ 97,500	$ 316,100	$ 38,516
TOURISM MARKETING	1,168,225	1,154,688	1,343,000	1,339,685
TOURISM GRANT PROGRAM	1,891,000	1,650,000	3,601,900	1,680,000
GRANT AWARDS	-	10,000	-	-
Total Expenditures	$ 3,304,320	$ 2,912,188	$ 5,261,000	$ 3,058,201
TRANSFER TO GENERAL FUND	$ 1,598,530	$ 2,178,861	$ -	$ -
TRANSFER TO RESERVES	-	-	-	2,239,154
Total Expenditures and Transfers	$ 4,902,850	$ 5,091,049	$ 5,261,000	$ 5,297,355

FIDUCIARY FUND

QUARTERPATH COMMUNITY DEVELOPMENT AUTHORITY FUND

The Quarterpath Community Development Authority (QCDA) was created in July 2006 to assist in financing public improvements for the property within the geographic boundaries of the Quarterpath Community Development Authority District. The property is located in the City at the intersection of US Routes 60 and 199 about two miles west of Rt. 199 interchange with Interstate 64. The District consists of approximately 222 acres proposed to be developed as a mixed-use project. The improvements include the design, planning, coordination, and 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 2021 is the seventh year special assessments will be collected by the City for the QCDA.

BUDGET SUMMARY – QCDA FUND

Expenditures:	FY 2021 Proposed Budget
Operating	$601,228
Total Expenditures	$601,228
Revenues:	
Recovered Costs	$601,228
Total Revenues	$601,228

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

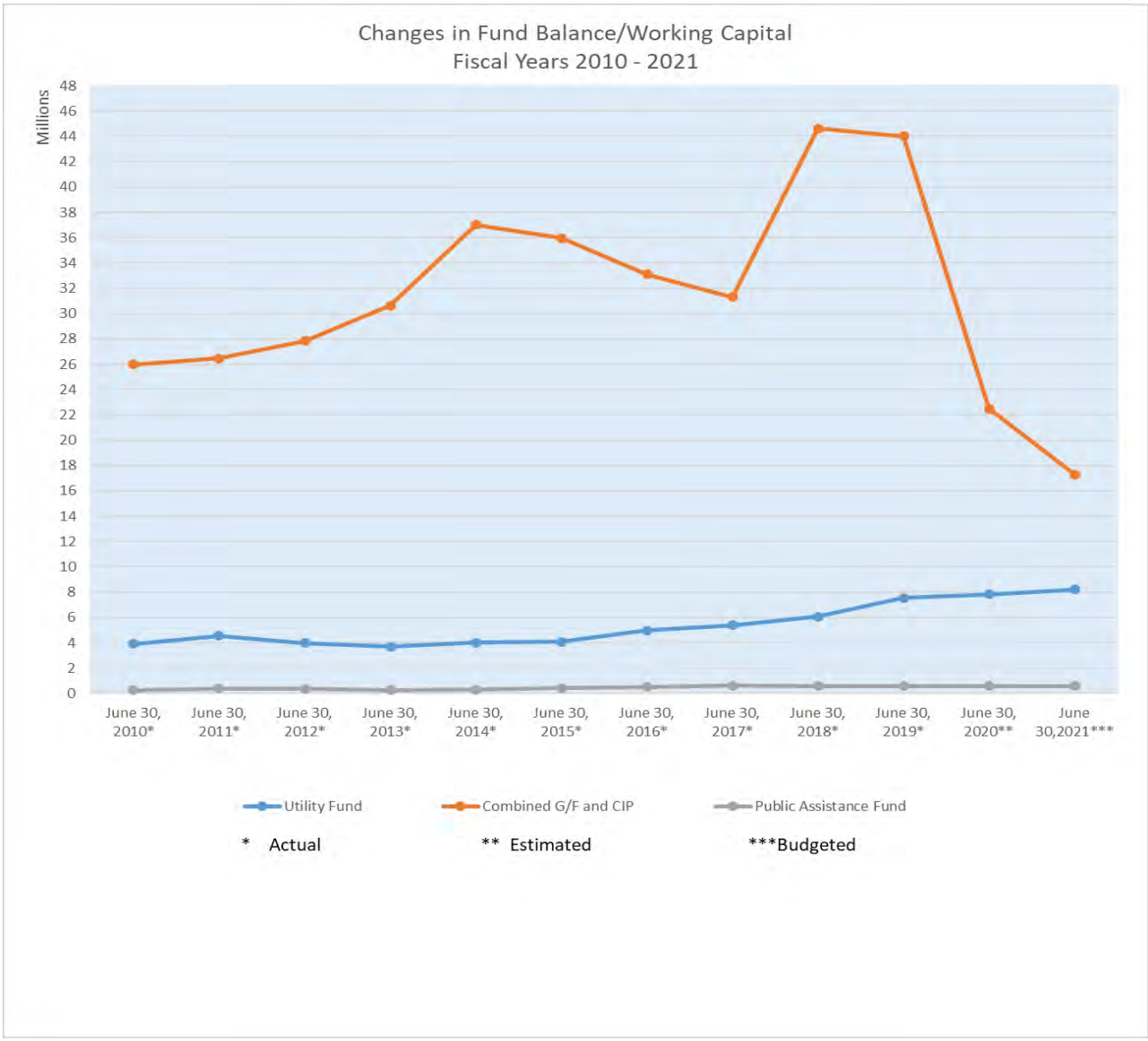
	General Fund	Sales Tax Fund (General Capital Improvement Fund)	Tourism Fund	Public Assistance Fund	Total
Fund Balance June 30, 2019 [audited]	$ 14,308,440	$ 29,713,248	$ 2,239,154	$ 572,503	$ 46,833,345
Estimated Revenues - Fiscal 2020	36,480,649	10,226,356	4,530,611	2,660,961	53,898,577
Estimated Expenditures - Fiscal 2020	(36,677,119)	(11,233,032)	(5,091,049)	(2,660,961)	(55,662,161)
Estimated Encumbrances - Capital Improvements	-	(20,316,380)	-	-	(20,316,380)
Estimated Fund Balance June 30, 2020	$ 14,111,970	$ 8,390,192	$ 1,678,716	$ 572,503	$ 24,753,381
Estimated Revenues - Fiscal 2021					
General Property Taxes	$ 13,116,788	$ -	$ -	$ -	$ 13,116,788
Other Local Taxes	11,106,100	4,500,000	2,697,850	-	18,303,950
Licenses and Permits	234,225	-	-	-	234,225
Fines and Forfeitures	282,000	-	-	-	282,000
Revenue from Use of Money & Property	692,622	200,000	-	-	892,622
Charges for Services	453,470	-	-	-	453,470
Miscellaneous	2,444,400	-	-	-	2,444,400
Courthouse (contingency)	-	40,000	-	-	40,000
Intergovernmental	3,970,576	1,812,487	2,205,000	2,936,270	10,924,333
Operating Revenues	$ 32,300,181	$ 6,552,487	$ 4,902,850	$ 2,936,270	$ 46,691,788
Transfer From Tourism Fund	1,598,530	-	-	-	1,598,530
Transfer From Sales Tax Fund	2,150,992	-	-	-	2,150,992
Total Revenues	$ 36,049,703	$ 6,552,487	$ 4,902,850	$ 2,936,270	$ 50,441,310
Estimated Expenditures - Fiscal 2021					
General Government Administration	$ (5,497,697)	$ (754,760)	$ (245,095)	$ -	$ (6,497,552)
Judicial Administration	(490,000)	-	-	-	(490,000)
Public Safety	(11,343,256)	(359,000)	-	-	(11,702,256)
Public Works	(3,610,518)	(2,628,225)	-	-	(6,238,743)
Health and Welfare	(1,840,509)	-	-	(2,936,270)	(4,776,779)
Education	(10,367,902)	(745,069)	-	-	(11,112,971)
Parks, Recreation, and Cultural	(2,400,458)	(527,400)	(3,059,225)	-	(5,987,083)
Community Development	(1,070,160)	(81,000)	-	-	(1,151,160)
Courthouse (contingency)	-	(40,000)	-	-	(40,000)
Debt Service	-	(1,713,869)	(1,598,530)	-	(3,312,399)
Transfer to General Fund	-	(2,150,992)	-	-	(2,150,992)
Transfer to Tourism Fund	(2,205,000)	-	-	-	(2,205,000)
Total Expenditures	$ (38,825,500)	$ (9,000,315)	$ (4,902,850)	$ (2,936,270)	$ (55,664,935)
Estimated Fund Balances June 30, 2021	$ 11,336,173	$ 5,942,364	$ 1,678,716	$ 572,503	$ 19,529,756

Total Fund Balance - General Fund - % of FY 2021 Operating Revenues	35.1%
General Fund Reserve Policy (% of operating revenues)	35.0%
Estimated Unassigned Fund Balance - General Fund - % of FY 2021 Operating Revenues	35.0%

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

	Utility Fund
Working Capital-June 30, 2019 [audited]***	$7,530,058
Estimated Revenues - Fiscal 2020	$7,464,244
Estimated Expenses - Fiscal 2020	-$7,513,661
Sub-total Estimated Working Capital - June 30, 2020	$7,480,641
Less Debt Service Principal Payments	-$480,535
Add Depreciation Expense (non-cash item)	$830,000
Estimated Working Capital June 30, 2020	$7,830,106
Estimated Revenues - Fiscal 2021	
Revenue from Use of Money & Property	$70,000
Charges for Services	$7,373,900
Total Revenues	$7,443,900
Estimated Expenses - Fiscal 2021	
Public Utilities - Operations	-$7,216,678
Capital Projects	-$295,000
Total Expenditures/Expenses	-$7,511,678
Subtotal Working Capital June 30, 2021	$7,762,328
Less Debt Service Principal Payments	-$362,700
Add Depreciation Expense (non-cash item)	$830,000
Estimated Working Capital - June 30, 2021	$8,229,628

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



In FY19, the City separated the General Fund and the CIP Fund. The Chart above shows them combined for comparability. Below are the fund balances for each:

	June 30, 2018*	June 30, 2019*	June 30, 2020**	June 30,2021***
CIP	$ 31,583,710	$ 29,713,248	$ 8,390,192	$ 5,942,364
General Fund	$ 13,038,144	$ 14,308,440	$ 14,111,970	$ 11,336,173

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

2010 Projects included emergency restoration work on Merrimac Trail to stabilize the roadway at the 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, for $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 substantially completed, along with school projects, and street resurfacing. The 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. The 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 the 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 the cost of $750K. Unassigned fund balance was $12 Million, with $20.3 Million assigned for future capital projects.

2016 Stryker Center construction completed, totaling $3 Million in FY 2016. York Street roadway & sidewalks constructed for $747K. Annual street resurfacing costs were $2 Million, including Richmond Road, aided by VDOT grant funds. Unassigned fund balance was $12.4 Million, with $18.8 Million assigned for future capital projects.

2017 The City issued $13 Million in bonds for Fire and Police Station renovations. Annual street resurfacing costs were $1 Million, and underground wiring totaled $757.3K. The ERP System replacement totaled $273.6K. Unassigned fund balance was $12.6 Million, with $15.5 Million assigned for future capital projects.

2018 Effective July 1, 2018, the General Assembly added section 58.1-603 to the Virginia Code (Code) increasing the sales tax in the Historic Triangle (City of Williamsburg, James City County, and York County) by 1% and creating the Historic Triangle Marketing Fund to be managed and administered by the Tourism Council of the Greater Williamsburg Chamber and Tourism Alliance. The Historic Triangle Marketing Fund's sole purposes are marketing, advertising, and promoting the Historic Triangle area as an overnight tourism destination.

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

2019 The Ironbound Road Project Phase 1 was substantially completed during FY19. This phase included the relocation of Longhill Road and the redesign of the Longhill Road interchange and was coordinated with the opening of the new James Blair Middle School. $2,227,800 was expended during FY19, and $557,550 carried forward to FY20 for completion of Phase 1.

Underground wiring was completed on Second Street at a cost of $1,068,657.

Design work started on the Monticello Aveneu Multiuse Trail project. This 4,200 foot long lighted facility will run from the entrance to the William and Mary School of Education to Ironbound Road. The project is expected to cost $1,250,000, and completion is anticipated in FY20.

Prince George Parking Garage was updated with new parking software and garage hardware and tracking system, allowing gateless entry and exit. $165,780 was expended in FY19, and $97,200 carried forward to FY20 for additional improvements.

A total of $7,913,834 was expended on capital projects during FY19, including $1,797,680 for the City's share of School capital improvements.

As of June 30, 2019, the Capital Improvement Fund had a fund balance of $29.7M, with $13.5 restricted in bond funds (new Fire Station and Police Station renovations) and $13.2M assigned for future capital projects.

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
Revenues								
		Property Taxes						
0010110	40101	CURRENT R.E. TAXES	($10,892,088)	($10,186,108)	($11,487,500)	($11,029,569)	($10,446,929)	-5.18%
0010110	40102	DELINQUENT R.E. TAXES	0	(93,610)	(130,000)	(104,951)	(142,148)	-100.00%
0010110	40201	CURRENT-PUB SVC-REAL PROP TAX	(335,000)	(333,900)	(330,000)	(328,116)	(312,286)	1.52%
0010110	40203	CURRENT-PUB SVC-PERS PROP TAX	(700)	(679)	(700)	(680)	(688)	0.00%
0010110	40301	CURRENT-PERS PROPERTY TAXES	(1,162,500)	(1,492,197)	(1,520,000)	(1,517,880)	(1,499,344)	-23.52%
0010110	40302	DELINQ- PERS. PROPERY TAXES	0	(30,865)	(35,000)	(37,320)	(35,498)	-100.00%
0010110	40401	CURRENT BUS. PERS. PROP TAXES	(722,500)	(1,420,070)	(1,445,000)	(1,400,611)	(1,339,288)	-50.00%
0010110	40402	DELINQ- BUS. PERS. PROP TAXES	0	(76,269)	(8,000)	(7,198)	(2,799)	-100.00%
0010110	40601	PENALTIES-ALL PROPERTY TAXES	0	(42,711)	(50,000)	(54,059)	(60,369)	-100.00%
0010110	40601A	NON-FILE FEES-CURRENT YEAR PP	(4,000)	(8,234)	(4,000)	(6,833)	(125)	0.00%
0010110	40602	INTEREST-ALL PROPERTY TAXES	0	(14,269)	(25,000)	(18,179)	(23,920)	-100.00%
0010110	40603	PENALTIES-ROOM AND MEAL TAX	0	(12,944)	(25,000)	(20,880)	(29,271)	-100.00%
0010110	40604	INTEREST-ROOM AND MEAL TAX	0	(1,385)	(3,400)	(4,248)	(3,346)	-100.00%
0010110	40605	PENALTIES-BUSINESS LICENSES	0	(7,853)	(8,000)	(28,871)	(17,068)	-100.00%
0010110	40606	INTEREST-BUSINESS LICENSES	0	(1,200)	(1,200)	(1,310)	(1,909)	-100.00%
		Total	($13,116,788)	($13,722,294)	($15,072,800)	($14,560,705)	($13,914,987)	-12.98%
		Local Taxes						
0010120	41201	VA POWER	($207,000)	($206,957)	($207,000)	($206,625)	($207,991)	0.00%
0010120	41202A	COMMUNICATION TAX	(600,000)	(600,000)	(615,300)	(609,697)	(657,210)	-2.49%
0010120	41203	VIRGINIA NATURAL GAS	(86,000)	(110,000)	(84,000)	(87,607)	(84,772)	2.38%
0010120	41301	CONTRACTING	(210,000)	(394,596)	(332,200)	(442,193)	(309,242)	-36.79%
0010120	41302	RETAIL SALES	(535,500)	(809,733)	(906,400)	(898,647)	(843,473)	-40.92%
0010120	41303	PROFESSIONAL	(260,000)	(302,024)	(387,200)	(410,139)	(361,644)	-32.85%
0010120	41304	REPAIRS & PERSONAL BUSINESS	(320,000)	(468,805)	(563,200)	(578,149)	(524,444)	-43.18%
0010120	41305	WHOLESALE	(1,200)	(1,542)	(11,000)	(1,289)	(11,185)	-89.09%
0010120	41401	CABLE TV-PEG FEES	(21,600)	(22,500)	(22,435)	(21,650)	(22,324)	-3.72%
0010120	41402	GAS & ELECTRIC	(63,000)	(64,000)	(64,000)	(62,556)	(63,786)	-1.56%
0010120	41403	TELEPHONE	(32,000)	(33,450)	(33,450)	(32,854)	(33,632)	-4.33%
0010120	41404	OTHER	(3,600)	(2,900)	(2,900)	(3,600)	(3,200)	24.14%
0010120	41600	BANK STOCK TAXES	(300,000)	(374,800)	(340,000)	(415,100)	(355,989)	-11.76%
0010120	41701	RECORDATION TAXES	(150,000)	(240,000)	(230,000)	(228,641)	(392,423)	-34.78%
0010120	41800	CIGARETTE TAX	(225,000)	(151,000)	(140,000)	(140,211)	(167,638)	60.71%
0010121	42000	HOTEL AND MOTEL TAXES	(2,360,000)	(2,285,920)	(3,300,000)	(3,308,661)	(3,358,649)	-28.48%
0010121	42050	$2 LODGING TAX	0	0	0	0	(1,123,558)	N/A
0010121	42100	RESTAURANT AND FOOD TAXES	(5,731,200)	(5,127,311)	(7,164,000)	(7,308,479)	(7,062,010)	-20.00%
		Total	($11,106,100)	($11,195,536)	($14,403,085)	($14,756,099)	($15,583,169)	-22.89%
		Permits						
0010130	43100	ANIMAL LICENSES (DOG)	($2,800)	($2,744)	($2,225)	($2,744)	($3,395)	25.84%
0010130	43302	RENTAL INSPECTION FEES	(7,000)	(4,800)	(4,000)	(4,750)	(2,250)	75.00%
0010130	43303	ON STREET PARKING PERMITS	(6,500)	(6,800)	(6,500)	(6,645)	(6,500)	0.00%
0010130	43304	LAND USE APPLICATION FEES	(2,000)	(4,200)	(1,200)	(5,218)	(5,244)	66.67%
0010130	43305	TRANSFER FEES	(325)	(1,000)	(1,100)	(329)	(1,243)	-70.45%
0010130	43306	ZONING ADVERTISING FEES	(2,000)	0	(2,000)	(6,300)	(3,300)	0.00%
0010130	43307	ZONING & SUBDIVISION PERMITS	(500)	(5,830)	(500)	(600)	(4,110)	0.00%
0010130	43308	BUILDING PERMITS	(66,000)	(168,355)	(75,000)	(65,955)	(128,180)	-12.00%
0010130	43309	BUILDING INSPECTION FEES	(8,100)	(1,500)	(1,500)	(2,615)	(200)	440.00%
0010130	43310	ELECTRICAL PERMITS	(30,000)	(51,332)	(30,000)	(37,907)	(25,241)	0.00%
0010130	43311	ELECTRICAL INSPECTION FEES	(400)	(100)	(100)	(40)	(80)	300.00%
0010130	43312	PLUMBING PERMITS	(25,000)	(30,000)	(25,000)	(37,157)	(24,276)	0.00%
0010130	43313	PLUMBING INSPECTION FEES	(400)	(330)	(100)	(400)	0	300.00%
0010130	43314	MECHANICAL PERMITS	(25,000)	(27,569)	(25,000)	(26,492)	(25,791)	0.00%
0010130	43314A	MECHANICAL INSPECTION PERMITS	(400)	(100)	(100)	(40)	0	300.00%
0010130	43317	SPECIAL USE PERMITS	(850)	(850)	0	0	0	N/A

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
0010130	43319	SIGN PERMITS & INSPECTION FEES	(3,500)	(3,700)	(3,500)	(3,515)	(4,245)	0.00%
0010130	43320	RIGHT OF WAY PERMITS	(1,000)	(3,000)	(1,000)	(2,140)	(2,860)	0.00%
0010130	43322	ELEVATOR PERMITS	(10,000)	(12,500)	(10,000)	(13,020)	(10,509)	0.00%
0010130	43323	OCCUPANCY PERMITS	(1,300)	(2,500)	(1,200)	(1,416)	(1,072)	8.33%
0010130	43324	SWATER,EROS,SEDIM CONTROL PRM	(15,000)	(13,000)	(13,000)	(21,840)	(16,649)	15.38%
0010130	43327	SOLICITOR PERMITS-BINGO,RAFFLE	(250)	0	(240)	(390)	(270)	4.17%
0010130	43331	TAXI DRIVER	(400)	(400)	(525)	(400)	(525)	-23.81%
0010130	43333	FIRE PREVENTION	(200)	(300)	(200)	(300)	(300)	0.00%
0010130	43335	FIRE PROTECTION	(10,000)	(6,000)	(6,000)	(16,470)	(9,361)	66.67%
0010130	43336	REZONING	(1,000)	(1,000)	(1,000)	(1,700)	(2,284)	0.00%
0010130	43338	PRECIOUS METAL PERMIT	(200)	(200)	(200)	0	(200)	0.00%
0010130	43340	TOUR GUIDES	(1,000)	(700)	(3,100)	(1,775)	(5,100)	-67.74%
0010130	43349	SITE PLAN REVIEW FEES	(6,000)	(4,000)	(4,000)	(15,382)	(12,946)	50.00%
0010130	43350	BUILDING PLAN REVIEW FEES	0	(739)	0	0	0	N/A
0010130	43405	GAS PERMITS	(7,000)	(6,000)	(5,500)	(7,122)	(6,650)	27.27%
0010130	43406	GAS INSPECTION FEES	(100)	0	(100)	0	(40)	0.00%
		Total	($234,225)	($359,549)	($223,890)	($282,660)	($302,819)	4.62%
		Fines						
0010140	45101	COURT FINES AND FORFEITURES	($145,000)	($143,000)	($143,000)	($165,431)	($144,499)	1.40%
0010140	45102	PARKING FINES	(137,000)	(130,000)	(137,000)	(112,298)	(104,712)	0.00%
		Total	($282,000)	($273,000)	($280,000)	($277,729)	($249,211)	0.71%
		Use of Money and Property						
0010150	47201	RENT - GENERAL PROPERTY	($7,200)	($7,200)	($7,200)	($7,200)	($7,000)	0.00%
0010150	47201A	RENT- LONGHILL PROPERTY	(9,456)	(9,456)	(9,456)	(9,344)	(9,018)	0.00%
0010150	47201B	RENT- CITY SQUARE - LOTS 1,2,3	(36,254)	(35,198)	(35,198)	(34,362)	(33,361)	3.00%
0010150	47202	RENT - COMMUNITY BLDG.	(50,000)	(39,635)	(50,000)	(52,625)	(54,475)	0.00%
0010150	47203	RENT- MUNICIPAL CENTER	(15,600)	(11,700)	(15,600)	(15,600)	(15,600)	0.00%
0010150	47204	RENT - PARKING FEES PGPG	(320,000)	(297,259)	(300,000)	(262,541)	(317,960)	6.67%
0010150	47205	SALE OF SURPLUS EQUIPMENT	(25,000)	(29,440)	(25,000)	(36,307)	(26,778)	0.00%
0010150	47207	RENT - TRAIN STATION	(106,978)	(112,518)	(112,518)	(133,432)	(131,942)	-4.92%
0010150	47207A	COMMISSIONS-TRAIN STATION	(2,600)	(1,582)	(2,600)	(2,347)	(2,642)	0.00%
0010150	47208	RENT - STRYKER BLDG	(1,680)	(4,200)	(1,680)	0	(1,260)	0.00%
0010150	47208A	STRYKER BLDG ROOM RENTALS	(3,280)	(2,600)	(2,600)	(1,982)	(2,626)	26.15%
0010150	47213	RENT-210A STRAWBERRY PLAINS	(10,800)	(3,641)	(10,800)	(10,800)	(10,818)	0.00%
0010150	47214	RENT - 743 SCOTLAND STREET	(12,000)	(3,000)	0	0	0	N/A
0010150	47215	RENT-TRIANGLE BLDG	(91,774)	(142,128)	(142,128)	(133,385)	(108,238)	-35.43%
		Total	($692,622)	($699,556)	($714,779)	($699,926)	($721,718)	-3.10%
		Charges for Services						
0010160	48103	SHERIFFS FEES	($1,370)	($1,370)	($1,370)	($1,366)	($1,366)	0.00%
0010160	48201	COMMONWEALTHS ATTORNEY FEES	(500)	(400)	(320)	(672)	(337)	56.25%
0010161	400302	TENNIS FEES	(20,000)	(8,151)	(20,000)	(21,488)	(20,155)	0.00%
0010161	400303	WALLER MILL PARK RENTALS	(79,000)	(50,666)	(79,000)	(79,623)	(84,710)	0.00%
0010161	400304	WALLER MILL PARK ENTRANCE FEES	(53,500)	(33,410)	(53,500)	(49,785)	(52,724)	0.00%
0010161	400305	VENDING MACHINES	(400)	(367)	(400)	(407)	(485)	0.00%
0010161	400306	CLASSES	(18,000)	(18,132)	(17,500)	(19,451)	(17,445)	2.86%
0010161	400307	ATHLETICS	(158,000)	(110,229)	(150,000)	(141,862)	(147,526)	5.33%
0010161	400308	MISCELLANEOUS	(44,000)	(40,000)	(40,000)	(47,631)	(39,865)	10.00%
0010161	400309	WALLER MILL DOG PARK FEES	(8,000)	(7,245)	(7,000)	(8,956)	(7,539)	14.29%
0010161	400310	WALLER MILL PARK PROGRAMS	(8,000)	(4,399)	(8,000)	(10,276)	(8,020)	0.00%
0010161	400311	WALLER MILL PARK RETAIL SALES	(14,000)	(7,111)	(14,000)	(12,741)	(13,024)	0.00%
0010161	400601	SALE OF MAPS,SURVEYS, ETC	(800)	(200)	(800)	(665)	(921)	0.00%
0010161	400602	SALE OF PUBLICATIONS	(400)	0	(400)	(800)	(800)	0.00%
0010161	400603	SALE OF CEMETERY LOTS	(20,000)	(30,250)	(20,000)	(16,350)	(21,550)	0.00%
0010161	400604	GRAVE OPENINGS	(24,000)	(25,200)	(24,000)	(19,100)	(27,350)	0.00%

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
0010161	400605	GRAVE STONE FOUNDATIONS	(3,500)	(3,500)	(3,500)	(2,400)	(3,325)	0.00%
		Total	($453,470)	($340,630)	($439,790)	($433,572)	($447,142)	3.11%
		Miscellaneous						
0010189	410902	PMTS IN LIEU OF TAXES,LOC,ENTI	($125,000)	($131,000)	($123,000)	($131,105)	($124,610)	1.63%
0010189	410905	EMS RECOVERY FEES	(650,000)	(660,000)	(625,000)	(649,103)	(615,312)	4.00%
0010189	410910	EMERGENCY SVCS AGREEMENT	(120,000)	(120,000)	(120,000)	(120,000)	(120,000)	0.00%
0010189	410916	OTHER	(38,000)	(50,000)	(38,000)	(96,458)	(52,545)	0.00%
0010189	410919	ROYALTIES	(100)	(105)	(100)	(108)	0	0.00%
0010189	410920	COLLECTION ADM FEES	(4,000)	(4,200)	(4,200)	(3,236)	(4,007)	-4.76%
0010189	410921	FISCAL AGENT FEES	(24,000)	(26,095)	(23,770)	(24,098)	(23,752)	0.97%
0010189	410925	PORT ANNE MTCE FEES	(8,000)	(8,000)	(8,000)	(7,959)	(7,601)	0.00%
		Total	($969,100)	($999,400)	($942,070)	($1,032,067)	($947,826)	2.87%
		Non-categorical Aid						
0010220	420106	TAX ON DEEDS (GRANTORS TAX)	$0	($60,000)	($60,000)	($56,132)	($104,466)	-100.00%
0010220	420107	ROLLING STOCK TAXES	(11,000)	(10,500)	(10,000)	(10,949)	(13,181)	10.00%
0010220	420108	RENTAL CAR TAXES	(37,000)	(37,000)	(37,000)	(35,045)	(40,134)	0.00%
		Total	($48,000)	($107,500)	($107,000)	($102,126)	($157,781)	-55.14%
		Shared Cost						
0010230	430300	COMMISSIONER OF REVENUE	($75,800)	($75,800)	($75,800)	($75,458)	($75,701)	0.00%
0010230	430400	TREASURER	(18,400)	(18,400)	(18,400)	(18,347)	(18,299)	0.00%
0010230	430600	REGISTRAR/ELECTORAL BOARD	(37,000)	(37,500)	(37,000)	(37,500)	(37,399)	0.00%
		Total	($131,200)	($131,700)	($131,200)	($131,304)	($131,398)	0.00%
		Categorical Aid						
0010240	440201	STATE SALES TAX	($1,477,846)	($990,030)	($1,347,682)	($1,287,212)	($1,096,059)	9.66%
0010240	440401	599 FUNDS	(400,000)	(415,176)	(399,592)	(399,592)	(385,332)	0.10%
0010240	440402	EMERGENCY SERVICES GRANTS-CD	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	0.00%
0010240	440406	STREET & SIDEWALKS	(1,877,530)	(1,877,532)	(1,859,430)	(1,859,430)	(1,799,468)	0.97%
0010240	440407	FIRE PROGRAMS	0	0	0	0	(1,695)	N/A
0010240	440410	ASSET FORFEITURE PROCEEDS	0	0	0	0	(800)	N/A
0010240	440411	LITTER PREVENTION & RECYCLING	(6,000)	(4,883)	(6,000)	(6,202)	(7,038)	0.00%
0010240	440413	FEDERAL POLICE/FIRE GRANTS	0	(18,671)	0	(16,420)	(14,410)	N/A
			($3,791,376)	($3,336,292)	($3,642,704)	($3,598,857)	($3,334,802)	4.08%
		Other Categorical Aid						
0010410	450500	ENTERPRISE FUND-OVERHEAD	($1,012,000)	($840,000)	($840,000)	($847,893)	($687,925)	20.48%
0010410	450600	ARTS COMMISSION	(75,000)	(79,500)	(75,000)	(79,500)	(74,500)	0.00%
0010410	450750	WHF GRANT	(260,000)	(260,000)	(260,000)	(260,000)	(260,000)	0.00%
0010410	450800	OVERTIME/POLICE SERVICES	(78,300)	(78,300)	(78,300)	(53,325)	(44,820)	0.00%
0010410	450900	OVERTIME/FIRE SERVICES	(50,000)	(50,000)	(50,000)	(43,700)	(52,671)	0.00%
			($1,475,300)	($1,307,800)	($1,303,300)	($1,284,418)	($1,119,917)	13.20%
		Total Revenue	($32,300,181)	($32,473,258)	($37,260,618)	($37,159,461)	($36,910,771)	-13.31%

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
Expenditures								
		0011101 - CITY COUNCIL						
0011101	51001	SALARIES & WAGES	$38,400	$38,400	$38,400	$38,400	$38,400	0.00%
0011101	52001	FICA	2,938	2,938	2,938	2,938	2,938	0.00%
0011101	53002	PROFESSIONAL SERVICE- AUDIT	61,850	60,500	60,500	58,550	54,950	2.23%
0011101	53006	PRINTING / NEWSLETTER	0	200	500	363	192	-100.00%
0011101	53007	ADVERTISING	0	1,655	3,000	3,960	1,936	-100.00%
0011101	53008A	SPECIAL EVENTS	21,000	534	21,000	8,859	1,803	0.00%
0011101	55201	POSTAGE	0	25	500	19	0	-100.00%
0011101	55307	PUBLIC OFFICIAL LIABILITY	0	5,237	4,942	4,845	5,565	-100.00%
0011101	55401	OFFICE SUPPLIES	0	700	1,000	662	168	-100.00%
0011101	55413	OTHER OPERATING SUPPLIES	2,000	2,254	0	1,743	1,127	N/A
0011101	55501	TRAVEL -MILEAGE	400	200	400	130	0	0.00%
0011101	55504	TRAVEL -CONVENTION & EDUCATION	3,000	241	3,000	908	3,148	0.00%
0011101	55801	DUES & ASSOCIATION MEMBERSHIPS	22,874	9,489	9,489	8,542	8,299	141.06%
0011101	55868	ECON. DEV. CONTINGENCY	0	0	0	0	0	N/A
0011101	55869	MAYORS CONTINGENCY	2,000	7,236	2,000	947	100	0.00%
0011101	55893	CITIZEN SURVEY	10,000	0	9,800	8,415	9,900	2.04%
0011101	55895	PROMOTIONAL CITY VIDEO	0	0	25,000	0	0	-100.00%
			$164,462	$129,609	$182,469	$139,279	$128,526	-9.87%
		0011102 - CLERK OF COUNCIL						
0011102	51001	SALARIES & WAGES	$0	$81,200	$110,364	$109,113	$91,363	-100.00%
0011102	51003	PART-TIME SALARIES	0	0	0	0	1,658	#DIV/0!
0011102	52001	FICA	0	6,215	8,443	8,014	7,111	-100.00%
0011102	52002	RETIREMENT [VRS]	0	11,500	15,058	15,522	10,532	-100.00%
0011102	52005	HOSPITALIZATION	0	5,152	20,794	20,670	2,153	-100.00%
0011102	52006	GROUP INSURANCE	0	1,065	1,432	1,432	946	-100.00%
0011102	52010	WORKERS COMPENSATION	0	28	24	23	20	-100.00%
0011102	52016	TRAINING	1,500	0	1,500	0	0	0.00%
0011102	53006	ORDINANCES	5,000	5,000	5,000	9,638	4,938	0.00%
0011102	55401	OFFICE SUPPLIES	0	15	0	53	0	N/A
0011102	55413	OTHER OPERATING SUPPLIES	0	13	0	9	286	N/A
0011102	55504	TRAVEL -CONVENTION & EDUCATION	5,000	0	1,265	0	0	295.26%
0011102	55801	DUES & ASSOCIATION MEMBERSHIPS	250	355	195	145	0	28.21%
0011102	55894	PUBLICATION RESOURCES	0	0	200	0	0	-100.00%
0011102	57002	FURNITURE & FIXTURES	0	0	200	0	0	-100.00%
			$11,750	$110,542	$164,475	$164,620	$119,007	-92.86%
		0011201 - CITY MANAGER						
0011201	51001	SALARIES & WAGES	$394,555	$228,250	$327,426	$269,697	$351,990	20.50%
0011201	51003	PART-TIME SALARIES	0	4,000	7,500	2,880	9,645	-100.00%
0011201	52001	FICA	30,185	17,770	25,048	19,286	26,411	20.51%
0011201	52002	RETIREMENT [VRS]	60,641	31,900	44,673	29,721	46,005	35.74%
0011201	52004	DENTAL	0	0	0	0	0	N/A
0011201	52005	HOSPITALIZATION	27,790	14,200	34,843	17,188	35,550	-20.24%
0011201	52006	GROUP INSURANCE	5,267	3,000	4,247	2,778	4,102	24.02%
0011201	52008	RETIREE HEALTH SUPPLEMENT	0	0	0	0	0	N/A
0011201	52009	UNEMPLOYMENT INSURANCE	0	0	0	0	0	N/A
0011201	52010	WORKERS COMPENSATION	0	550	479	470	391	-100.00%
0011201	52011	CAR ALLOWANCE	7,200	7,200	7,200	6,231	11,262	0.00%
0011201	52013	EDUCATION ASSISTANCE	0	0	0	0	0	N/A
0011201	53001	FLU VACCINE	0	0	0	0	2,220	N/A
0011201	53002	PROFESSIONAL SERVICES	40,000	10,119	3,000	0	2,280	1233.33%
0011201	53003	SPECIAL STUDIES	0	0	0	0	0	N/A
0011201	53004	REPAIR & MAINTENANCE	0	0	0	0	0	N/A

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
0011201	530041	MAINTENANCE, CARS & TRUCKS	0	0	0	0	0	N/A
0011201	530043	MAINTENANCE, OFFICE EQUIPMENT	0	0	0	0	0	N/A
0011201	53005	MAINTENANCE, SERVICE CONTRACTS	0	0	0	0	0	N/A
0011201	53006	PRINTING	800	800	800	1,318	458	0.00%
0011201	53007	ADVERTISING	10,216	0	0	0	50	N/A
0011201	53009	PURCHASE OF SER FROM OTHER GOV	0	0	0	0	0	N/A
0011201	55201	POSTAGE	400	350	350	461	347	14.29%
0011201	55203	TELECOMMUNICATION	7,850	7,000	7,000	6,405	7,839	12.14%
0011201	55305	MOTOR VEHICLE INSURANCE	0	757	625	613	575	-100.00%
0011201	55306	SURETY BONDS	0	0	0	0	0	N/A
0011201	55307	PUBLIC OFFICIAL LIABILITY	0	3,928	3,706	3,633	4,174	-100.00%
0011201	55308	GENERAL LIABILITY	0	102	100	97	102	-100.00%
0011201	55401	OFFICE SUPPLIES	0	2,000	2,000	2,213	1,521	-100.00%
0011201	55408	VEHICLE POWERED EQUIPMENT-SUPP	0	0	0	19	0	N/A
0011201	554083	GAS & OIL	0	480	480	455	483	-100.00%
0011201	55411	BOOKS & SUBSCRIPTIONS	0	600	600	846	553	-100.00%
0011201	55413	OTHER OPERATING SUPPLIES	8,000	6,079	3,500	4,479	4,743	128.57%
0011201	55501	TRAVEL -MILEAGE	0	0	0	0	96	N/A
0011201	55504	TRAVEL -CONVENTION & EDUCATION	10,000	3,087	10,000	4,407	13,017	0.00%
0011201	55801	DUES & ASSOCIATION MEMBERSHIPS	7,000	7,000	7,000	4,868	6,934	0.00%
0011201	57002	FURNITURE & FIXTURES	5,000	1,106	800	0	0	525.00%
			$614,904	$350,277	$491,377	$378,063	$530,748	25.14%
		0011202 - NONDEPARTMENTAL						
0011202	52010	WORKERS COMPENSATION	$283,300	$0	$0	$0	$0	N/A
0011202	55301	BOILER INSURANCE	2,020	0	0	0	0	N/A
0011202	55302	FIRE INSURANCE	43,700	0	0	0	0	N/A
0011202	55305	MOTOR VEHICLE INSURANCE	46,000	0	0	0	0	N/A
0011202	55306	SURETY BONDS	1,400	0	0	0	0	N/A
0011202	55307	PUBLIC OFFICIAL LIABILITY	25,500	0	0	0	0	N/A
0011202	55308	GENERAL LIABILITY	22,300	0	0	0	0	N/A
0011202	55869	CONTINGENCY	150,000	100,000	100,000	51,296	97,532	50.00%
0011202	55870	AID TO THE COMMONWEALTH	0	0	0	0	0	N/A
0011202	55871	CONTINGENCY HEALTHCARE	0	0	0	0	0	N/A
0011202	55872	CREDIT CARD FEES	45,000	38,600	38,600	46,215	37,839	16.58%
0011202	55873	LIVING WAGE INCREASE	25,000	0	0	0	0	N/A
0011202	55873A	HEALTHCARE CONTINGENCY	0	0	0	0	0	N/A
0011202	55873B	PERSONNEL CONTINGENCY	245,017	160,000	317,136	0	0	-22.74%
0011202	55873C	PAY PLAN STUDY	5,000	0	0	0	0	N/A
0011202	55874	LINE OF DUTY ACT	55,855	56,638	60,000	56,814	43,829	-6.91%
0011202	55875	ECONOMIC DEVELOP. CONTINGENCY	110,000	110,000	110,000	110,000	110,000	0.00%
0011202	55876	CONTRIBUTION EDA TAX INCENTIVE	86,065	186,295	186,295	139,253	0	-53.80%
0011202	55891	PERFORMANCE MEASUREMENT	0	0	0	0	195	N/A
0011202	55895	PROMOTIONAL CITY VIDEO	10,000	27,000	0	0	0	N/A
			$1,156,157	$678,533	$812,031	$403,578	$289,395	42.38%
		0011203 - ECONOMIC DEVELOPMENT						
0011203	51001	SALARIES	$179,800	$165,000	$175,305	$175,249	$170,968	2.56%
0011203	51003	SALARIES-PART TIME	0	0	0	6,555	2,160	N/A
0011203	52001	FICA	13,755	12,630	13,411	13,692	13,148	2.57%
0011203	52002	RETIREMENT-VRS	27,549	24,840	23,918	24,320	24,707	15.18%
0011203	52004	DENTAL	0	0	0	0	0	N/A
0011203	52005	HOSPITALIZATION	13,900	14,180	8,030	14,291	9,067	73.10%
0011203	52006	GROUP INSURANCE	2,393	2,165	2,274	2,280	2,270	5.23%
0011203	52010	WORKERS COMPENSATION	0	0	0	0	0	N/A
0011203	52016	TRAINING	600	0	0	0	0	N/A
0011203	53002	PROFESSIONAL SERVICES	12,000	12,000	17,500	9,016	6,281	-31.43%

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0011203	53007	ADVERTISING	2,000	2,000	2,000	0	0	0.00%
0011203	53008B	MARKETING	0	0	0	8,807	12,188	N/A
0011203	53009A	EXISTING BUSINESS PROGRAMS	5,000	3,000	5,000	2,931	3,929	0.00%
0011203	55203	TELECOMMUNICATION	2,000	2,000	2,000	2,668	2,615	0.00%
0011203	55401	OFFICE SUPPLIES	0	1,000	1,000	1,507	894	-100.00%
0011203	55413	OTHER OPERATING SUPPLIES	6,500	8,000	10,000	5,947	1,878	-35.00%
0011203	55501	TRAVEL -MILEAGE	250	50	250	40	666	0.00%
0011203	55502	TRAVEL-BUSINESS RECRUITMENT	5,000	1,851	5,000	3,565	4,404	0.00%
0011203	55504	TRAVEL -CONVENTION & EDUCATION	8,900	3,550	3,500	12,518	9,206	154.29%
0011203	55801	DUES & ASSOCIATION MEMBERSHIPS	4,120	4,120	4,120	3,255	4,995	0.00%
			$283,767	$256,386	$273,308	$286,641	$269,377	3.83%
		0011204 - CITY ATTORNEY						
0011204	51001	SALARIES	$142,424	$142,380	$139,631	$139,685	$137,117	2.00%
0011204	51003	PART-TIME SALARIES	21,124	30,000	20,714	29,749	28,130	1.98%
0011204	52001	FICA	12,511	13,190	12,266	12,276	12,011	2.00%
0011204	52002	RETIREMENT (VRS)	21,759	20,240	18,677	19,059	19,494	16.50%
0011204	52005	HOSPITALIZATION	20,265	20,670	20,670	20,670	21,089	-1.96%
0011204	52006	GROUP INSURANCE	1,890	1,865	1,829	1,812	1,813	3.34%
0011204	52010	WORKERS COMPENSATION	0	275	216	212	195	-100.00%
0011204	52016	TRAINING	0	425	200	0	46	-100.00%
0011204	53002	CITY ATTORNEY-RETAINER	50,000	50,000	50,000	50,028	50,004	0.00%
0011204	530043	MAINTENANCE-OFFICE EQUIPMENT	2,100	1,100	1,100	1,065	1,064	90.91%
0011204	53005B	OTHER LEGAL FEES	1,500	1,300	1,300	1,077	453	15.38%
0011204	53006	PRINTING	500	500	500	332	308	0.00%
0011204	55201	POSTAGE	300	300	300	78	323	0.00%
0011204	55203	TELECOMMUNICATION	500	500	500	129	876	0.00%
0011204	55307	PUBLIC OFFICIAL LIABILITY	0	0	0	0	0	N/A
0011204	55308	PROFESSIONAL LIABILITY	0	2,135	2,135	2,887	2,133	-100.00%
0011204	55401	OFFICE SUPPLIES	0	1,000	1,000	791	721	-100.00%
0011204	55405	JANITORIAL SERVICES	0	0	0	0	0	N/A
0011204	55411	BOOKS & SUBSCRIPTIONS	4,200	4,200	4,200	4,143	4,086	0.00%
0011204	55413	OTHER OPERATING SUPPLIES	1,500	200	0	395	419	N/A
0011204	55501	TRAVEL -MILEAGE	600	65	600	460	723	0.00%
0011204	55504	TRAVEL -CONVENTION & EDUCATION	2,750	524	2,750	1,274	4,032	0.00%
0011204	55801	DUES & ASSOCIATION MEMBERSHIPS	1,900	1,700	1,700	1,872	600	11.76%
0011204	57002	FURNITURE & FIXTURES	3,500	0	0	0	0	N/A
			$289,323	$292,569	$280,288	$287,995	$285,637	3.22%
		0011205 - HUMAN RESOURCES						
0011205	51001	SALARIES	$68,276	$67,450	$65,000	$65,701	$60,741	5.04%
0011205	52001	FICA	5,224	5,160	4,973	4,668	4,314	5.05%
0011205	52002	RETIREMENT (VRS)	10,431	9,665	8,957	9,320	8,311	16.46%
0011205	52004	DENTAL	0	0	0	0	0	N/A
0011205	52005	HOSPITALIZATION	20,265	20,670	20,670	20,670	21,089	-1.96%
0011205	52006	GROUP INSURANCE	906	885	852	852	810	6.40%
0011205	52010	WORKERS COMPENSATION	0	0	0	0	0	N/A
0011205	52016	TRAINING	5,500	1,500	1,500	1,314	0	266.67%
0011205	55801	DUES & ASSOCIATION MEMBERSHIPS	700	0	700	0	0	0.00%
0011205	55880	QUEST	3,000	1,200	1,200	0	1,598	150.00%
0011205	55885	SELF PROGRAM	850	0	0	0	0	N/A
0011205	55888	EMPLOYEE LEGAL BENEFIT INITIAT	0	0	0	0	0	N/A
0011205	55890	RETIREE HEALTH SUPPLEMENT	0	0	0	0	0	N/A
0011205	55892	CITY LEADERSHIP CLASS	0	0	0	0	0	N/A
0011205	55894	EMPLOYEE OMBUDSMAN	8,000	6,000	6,000	6,000	6,000	33.33%
0011205	55896	HEALTH & WELLNESS PROGRAM	5,000	3,070	5,000	2,798	1,470	0.00%
			$128,152	$115,600	$114,852	$111,323	$104,333	11.58%

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
		0011206 - TRIANGLE BUILDING MANAGEMENT						
0011206	53003	TRASH REMOVAL	$4,000	$4,000	$4,000	$3,867	$1,172	0.00%
0011206	530042	MAINTENANCE-BLDG	25,000	23,470	23,470	25,193	27,324	6.52%
0011206	53005	SERVICE CONTRACTS	0	0	0	0	2,685	N/A
0011206	53007	ADVERTISING	1,000	0	1,000	445	0	0.00%
0011206	53033	EXTERMINATING CONTRACT	1,000	0	1,000	0	670	0.00%
0011206	55101	ELECTRICITY	9,000	8,500	10,600	7,663	9,890	-15.09%
0011206	55103	WATER/SEWER	4,000	4,000	4,000	3,580	4,393	0.00%
0011206	55201	POSTAGE	0	0	0	0	0	N/A
0011206	55301A	INSURANCE	1,430	1,595	1,430	1,402	1,410	0.00%
0011206	55403A	LANDSCAPING	500	500	500	0	0	0.00%
0011206	55407	REPAIR & MTCE SUPPLIES	600	600	600	440	3,317	0.00%
0011206	55413	OTHER OPERATING SUPPLIES	0	0	0	174	1,897	N/A
0011206	55651	REAL ESTATE TAXES	8,882	8,400	8,400	8,633	8,231	5.74%
			$55,412	$51,065	$55,000	$51,398	$60,990	0.75%
		0011209 - COMMISSIONER OF THE REVENUE						
0011209	51001	SALARIES & WAGES	$226,960	$227,665	$214,400	$211,124	$151,733	5.86%
0011209	52001	FICA	17,365	17,420	16,402	15,022	11,102	5.87%
0011209	52002	RETIREMENT [VRS]	34,769	31,100	29,396	28,890	21,405	18.28%
0011209	52005	HOSPITALIZATION	68,460	64,700	55,831	48,399	27,724	22.62%
0011209	52006	GROUP INSURANCE	3,020	2,985	2,795	2,737	2,018	8.05%
0011209	52016	TRAINING	4,000	3,000	3,000	1,205	50	33.33%
0011209	53002	PROFESSIONAL SERVICES	0	0	0	5,000	1,280	N/A
0011209	530043	MAINTENANCE, OFFICE EQUIPMENT	0	0	0	0	146	N/A
0011209	53006	PRINTING	2,500	3,511	2,500	3,479	2,110	0.00%
0011209	55201	POSTAGE	3,000	3,000	3,000	4,288	4,955	0.00%
0011209	55203	TELECOMMUNICATION	3,900	3,900	3,900	4,610	4,169	0.00%
0011209	55401	OFFICE SUPPLIES	0	954	600	937	2,288	-100.00%
0011209	55411	BOOKS & SUBSCRIPTIONS	400	400	400	295	562	0.00%
0011209	55413	OTHER OPERATING SUPPLIES	2,000	1,075	400	1,124	861	400.00%
0011209	55501	TRAVEL -MILEAGE	300	324	300	253	85	0.00%
0011209	55504	TRAVEL -CONVENTION & EDUCATION	3,000	2,205	2,200	4,016	2,179	36.36%
0011209	55801	DUES & ASSOCIATION MEMBERSHIPS	500	425	400	430	360	25.00%
0011209	57002	FURNITURE & FIXTURES	1,500	376	0	2,450	0	N/A
0011209	57007	ADP EQUIPMENT	0	0	0	1,113	0	N/A
			$371,674	$363,039	$335,524	$335,370	$233,026	10.77%
		0011210 - CITY ASSESSOR						
0011210	51001	SALARIES & WAGES	$160,535	$160,500	$158,498	$158,754	$128,989	1.29%
0011210	52001	FICA	12,281	12,280	12,125	11,669	9,597	1.29%
0011210	52002	RETIREMENT [VRS]	24,699	22,050	21,625	19,598	18,449	14.22%
0011210	52005	HOSPITALIZATION	34,150	34,845	28,346	30,106	27,444	20.48%
0011210	52006	GROUP INSURANCE	2,145	2,105	2,056	1,863	1,716	4.33%
0011210	52010	WORKERS COMPENSATION	0	688	599	587	489	-100.00%
0011210	52016	TRAINING	1,450	0	0	30	0	N/A
0011210	53002	PROFESSIONAL SERVICES	12,384	7,845	7,845	2,740	334	57.86%
0011210	53006	PRINTING	600	516	250	619	300	140.00%
0011210	53007	ADVERTISING	100	100	100	128	0	0.00%
0011210	55201	POSTAGE	3,000	1,450	1,450	2,874	1,440	106.90%
0011210	55203	TELECOMMUNICATION	5,220	3,120	3,120	3,120	2,398	67.31%
0011210	55305	MOTOR VEHICLE INSURANCE	0	502	420	408	384	-100.00%
0011210	55307	PUBLIC OFFICIAL LIABILITY	0	3,928	3,706	3,633	4,174	-100.00%
0011210	55401	OFFICE SUPPLIES	0	500	500	701	96	-100.00%
0011210	554081	CAR & TRUCK SUPPLIES	0	0	0	554	18	N/A
0011210	55413	OTHER OPERATING SUPPLIES	750	320	320	1,386	176	134.38%

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0011210	55504	TRAVEL -CONVENTION & EDUCATION	4,500	3,897	3,600	989	0	25.00%
0011210	55801	DUES & ASSOCIATION MEMBERSHIPS	650	580	580	550	0	12.07%
			$262,464	$255,226	$245,140	$240,310	$196,002	7.07%
		0011213 - TREASURER						
0011213	51001	SALARIES & WAGES	$41,800	$41,790	$40,576	$37,283	$36,134	3.02%
0011213	51003	PARTTIME SALARIES	2,000	1,800	2,000	1,518	1,903	0.00%
0011213	52001	FICA	3,445	3,335	3,104	2,463	2,440	10.99%
0011213	52002	RETIREMENT [VRS]	6,398	5,700	5,536	5,088	5,139	15.57%
0011213	52005	HOSPITALIZATION	13,970	16,900	20,794	19,098	19,490	-32.82%
0011213	52006	GROUP INSURANCE	555	550	526	484	478	5.46%
0011213	530043	MAINTENANCE, OFFICE EQUIPMENT	700	0	0	0	0	N/A
0011213	55201	POSTAGE	250	250	250	243	240	0.00%
0011213	55203	TELECOMMUNICATION	2,910	2,400	2,400	2,440	3,450	21.25%
0011213	55401	OFFICE SUPPLIES	0	500	500	258	35	-100.00%
0011213	55413	OTHER OPERATING SUPPLIES	500	0	0	0	0	N/A
0011213	55504	TRAVEL -CONVENTION & EDUCATION	300	0	300	0	185	0.00%
0011213	55801	DUES & ASSOCIATION MEMBERSHIPS	365	365	225	225	225	62.22%
			$73,193	$73,590	$76,211	$69,099	$69,719	-3.96%
		0011214 - FINANCE						
0011214	51001	SALARIES & WAGES	$637,701	$589,900	$572,210	$568,101	$579,340	11.45%
0011214	52001	FICA	48,785	45,120	43,774	42,221	40,642	11.45%
0011214	52002	RETIREMENT [VRS]	97,884	81,700	78,070	77,146	77,940	25.38%
0011214	52005	HOSPITALIZATION	87,380	89,835	84,000	86,994	89,873	4.02%
0011214	52006	GROUP INSURANCE	8,501	7,730	7,422	7,215	7,190	14.54%
0011214	52010	WORKERS COMPENSATION	0	1,101	958	939	782	-100.00%
0011214	52013	EDUCATION ASSISTANCE	5,250	4,320	4,320	2,862	1,588	21.53%
0011214	52016	TRAINING	3,000	0	0	149	375	N/A
0011214	53002	PROFESSIONAL SERVICES	6,300	7,275	1,200	884	1,468	425.00%
0011214	530043	MAINTENANCE, OFFICE EQUIPMENT	200	200	200	0	132	0.00%
0011214	53005	MAINTENANCE, SERVICE CONTRACTS	0	0	0	0	339	N/A
0011214	53006	PRINTING	10,000	9,100	9,100	9,335	9,086	9.89%
0011214	53007	ADVERTISING	650	650	650	0	765	0.00%
0011214	55201	POSTAGE	9,000	9,000	9,000	7,334	7,979	0.00%
0011214	55203	TELECOMMUNICATION	9,030	8,700	8,700	8,881	9,680	3.79%
0011214	55305	MOTOR VEHICLE INSURANCE	0	502	420	408	384	-100.00%
0011214	55306	SURETY BONDS	0	681	650	638	660	-100.00%
0011214	55307	PUBLIC OFFICIAL LIABILITY	0	786	741	727	835	-100.00%
0011214	55308	GENERAL LIABILITY	0	408	395	387	409	-100.00%
0011214	55401	OFFICE SUPPLIES	0	1,925	1,925	1,555	2,306	-100.00%
0011214	554081	CAR & TRUCK SUPPLIES	130	211	0	0	0	N/A
0011214	554083	GAS & OIL	550	396	250	632	242	120.00%
0011214	55411	BOOKS & SUBSCRIPTIONS	160	200	200	0	0	-20.00%
0011214	55413	OTHER OPERATING SUPPLIES	3,825	1,900	1,900	2,031	1,847	101.32%
0011214	55501	TRAVEL -MILEAGE	0	0	0	73	116	N/A
0011214	55504	TRAVEL -CONVENTION & EDUCATION	10,000	6,934	8,135	5,421	3,677	22.93%
0011214	55801	DUES & ASSOCIATION MEMBERSHIPS	1,600	1,675	1,675	1,389	1,215	-4.48%
0011214	57002	FURNITURE & FIXTURES	0	0	0	1,480	0	N/A
0011214	57007	ADP EQUIPMENT	0	0	0	1,107	0	N/A
			$939,946	$870,248	$835,895	$827,907	$838,869	12.45%
		0011221 - CITY SHOP						
0011221	51001	SALARIES & WAGES	$146,070	$130,000	$171,315	$178,725	$141,871	-14.74%
0011221	51002	SALARIES & WAGES OVERTIME	750	750	750	631	503	0.00%
0011221	52001	FICA	11,240	10,000	13,166	13,773	10,937	-14.63%
0011221	52002	RETIREMENT [VRS]	22,432	17,600	23,374	22,321	20,136	-4.03%

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0011221	52006	GROUP INSURANCE	1,948	1,700	2,222	2,122	1,873	-12.33%
0011221	52010	WORKERS COMPENSATION	0	2,751	2,395	2,348	1,955	-100.00%
0011221	52016	TRAINING	500	500	500	0	0	0.00%
0011221	53004	REPAIR & MAINTENANCE	1,800	1,800	1,800	1,728	0	0.00%
0011221	530042	MAINTENANCE, BUILDINGS	4,000	4,000	4,000	3,988	12,144	0.00%
0011221	530044	MAINTENANCE, POWERED EQUIPMEN	0	0	0	0	1,064	N/A
0011221	53005	MAINTENANCE, SERVICE CONTRACTS	4,000	2,000	2,000	4,106	2,111	100.00%
0011221	53007	ADVERTISING	0	0	0	500	0	N/A
0011221	53008	LAUNDRY & DRY CLEANING	6,800	5,700	5,700	7,380	6,220	19.30%
0011221	55101	ELECTRICITY	9,575	9,550	10,075	9,510	9,327	-4.96%
0011221	55102	HEATING	5,820	5,820	5,820	6,468	5,447	0.00%
0011221	55203	TELECOMMUNICATION	1,775	1,775	800	813	937	121.88%
0011221	55204	RADIO	250	250	250	426	135	0.00%
0011221	55301	BOILER INSURANCE	0	160	155	152	122	-100.00%
0011221	55302	FIRE INSURANCE	0	2,563	2,428	2,380	2,260	-100.00%
0011221	55305	MOTOR VEHICLE INSURANCE	0	502	420	408	384	-100.00%
0011221	55308	GENERAL LIABILITY	0	204	200	193	205	-100.00%
0011221	55401	OFFICE SUPPLIES	0	51	0	130	0	N/A
0011221	55405	LAUNDRY, HOUSEKEEPING, JANITOR	130	130	130	0	117	0.00%
0011221	55407	REPAIR & MAINTENANCE SUPPLIES	150	150	150	46	141	0.00%
0011221	55408	VEHICLE POWERED EQUIPMENT-SUPP	0	0	0	136	0	N/A
0011221	554081	CAR & TRUCK SUPPLIES	4,000	4,000	4,000	4,759	8,505	0.00%
0011221	554082	TIRES	21,000	400	400	609	0	5150.00%
0011221	554083	GAS & OIL	2,500	2,500	2,500	3,210	2,212	0.00%
0011221	554084	POWERED EQUIPMENT AND SUPPLIES	0	0	0	132	0	N/A
0011221	55410	UNIFORMS & APPAREL	800	800	800	1,016	626	0.00%
0011221	55413	OTHER OPERATING SUPPLIES	1,000	1,125	750	1,707	941	33.33%
0011221	57005	MOTOR VEHICLES & EQUIPMENT	3,000	3,000	3,000	2,141	3,909	0.00%
			$249,540	$209,781	$259,100	$271,859	$234,081	-3.69%
		0011301 - ELECTORAL BOARD						
0011301	51001	SALARIES & WAGES	$6,446	$6,920	$6,446	$6,446	$6,435	0.00%
0011301	51003	SALARIES-PART TIME	12,000	14,585	14,585	0	0	-17.72%
0011301	52001	FICA	1,411	1,645	493	493	492	186.21%
0011301	52010	WORKERS COMPENSATION	0	0	0	0	0	N/A
0011301	53002	PROFESSIONAL SERVICES	0	0	0	5,270	13,311	N/A
0011301	530043	MAINTENANCE, VOTING MACHINE	13,000	0	0	3,881	4,905	N/A
0011301	53006	PRINTING	4,000	9,029	9,029	0	0	-55.70%
0011301	53007	ADVERTISING	500	0	0	0	0	N/A
0011301	55201	POSTAGE	350	0	0	423	175	N/A
0011301	55401	OFFICE SUPPLIES	0	0	0	498	221	N/A
0011301	55402	FOOD SUPPLIES, FOOD SERV SUPP	1,450	1,700	1,700	377	912	-14.71%
0011301	55411	BOOKS & SUBSCRIPTIONS	0	0	0	180	0	N/A
0011301	55413	OTHER OPERATING SUPPLIES	250	0	0	0	0	N/A
0011301	55501	TRAVEL -MILEAGE	300	200	200	320	324	50.00%
0011301	55504	TRAVEL -CONVENTION & EDUCATION	3,000	1,384	3,000	3,365	2,141	0.00%
0011301	55801	DUES & ASSOCIATION MEMBERSHIPS	180	180	180	170	180	0.00%
			$42,887	$35,643	$35,633	$21,421	$29,097	20.36%
		0011302 - REGISTRAR						
0011302	51001	SALARIES & WAGES	$85,260	$89,690	$101,290	$105,693	$98,815	-15.83%
0011302	51003	PARTTIME SALARIES	12,000	5,000	9,000	2,038	2,905	33.33%
0011302	52001	FICA	7,445	7,245	7,749	8,044	7,638	-3.92%
0011302	52002	RETIREMENT [VRS]	13,155	11,750	13,872	13,724	14,115	-5.17%
0011302	52005	HOSPITALIZATION	28,130	28,250	14,173	17,557	14,460	98.48%
0011302	52006	GROUP INSURANCE	1,143	1,175	1,319	1,305	1,313	-13.34%
0011302	52010	WORKERS COMPENSATION	0	28	24	23	20	-100.00%

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
0011302	53006	PRINTING	2,000	1,300	1,300	371	1,206	53.85%
0011302	53007	ADVERTISING	1,100	600	600	0	266	83.33%
0011302	55201	POSTAGE	9,000	3,500	3,500	1,771	3,398	157.14%
0011302	55203	TELECOMMUNICATION	3,120	3,120	3,120	3,120	2,398	0.00%
0011302	55401	OFFICE SUPPLIES	0	600	600	720	480	-100.00%
0011302	55411	BOOKS & SUBSCRIPTIONS	250	0	0	490	153	N/A
0011302	55413	OTHER SUPPLIES	3,000	600	600	671	775	400.00%
0011302	55501	TRAVEL -MILEAGE	200	5	200	0	526	0.00%
0011302	55504	TRAVEL -CONVENTION & EDUCATION	6,275	1,068	2,750	2,890	2,065	128.18%
0011302	55801	DUES & ASSOCIATION MEMBERSHIPS	525	250	250	0	170	110.00%
0011302	58002	LEASE/RENT OF BUILDINGS	300	600	600	0	0	-50.00%
			$172,903	$154,780	$160,947	$158,417	$150,702	7.43%
0012100	55899	**J/A-COURTHOUSE**	$490,000	$471,000	$471,000	$434,188	$422,688	4.03%
		0013101 - POLICE						
0013101	51001	SALARIES & WAGES	$2,560,138	$2,477,900	$2,383,178	$2,440,405	$2,300,711	7.43%
0013101	51002	OVERTIME	160,000	180,000	55,000	194,237	58,973	190.91%
0013101	51003	PART-TIME WAGES	14,615	75,100	80,000	67,030	62,523	-81.73%
0013101	51006	DISCRETIONARY LEAVE	55,000	70,000	55,000	61,058	69,511	0.00%
0013101	51008	OVERTIME & TRAFFIC CONTROL	0	0	105,000	0	62,881	-100.00%
0013101	51009	COMPENSATION-OFF DUTY POLICE	78,300	78,300	78,300	70,230	78,578	0.00%
0013101	52001	FICA	214,900	214,430	182,313	209,959	194,211	17.87%
0013101	52002	RETIREMENT [VRS]	387,568	340,000	325,560	329,633	329,846	19.05%
0013101	52005	HOSPITALIZATION	508,500	485,700	503,239	415,077	446,199	1.05%
0013101	52006	GROUP INSURANCE	33,658	32,500	30,950	30,671	30,806	8.75%
0013101	52010	WORKERS COMPENSATION	0	66,019	57,484	56,357	46,911	-100.00%
0013101	52012	CLOTHING ALLOWANCE	6,000	6,000	6,000	2,625	1,073	0.00%
0013101	52013	EDUCATION ASSISTANCE	9,000	0	8,000	5,558	16,358	12.50%
0013101	52016	TRAINING	55,000	50,000	50,000	25,705	30,629	10.00%
0013101	53001	PROFESSIONAL HEALTH SERVICES	25,000	25,000	25,000	18,952	29,289	0.00%
0013101	53002	PROFESSIONAL SERVICES	6,500	6,500	6,500	8,314	6,555	0.00%
0013101	53003	PROFESSIONAL SERVICES OTHER	0	0	0	105	120	N/A
0013101	53004	REPAIR & MAINTENANCE	0	0	0	0	16	N/A
0013101	530041	MAINTENANCE, CARS & TRUCKS	16,000	16,000	16,000	15,451	14,885	0.00%
0013101	530042	MAINTENANCE, BUILDINGS	3,000	4,000	4,000	4,475	7,425	-25.00%
0013101	530043	MAINTENANCE, OFFICE EQUIPMENT	500	500	500	0	495	0.00%
0013101	53004V	ABANDONED VEHICLES	300	300	300	0	495	0.00%
0013101	53005	MAINTENANCE, SERVICE CONTRACTS	150,000	51,852	100,000	135,947	87,241	50.00%
0013101	53007	ADVERTISING	2,500	2,500	2,500	2,010	3,982	0.00%
0013101	53033	EXTERMINATING CONTRACT	400	125	125	325	0	220.00%
0013101	53099	DETECTIVE FUNDS	8,000	8,000	8,000	7,456	6,152	0.00%
0013101	55101	ELECTRICITY	20,000	14,600	14,600	17,381	14,095	36.99%
0013101	55102	HEATING	2,330	2,330	2,330	2,154	2,319	0.00%
0013101	55201	POSTAGE	2,500	2,500	2,500	3,145	3,080	0.00%
0013101	55203	TELECOMMUNICATION	48,500	42,000	42,000	41,666	45,168	15.48%
0013101	55204	RADIO	35,000	41,052	41,052	39,675	37,500	-14.74%
0013101	55205	EMERGENCY 911	0	0	0	0	12	N/A
0013101	55301	BOILER INSURANCE	0	155	155	152	122	-100.00%
0013101	55302	FIRE INSURANCE	0	4,249	4,249	4,165	3,955	-100.00%
0013101	55305	MOTOR VEHICLE INSURANCE	0	10,551	8,750	8,576	8,054	-100.00%
0013101	55306	SURETY BONDS	0	681	650	638	660	-100.00%
0013101	55307	PUBLIC OFFICIAL LIABILITY	0	524	494	484	557	-100.00%
0013101	55308	GENERAL LIABILITY	0	13,326	13,070	12,810	12,044	-100.00%
0013101	55401	OFFICE SUPPLIES	0	10,000	10,000	14,184	13,326	-100.00%
0013101	55405	LAUNDRY, HOUSEKEEPING, JANITOR	500	500	500	598	177	0.00%
0013101	55407	REPAIR & MAINTENANCE SUPPLIES	500	500	500	345	17	0.00%

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0013101	554081	CAR & TRUCK SUPPLIES	8,000	8,000	8,000	10,962	4,937	0.00%
0013101	554082	TIRES	0	5,000	5,000	6,068	4,848	-100.00%
0013101	554083	GAS & OIL	55,000	48,000	48,000	53,726	49,864	14.58%
0013101	55409	POLICE SUPPLIES	45,000	40,000	40,000	74,928	33,607	12.50%
0013101	55410	UNIFORMS & APPAREL	30,000	30,000	30,000	55,419	16,570	0.00%
0013101	55411	BOOKS & SUBSCRIPTIONS	1,000	370	1,000	0	739	0.00%
0013101	55413	OTHER OPERATING SUPPLIES	20,000	6,000	6,000	12,663	11,425	233.33%
0013101	55416	AMMUNITION	12,000	10,147	10,000	9,588	6,183	20.00%
0013101	55418	FORENSICS	2,000	3,000	3,000	2,089	1,479	-33.33%
0013101	55501	TRAVEL -MILEAGE	0	0	0	110	0	N/A
0013101	55504	TRAVEL -CONVENTION & EDUCATION	10,000	6,774	9,000	15,472	9,827	11.11%
0013101	55504A	TRAVEL-EXTRADITION OF PRISONER	1,000	3,000	1,500	2,723	8	-33.33%
0013101	55801	DUES & ASSOCIATION MEMBERSHIPS	4,300	1,725	1,200	4,227	5,325	258.33%
0013101	57002	FURNITURE & FIXTURES	3,000	1,770	2,000	1,603	1,816	50.00%
0013101	57005	MOTOR VEHICLES & EQUIPMENT	3,000	3,000	3,000	2,832	921	0.00%
0013101	58001	RENTAL OF EQUIPMENT	0	0	0	0	110	N/A
			$4,598,509	$4,500,479	$4,391,499	$4,499,960	$4,174,607	4.71%
0013102	53002	**YORK CONTRACT**	$586,935	$583,204	$583,204	$573,000	$561,108	0.64%
		0013103 - PARKING GARAGE						
0013103	51001	SALARIES	$75,750	$25,800	$38,674	$38,313	$37,074	95.87%
0013103	51002	OVERTIME	0	1,500	1,500	1,632	1,432	-100.00%
0013103	51003	PART-TIME WAGES	82,160	16,432	16,432	16,944	17,567	400.00%
0013103	52001	FICA	12,080	3,200	2,960	3,803	3,766	308.11%
0013103	52002	VRS	11,573	1,300	5,277	5,525	5,545	119.31%
0013103	52005	HOSPITALIZATION	13,970	3,035	20,794	20,794	21,222	-32.82%
0013103	52006	GROUP INSURANCE	1,005	340	507	502	496	98.22%
0013103	52010	WORKERS COMPENSATION	0	1,100	958	939	782	-100.00%
0013103	53002	ARMORED TRANSPORT	0	0	0	0	1,182	N/A
0013103	53005D	MAINTENANCE-GARAGE EQUIPMENT	2,000	0	0	8,689	13,732	N/A
0013103	53008	LAUNDRY & DRY CLEANING	2,360	0	0	0	0	N/A
0013103	55101	ELECTRICITY	22,200	20,150	20,150	22,118	23,135	10.17%
0013103	55203	TELEPHONE	1,800	1,800	800	1,691	1,393	125.00%
0013103	55302	PROPERTY INSURANCE	0	5,446	5,160	5,058	4,802	-100.00%
0013103	55407	SUPPLIES	10,000	4,000	4,000	3,154	1,684	150.00%
			$234,898	$84,104	$117,212	$129,162	$133,811	100.40%
		0013201 - FIRE						
0013201	51001	SALARIES & WAGES	$2,443,202	$2,346,700	$2,248,740	$2,372,237	$2,246,290	8.65%
0013201	51002	SALARIES AND WAGES OVERTIME	106,000	90,000	106,000	88,873	90,200	0.00%
0013201	51006	DISCRETIONARY LEAVE	72,000	85,000	72,000	71,535	67,320	0.00%
0013201	51009	SPECIAL EVENTS	50,000	50,000	50,000	37,990	39,492	0.00%
0013201	52001	FICA	200,522	192,910	188,935	186,472	177,841	6.13%
0013201	52002	RETIREMENT [VRS]	355,249	311,320	307,256	315,425	319,914	15.62%
0013201	52005	HOSPITALIZATION	549,580	544,000	568,054	569,273	547,997	-3.25%
0013201	52006	GROUP INSURANCE	30,852	34,300	29,209	29,995	29,742	5.62%
0013201	52010	WORKERS COMPENSATION	0	92,317	92,317	90,506	74,802	-100.00%
0013201	52013	EDUCATION ASSISTANCE	12,000	12,000	12,000	14,046	3,547	0.00%
0013201	52016	TRAINING	29,000	29,000	29,000	18,330	18,571	0.00%
0013201	53001	PROFESSIONAL HEALTH SERVICES	23,000	18,000	18,000	10,342	10,733	27.78%
0013201	53002	PROFESSIONAL SERVICES	34,000	32,400	32,400	33,296	32,018	4.94%
0013201	530041	MAINTENANCE, CARS & TRUCKS	26,000	22,000	22,000	25,745	16,974	18.18%
0013201	530042	MAINTENANCE, BUILDINGS	15,000	15,000	15,000	15,025	18,489	0.00%
0013201	530044	MAINTENANCE, POWERED EQUIPMEN	1,500	1,500	1,500	730	1,463	0.00%
0013201	53005	MAINTENANCE, SERVICE CONTRACTS	39,500	29,500	29,500	28,155	26,848	33.90%
0013201	53007	ADVERTISING	0	0	0	763	272	N/A

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0013201	53033	EXTERMINATING CONTRACT	1,200	1,200	1,200	760	450	0.00%
0013201	55101	ELECTRICITY	21,000	24,180	24,180	20,120	19,652	-13.15%
0013201	55102	HEATING	5,240	5,240	5,240	3,942	4,397	0.00%
0013201	55201	POSTAGE	800	800	800	666	534	0.00%
0013201	55203	TELECOMMUNICATION	24,000	24,000	24,000	20,812	22,659	0.00%
0013201	55204	RADIO	52,000	55,000	55,000	33,276	50,024	-5.45%
0013201	55301	BOILER INSURANCE	0	155	155	152	122	-100.00%
0013201	55302	FIRE INSURANCE	0	3,844	3,642	3,570	3,390	-100.00%
0013201	55305	MOTOR VEHICLE INSURANCE	0	13,565	11,250	11,026	10,355	-100.00%
0013201	55307	PUBLIC OFFICIAL LIABILITY	0	494	494	484	0	-100.00%
0013201	55308	GENERAL LIABILITY	0	611	600	580	614	-100.00%
0013201	55401	OFFICE SUPPLIES	0	2,000	2,000	1,868	1,706	-100.00%
0013201	55402	FOOD SUPPLIES, FOOD SERV SUPP	1,000	1,000	1,000	1,144	1,148	0.00%
0013201	55405	LAUNDRY, HOUSEKEEPING, JANITOR	5,000	5,000	5,000	5,012	4,760	0.00%
0013201	55407	REPAIR & MAINTENANCE	3,500	3,500	3,500	1,798	1,009	0.00%
0013201	554081	CAR & TRUCK SUPPLIES	15,000	12,500	12,500	17,725	13,870	20.00%
0013201	554082	TIRES	0	9,000	9,000	1,630	10,485	-100.00%
0013201	554083	GAS & OIL	36,000	36,000	36,000	35,756	37,333	0.00%
0013201	55410	UNIFORMS & APPAREL	18,000	18,000	18,000	17,060	15,186	0.00%
0013201	55411	BOOKS & SUBSCRIPTIONS	300	300	300	126	209	0.00%
0013201	55413	OTHER OPERATING SUPPLIES	8,500	7,122	6,506	6,579	6,858	30.65%
0013201	55415	FIRE PREVENTION	7,000	7,000	7,000	6,611	6,542	0.00%
0013201	55419	**EMS SUPPLIES**	20,000	20,000	20,000	10,892	15,971	0.00%
0013201	55504	TRAVEL -CONVENTION & EDUCATION	1,000	204	1,000	361	470	0.00%
0013201	55801	DUES & ASSOCIATION MEMBERSHIPS	1,000	1,000	1,000	906	1,024	0.00%
0013201	57001	MACHINERY & EQUIPMENT	15,000	15,000	15,000	10,449	10,677	0.00%
0013201	57002	FURNITURE & FIXTURES	1,000	1,000	1,000	580	1,027	0.00%
0013201	57003	COMMUNICATIONS EQUIPMENT	7,000	7,000	7,000	4,344	3,540	0.00%
0013201	57006A	EQUIPMENT-VA POWER FUNDS	0	30,000	30,000	26,226	14,871	-100.00%
			$4,230,945	$4,210,663	$4,124,278	$4,153,194	$3,981,397	2.59%
0013301	53009	**REGIONAL JAIL**	$1,013,185	$1,001,539	$1,001,539	$1,093,524	$1,151,863	1.16%
0013303	53009B	**JUVENILE DETENTION**	$49,302	$53,620	$53,620	$55,472	$73,696	-8.05%
0013304	53009C	**GROUP HOME COMMISSION**	$104,847	$112,627	$112,627	$100,732	$84,494	-6.91%
0013305	53009D	**COLONIAL COMM CORRECTIONS**	$24,574	$24,574	$24,574	$20,170	$12,415	0.00%
		0013401 - CODES COMPLIANCE						
0013401	51001	SALARIES & WAGES	$329,765	$284,720	$275,556	$275,326	$241,093	19.67%
0013401	52001	FICA	25,230	21,800	21,080	20,621	18,004	19.69%
0013401	52002	RETIREMENT [VRS]	50,624	39,000	37,705	37,397	33,607	34.26%
0013401	52005	HOSPITALIZATION	35,995	36,730	36,730	36,731	38,556	-2.00%
0013401	52006	GROUP INSURANCE	4,397	3,730	3,585	3,555	3,127	22.65%
0013401	52010	WORKERS COMPENSATION	0	4,126	3,593	3,522	2,932	-100.00%
0013401	52016	TRAINING	4,500	4,500	4,500	1,193	2,090	0.00%
0013401	53002	PROFESSIONAL SERVICES	500	1,065	0	0	58	N/A
0013401	53004	REPAIR & MAINTENANCE	300	300	300	0	25	0.00%
0013401	530041	MAINTENANCE, CARS & TRUCKS	500	1,000	1,000	22	2,881	-50.00%
0013401	530043	MAINTENANCE, OFFICE EQUIPMENT	100	100	100	0	70	0.00%
0013401	53006	PRINTING	500	500	500	446	476	0.00%
0013401	53007	ADVERTISING	200	0	200	0	126	0.00%
0013401	53008C	PUBLIC EDUCATION	600	600	600	165	0	0.00%
0013401	55201	POSTAGE	800	400	800	385	761	0.00%
0013401	55203	TELECOMMUNICATION	7,500	7,500	7,500	6,107	6,314	0.00%
0013401	55305	MOTOR VEHICLE INSURANCE	0	2,010	1,700	1,634	1,534	-100.00%

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0013401	55307	PUBLIC OFFICIAL LIABILITY	0	3,928	3,706	3,633	4,174	-100.00%
0013401	55308	GENERAL LIABILITY	0	306	300	290	307	-100.00%
0013401	55401	OFFICE SUPPLIES	0	1,300	1,300	1,150	784	-100.00%
0013401	55408	VEHICLE POWERED EQUIPMENT-SUPP	0	0	0	66	0	N/A
0013401	554081	CAR & TRUCK SUPPLIES	1,000	1,000	1,000	635	643	0.00%
0013401	554082	TIRES	0	0	500	0	0	-100.00%
0013401	554083	GAS & OIL	2,500	2,500	2,500	2,499	2,352	0.00%
0013401	55410	UNIFORMS & APPAREL	1,000	1,000	1,000	1,026	946	0.00%
0013401	55411	BOOKS & SUBSCRIPTIONS	1,500	1,500	3,000	4,334	2,100	-50.00%
0013401	55413	OTHER OPERATING SUPPLIES	3,300	2,000	2,000	1,431	577	65.00%
0013401	55414	BOOKS FOR RESALE	0	0	0	0	125	N/A
0013401	55415B	ENFORCEMENT ACTION	5,000	2,000	5,000	3,854	358	0.00%
0013401	55501	TRAVEL -MILEAGE	0	0	0	169	129	N/A
0013401	55504	TRAVEL -CONVENTION & EDUCATION	5,000	1,805	5,000	4,663	2,189	0.00%
0013401	55801	DUES & ASSOCIATION MEMBERSHIPS	350	350	350	490	295	0.00%
			$481,161	$425,769	$421,105	$411,343	$366,631	14.26%
0013501	53009	**ANIMAL CONTROL**	$18,900	$18,900	$18,900	$18,900	$18,900	0.00%
		0014101 - ENGINEERING						
0014101	51001	SALARIES & WAGES	$185,037	$185,525	$176,622	$176,784	$173,398	4.76%
0014101	52001	FICA	14,155	14,200	13,512	13,031	12,649	4.76%
0014101	52002	RETIREMENT [VRS]	28,269	25,245	24,098	24,121	24,715	17.31%
0014101	52005	HOSPITALIZATION	20,265	20,670	41,430	32,297	42,178	-51.09%
0014101	52006	GROUP INSURANCE	2,455	2,430	2,291	2,293	2,294	7.16%
0014101	52010	WORKERS COMPENSATION	0	4,126	3,593	3,522	2,932	-100.00%
0014101	52016	TRAINING	200	200	200	230	0	0.00%
0014101	53002	PROFESSIONAL SERVICES	8,000	10,500	10,500	6,700	7,530	-23.81%
0014101	530041	MAINTENANCE, CARS & TRUCKS	600	600	600	1,059	430	0.00%
0014101	53007	ADVERTISING	1,000	500	3,000	548	148	-66.67%
0014101	55201	POSTAGE	0	0	200	0	0	-100.00%
0014101	55203	TELECOMMUNICATION	5,000	4,000	4,000	4,925	4,570	25.00%
0014101	55307	PUBLIC OFFICIAL LIABILITY	0	1,047	988	969	1,113	-100.00%
0014101	55308	GENERAL LIABILITY	0	204	200	193	205	-100.00%
0014101	55401	OFFICE SUPPLIES	0	950	950	589	141	-100.00%
0014101	55408	VEHICLE POWERED EQUIPMENT-SUPP	0	0	0	19	0	N/A
0014101	554081	CAR & TRUCK SUPPLIES	1,000	1,000	1,000	1,349	1,131	0.00%
0014101	554083	GAS & OIL	1,600	1,600	1,600	1,547	1,289	0.00%
0014101	55410	UNIFORMS & APPAREL	800	800	800	643	796	0.00%
0014101	55411	BOOKS & SUBSCRIPTIONS	150	150	150	0	107	0.00%
0014101	55413	OTHER OPERATING SUPPLIES	1,950	1,000	1,000	1,098	729	95.00%
0014101	55504	TRAVEL -CONVENTION & EDUCATION	800	48	800	30	798	0.00%
0014101	55801	DUES & ASSOCIATION MEMBERSHIPS	250	0	250	0	105	0.00%
			$271,531	$274,796	$287,784	$271,947	$277,258	-5.65%
		0014102 - STREETS						
0014102	51001	SALARIES & WAGES	$327,370	$319,335	$332,292	$283,585	$276,063	-1.48%
0014102	51002	SALARIES & WAGES OVERTIME	4,000	3,000	4,000	2,644	3,407	0.00%
0014102	52001	FICA	25,350	24,660	21,978	20,245	20,045	15.34%
0014102	52002	RETIREMENT [VRS]	50,428	44,500	38,966	39,507	39,824	29.42%
0014102	52005	HOSPITALIZATION	115,310	111,150	83,859	96,853	86,913	37.50%
0014102	52006	GROUP INSURANCE	4,380	4,185	3,704	3,708	3,683	18.25%
0014102	52010	WORKERS COMPENSATION	0	30,714	26,745	26,220	21,826	-100.00%
0014102	52016	TRAINING	500	500	500	60	75	0.00%
0014102	530041	MAINTENANCE, CARS & TRUCKS	5,500	5,000	5,000	5,830	8,980	10.00%
0014102	530042	MAINTENANCE, BUILDINGS	0	0	0	862	490	N/A
0014102	530045	MAINTENANCE, SIGNS & ST MRKNGS	2,000	2,000	2,000	2,565	593	0.00%

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0014102	530046	MAINTENANCE, TRAFFIC CONTROL	5,000	5,000	5,000	7,006	3,570	0.00%
0014102	53005	MAINTENANCE, SERVICE CONTRACTS	0	60,500	60,500	105,033	101,932	-100.00%
0014102	53007	ADVERTISING	500	500	500	500	0	0.00%
0014102	53008	LAUNDRY & DRY CLEANING	3,000	2,500	2,500	3,331	2,681	20.00%
0014102	55101	ELECTRICITY	230,000	220,000	220,000	247,327	219,430	4.55%
0014102	55203	TELECOMMUNICATION	3,720	3,720	3,720	3,954	2,998	0.00%
0014102	55204	RADIO	960	960	960	1,256	405	0.00%
0014102	55302	FIRE INSURANCE	0	1,281	1,214	1,190	1,130	-100.00%
0014102	55305	MOTOR VEHICLE INSURANCE	0	10,048	8,330	8,168	7,670	-100.00%
0014102	55307	PUBLIC OFFICIAL LIABILITY	0	262	247	242	278	-100.00%
0014102	55308	GENERAL LIABILITY	0	815	790	773	819	-100.00%
0014102	55401	OFFICE SUPPLIES	0	200	200	157	71	-100.00%
0014102	55407	REPAIR & MAINTENANCE SUPPLIES	9,000	9,948	8,000	8,461	6,624	12.50%
0014102	554081	CAR & TRUCK SUPPLIES	25,000	28,000	28,000	18,919	11,605	-10.71%
0014102	554082	TIRES	0	3,000	3,000	1,176	3,230	-100.00%
0014102	554083	GAS & OIL	20,500	18,000	18,000	19,946	20,477	13.89%
0014102	554084	POWERED EQUIPMENT AND SUPPLIES	1,500	2,000	2,000	466	822	-25.00%
0014102	554085	SIGNS & ST MARKINGS SUPPLIES	8,500	8,000	8,000	9,058	7,609	6.25%
0014102	55410	UNIFORMS & APPAREL	3,500	3,269	4,000	2,955	2,785	-12.50%
0014102	55413	OTHER OPERATING SUPPLIES	49,200	47,000	47,000	46,432	47,513	4.68%
0014102	55501	TRAVEL -MILEAGE	0	0	0	0	18	N/A
0014102	55504	TRAVEL -CONVENTION & EDUCATION	600	600	600	0	0	0.00%
0014102	55801	DUES & ASSOCIATION MEMBERSHIPS	300	300	300	0	210	0.00%
0014102	57001	MACHINERY & EQUIPMENT	5,000	5,000	5,000	3,357	3,760	0.00%
0014102	57008	PEDESTRIAN IMPROVEMENTS	6,000	6,000	6,000	10,855	8,531	0.00%
0014102	58001	LEASE/RENT OF EQUIPMENT	500	500	500	787	0	0.00%
			$907,618	$982,448	$953,405	$983,430	$916,064	-4.80%
		0014103 - STORMWATER MANAGEMENT						
0014103	51001	SALARIES	$127,590	$97,980	$123,755	$124,332	$120,429	3.10%
0014103	51002	SALARIES - OVERTIME	3,000	3,000	3,000	2,204	3,627	0.00%
0014103	52001	FICA	9,990	7,725	9,700	9,013	8,935	2.99%
0014103	52002	RETIREMENT [VRS]	19,544	13,400	16,930	17,187	17,555	15.44%
0014103	52005	HOSPITALIZATION	34,155	35,800	34,843	39,695	35,550	-1.97%
0014103	52006	GROUP LIFE INSURANCE	1,697	1,285	1,610	1,611	1,599	5.40%
0014103	53002	PROFESSIONAL SERVICES	0	0	0	0	0	N/A
0014103	53005	SERVICE CONTRACTS	5,000	5,000	5,000	4,541	6,861	0.00%
0014103	554083	GAS & OIL	100	200	200	47	40	-50.00%
0014103	55413	OTHER OPERATING SUPPLIES	17,000	17,000	17,000	12,129	19,868	0.00%
0014103	57010	DRAINAGE MTCE	10,000	10,000	10,000	13,237	7,209	0.00%
			$228,076	$191,390	$222,038	$223,996	$221,671	2.72%
		0014203 - SOLID WASTE COLLECTION						
0014203	53009	PURCH SVCS-JCSA-BULK WASTE	$3,500	$3,500	$3,500	$3,497	$3,452	0.00%
0014203	53031	GARBAGE COLLECTION	400,000	390,000	390,000	373,726	360,748	2.56%
0014203	53032	RECYCLING PROGRAM	223,200	220,000	220,000	62,447	60,236	1.45%
0014203	53033A	HOUSEHOLD CHEMICALS	20,000	20,000	20,000	19,074	19,401	0.00%
0014203	53034	COMPUTER RECYCLING	2,400	2,400	2,400	2,379	2,246	0.00%
0014203	53035	GARBAGE DISPOSAL	25,000	25,000	25,000	25,857	23,993	0.00%
0014203	55899A	ADMINISTRATION FEE - VPSA	11,000	10,750	10,750	10,750	10,500	2.33%
			$685,100	$671,650	$671,650	$497,730	$480,576	2.00%
		0014307 - BUILDING FACILITIES AND MAINT						
0014307	51001	SALARIES & WAGES	$115,344	$120,900	$115,897	$114,187	$107,930	-0.48%
0014307	51002	SALARIES-OVERTIME	7,000	6,500	6,500	6,716	6,330	7.69%
0014307	52001	FICA	9,360	9,750	9,370	8,929	8,440	-0.11%
0014307	52002	RETIREMENT [VRS]	17,622	16,500	15,813	15,576	15,341	11.44%

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0014307	52005	HOSPITALIZATION	20,265	20,670	20,670	20,670	21,089	-1.96%
0014307	52006	GROUP INSURANCE	1,530	1,590	1,504	1,481	1,427	1.73%
0014307	52010	WORKERS COMPENSATION	0	4,126	3,593	3,522	2,932	-100.00%
0014307	52016	TRAINING	1,000	1,000	1,000	289	514	0.00%
0014307	530042	MAINTENANCE, BUILDINGS	56,818	45,000	45,000	73,135	56,531	26.26%
0014307	530044	MAINTENANCE-POWERED EQUIPMENT	1,000	1,000	1,000	329	712	0.00%
0014307	53005	SERVICE CONTRACTS	128,800	130,000	130,000	133,240	131,308	-0.92%
0014307	53008	LAUNDRY & DRY CLEANING	2,900	2,900	2,900	2,722	3,178	0.00%
0014307	53033	EXTERMINATING CONTRACT	4,200	2,000	2,000	614	0	110.00%
0014307	55101	ELECTRICITY	99,000	87,650	87,650	95,934	87,963	12.95%
0014307	55102	GAS-COMMUNITY CENTER	6,990	6,990	6,990	8,724	9,822	0.00%
0014307	55203	TELECOMMUNICATION	3,430	3,430	3,430	3,890	3,032	0.00%
0014307	55301	BOILER INSURANCE	0	1,319	1,240	1,257	1,301	-100.00%
0014307	55302	FIRE INSURANCE	0	12,815	12,140	11,901	11,299	-100.00%
0014307	55307	PUBLIC OFFICIAL LIABILITY	0	250	250	242	0	-100.00%
0014307	55308	GENERAL LIABILITY	0	1,630	1,580	1,546	1,638	-100.00%
0014307	55401	OFFICE SUPPLIES	0	335	300	338	259	-100.00%
0014307	55402	FOOD/COFFEE	2,500	2,500	2,500	1,806	2,451	0.00%
0014307	55405	LAUNDRY, HOUSEKEEPING, JANITOR	2,000	2,000	2,000	3,037	1,699	0.00%
0014307	55407	REPAIR & MAINTENANCE SUPPLIES	2,000	3,000	3,000	1,467	126	-33.33%
0014307	554081	CAR & TRUCK SUPPLIES	200	200	200	16	487	0.00%
0014307	554082	TIRES	0	400	400	0	0	-100.00%
0014307	554083	GAS & OIL	700	700	700	1,013	857	0.00%
0014307	55410	UNIFORMS & APPAREL	500	600	500	562	481	0.00%
0014307	55413	OTHER OPERATING SUPPLIES	4,300	3,750	3,750	4,272	3,972	14.67%
0014307	55504	TRAVEL -CONVENTION & EDUCATION	200	200	200	0	0	0.00%
0014307	57001	MACHINERY & EQUIPMENT	1,000	1,000	1,000	1,394	890	0.00%
0014307	57002	FURNITURE & FIXTURES	500	500	500	0	340	0.00%
0014307	57010	BUILDING	4,000	14,500	14,500	5,465	3,716	-72.41%
			$493,159	$505,706	$498,077	$524,274	$486,062	-0.99%
		0014308 - INFORMATION TECHNOLOGY						
0014308	51001	SALARIES	$371,285	$359,810	$345,628	$347,139	$296,950	7.42%
0014308	52001	FICA	28,405	27,525	26,441	25,578	21,920	7.43%
0014308	52002	RETIREMENT [VRS]	57,015	49,640	47,352	47,700	42,267	20.41%
0014308	52005	HOSPITALIZATION	28,130	28,700	28,700	28,700	29,282	-1.99%
0014308	52006	GROUP INSURANCE	4,951	4,502	4,502	4,504	3,931	9.97%
0014308	52010	WORKERS COMPENSATION	0	417	417	409	205	-100.00%
0014308	52013	EDUCATION ASSISTANCE	0	7,500	7,500	7,298	0	-100.00%
0014308	52016	TRAINING	2,500	2,500	2,500	3,950	1,500	0.00%
0014308	530047	MAINTENANCE-PHONES	2,000	2,000	2,000	2,019	2,500	0.00%
0014308	530048	HARDWARE MAINTENANCE	44,450	37,950	37,950	39,750	35,500	17.13%
0014308	530049	MAINTENANCE-SOFTWARE	233,217	226,030	226,030	177,250	158,300	3.18%
0014308	53004D	MAINTENANCE-COMPUTERS	55,000	54,750	54,750	50,357	51,101	0.46%
0014308	53004E	MAINTENANCE-VIDEO EQUIPMENT	12,000	10,000	10,000	9,502	10,159	20.00%
0014308	53004F	MAINTENANCE-MAPPING SYSTEM	10,500	10,500	10,500	21,533	55,819	0.00%
0014308	53004H	MAINTENANCE-PRINTERS	5,000	5,000	5,000	4,506	4,109	0.00%
0014308	53005C	MTCE-COPIERS	12,500	11,000	11,000	11,353	12,279	13.64%
0014308	53009	PURCHASED SERVICES-JCC	8,500	8,500	8,500	8,475	8,475	0.00%
0014308	55203	TELECOMMUNICATIONS	50,000	59,000	59,000	57,309	60,437	-15.25%
0014308	55307	PUBLIC OFFICIAL LIABILITY	0	250	250	242	0	-100.00%

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0014308	55308	GENERAL LIABILITY	0	1,082	1,050	1,029	0	-100.00%
0014308	55401	OFFICE SUPPLIES	0	500	500	719	500	-100.00%
0014308	55413	OTHER OPERATING SUPPLIES	750	250	250	74	301	200.00%
0014308	55501	TRAVEL-MILEAGE	0	0	0	0	0	N/A
0014308	55504	TRAVEL-CONFERENCES	4,000	2,500	2,500	2,243	1,351	60.00%
0014308	55801	DUES & MEMBERSHIPS	500	500	500	40	495	0.00%
			$930,703	$910,406	$892,820	$851,681	$797,381	4.24%
		0014309 - LANDSCAPING						
0014309	51001	SALARIES & WAGES	$265,850	$263,030	$255,045	$255,426	$245,798	4.24%
0014309	51002	SALARIES & WAGES OVERTIME	1,500	1,750	1,750	2,636	1,253	-14.29%
0014309	51003	PART-TIME SALARIES	18,000	20,800	20,800	14,160	8,736	-13.46%
0014309	52001	FICA	21,835	21,850	21,395	19,310	18,233	2.06%
0014309	52002	RETIREMENT [VRS]	40,904	36,250	37,914	35,489	34,100	7.89%
0014309	52005	HOSPITALIZATION	94,935	93,600	76,182	90,304	78,564	24.62%
0014309	52006	GROUP INSURANCE	3,552	3,450	3,605	3,335	2,979	-1.47%
0014309	52010	WORKERS COMPENSATION	0	5,502	4,790	4,696	3,909	-100.00%
0014309	52013	EDUCATION ASSISTANCE	1,000	125	0	0	5,440	N/A
0014309	52016	TRAINING	500	500	500	135	486	0.00%
0014309	53002	PROFESSIONAL SERVICES	168,000	128,000	128,000	125,696	123,973	31.25%
0014309	53002A	EOC - RECOVERY	0	0	0	3,345	0	N/A
0014309	530041	MAINTENANCE, CARS & TRUCKS	1,000	1,000	1,000	2,951	1,685	0.00%
0014309	530044	MAINTENANCE, POWERED EQUIPMEN	700	700	700	-351	351	0.00%
0014309	53008	LAUNDRY & DRY CLEANING	2,800	2,800	2,800	2,744	2,288	0.00%
0014309	55201	POSTAGE	0	0	0	0	63	N/A
0014309	55203	TELECOMMUNICATION	2,000	2,000	2,000	2,189	2,518	0.00%
0014309	55302	FIRE INSURANCE	0	1,214	1,214	1,190	1,130	-100.00%
0014309	55305	MOTOR VEHICLE INSURANCE	0	1,700	1,700	1,634	1,534	-100.00%
0014309	55307	PUBLIC OFFICIAL LIABILITY	0	247	247	242	278	-100.00%
0014309	55308	GENERAL LIABILITY	0	300	300	290	307	-100.00%
0014309	55401	OFFICE SUPPLIES	0	200	200	127	90	-100.00%
0014309	55403	AGRICULTURAL SUPPLIES	27,500	26,000	26,000	29,428	23,302	5.77%
0014309	55408	VEHICLE POWERED EQUIPMENT-SUPP	0	0	0	817	0	N/A
0014309	554081	CAR & TRUCK SUPPLIES	4,000	4,000	4,000	6,729	7,086	0.00%
0014309	554082	TIRES	0	1,500	1,500	1,430	1,382	-100.00%
0014309	554083	GAS & OIL	8,500	8,000	8,000	8,764	8,571	6.25%
0014309	554084	POWERED EQUIPMENT AND SUPPLIES	4,500	4,500	4,500	5,122	4,206	0.00%
0014309	55410	UNIFORMS & APPAREL	3,500	3,000	3,000	1,635	2,202	16.67%
0014309	55411	BOOKS & SUBSCRIPTIONS	0	100	100	68	220	-100.00%
0014309	55413	OTHER OPERATING SUPPLIES	16,700	16,500	16,500	14,167	15,918	1.21%
0014309	55415A	LITTER CONTROL	5,500	5,500	5,500	5,524	6,578	0.00%
0014309	55504	TRAVEL -CONVENTION & EDUCATION	500	118	500	75	558	0.00%
0014309	55801	DUES & ASSOCIATION MEMBERSHIPS	100	100	100	230	100	0.00%
0014309	57005	MOTOR VEHICLES & EQUIPMENT	4,500	4,000	4,000	6,011	0	12.50%
0014309	58001	LEASE/RENT OF EQUIPMENT	1,000	1,000	1,000	-1,360	456	0.00%
			$698,876	$659,335	$634,842	$644,188	$604,295	10.09%
0015101	55601	**PAYMENT TO LOCAL HEALTH DEPT**	$111,493	$109,645	$109,645	$105,826	$104,755	1.69%
0015101	55602	**PMT TO OLDE TOWN HEALTH CLINIC**	$109,511	$109,511	$109,511	$89,511	$88,511	0.00%
0015205	55602A	**COLONIAL BEHAVIORAL HEALTH**	$259,000	$259,000	$259,000	$255,000	$255,000	0.00%
		0015302 - PUBLIC ASSISTANCE						
0015302	55305	MOTOR VEHICLE INSURANCE	$805	$2,000	$2,000	$0	$0	-59.75%
0015302	55701	GENERAL RELIEF-LOCAL CONT	735,664	666,602	666,602	610,000	610,000	10.36%
0015302	55703	COMPREHENSIVE SERVICES ACT	227,650	136,590	136,590	99,842	99,842	66.67%

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0015302	55705	YOUTH & SENIOR INITIATIVE	5,000	5,000	5,000	30,000	30,000	0.00%
0015302	55706	COMPREHENSIVE SVC ACT-ADMIN	7,886	7,885	7,885	5,691	5,691	0.01%
0015302	55707	AT-RISK PREVENTION	30,000	30,000	30,000	15,000	15,000	0.00%
0015302	55708	SUMMER YOUTH PROGRAM	35,000	35,000	35,000	35,000	35,000	0.00%
0015302	55709	WHF GRANT	260,000	260,000	260,000	260,000	260,000	0.00%
0015302	55710	HOMELESSNESS PREVENTION	55,000	55,000	55,000	30,000	30,000	0.00%
			$1,357,005	$1,198,077	$1,198,077	$1,085,533	$1,085,533	13.27%
		0015305 - PUBLIC ASSISTANCE-TRANSPORT						
0015305	530041	MAINTENANCE, CARS & TRUCKS	$150	$200	$200	$65	$0	-25.00%
0015305	554081	CAR & TRUCK SUPPLIES	150	300	300	220	63	-50.00%
0015305	554082	TIRES	200	400	400	124	546	-50.00%
0015305	554083	GAS & OIL	3,000	2,500	2,500	3,032	2,802	20.00%
			$3,500	$3,400	$3,400	$3,441	$3,411	2.94%
		0016101 - SCHOOL BOARD						
0016101	51001	SALARIES & WAGES	$16,200	$15,000	$16,200	$15,600	$14,150	0.00%
0016101	52001	FICA	1,239	1,150	1,239	1,193	1,083	0.00%
			$17,439	$16,150	$17,439	$16,793	$15,233	0.00%
		0016103 - SCHOOL OPERATIONS						
0016103	56001	SCHOOLS	$8,872,617	$8,675,131	$8,675,131	$8,318,484	$7,804,125	2.28%
0016103	56002A	SALES TAX FOR EDUCATION	1,477,846	990,030	1,347,682	1,270,267	1,142,717	9.66%
			$10,350,463	$9,665,161	$10,022,813	$9,588,751	$8,946,842	3.27%
		0017101 - RECREATION ADMINISTRATION						
0017101	51001	SALARIES & WAGES	$180,160	$164,250	$176,192	$160,221	$131,234	2.25%
0017101	51003	PART-TIME SALARIES	78,000	70,000	70,000	77,123	71,139	11.43%
0017101	52001	FICA	19,760	17,920	13,479	17,694	15,400	46.60%
0017101	52002	RETIREMENT [VRS]	27,620	22,730	24,060	21,207	18,790	14.80%
0017101	52005	HOSPITALIZATION	28,130	28,700	8,030	29,131	8,193	250.31%
0017101	52006	GROUP INSURANCE	2,399	2,150	2,287	1,998	1,728	4.90%
0017101	52010	WORKERS COMPENSATION	0	2,751	2,165	2,122	1,955	-100.00%
0017101	52012	CLOTHING ALLOWANCE	0	0	0	0	56	N/A
0017101	52016	TRAINING	1,000	1,000	1,000	890	931	0.00%
0017101	53001	PROFESSIONAL HEALTH SERVICES	300	300	300	338	0	0.00%
0017101	53002	PROFESSIONAL SERVICES	0	0	0	0	30	N/A
0017101	53004	REPAIR & MAINTENANCE	0	0	0	498	0	N/A
0017101	530041	MAINTENANCE, CARS & TRUCKS	400	400	400	0	19	0.00%
0017101	530042	MAINTENANCE, BUILDINGS	10,000	15,000	15,000	9,462	7,837	-33.33%
0017101	530043	MAINTENANCE, OFFICE EQUIPMENT	100	100	100	83	63	0.00%
0017101	530044	MAINTENANCE, POWERED EQUIPMEN	1,000	1,000	1,000	1,053	898	0.00%
0017101	53005	MAINTENANCE, SERVICE CONTRACTS	47,100	47,100	47,100	43,678	46,949	0.00%
0017101	53007	ADVERTISING	1,000	1,000	1,000	786	800	0.00%
0017101	53008	LAUNDRY & DRY CLEANING	0	0	0	107	0	N/A
0017101	53033	EXTERMINATING CONTRACT	3,940	1,300	1,300	1,280	1,232	203.08%
0017101	55101	ELECTRICITY	36,200	33,250	33,250	38,142	34,650	8.87%
0017101	55102	HEATING	3,000	5,820	5,820	2,745	4,116	-48.45%
0017101	55201	POSTAGE	100	200	200	30	0	-50.00%
0017101	55203	TELECOMMUNICATION	3,134	3,700	3,700	3,086	3,359	-15.30%
0017101	55302	FIRE INSURANCE	0	6,407	6,070	5,951	5,650	-100.00%
0017101	55307	PUBLIC OFFICIAL LIABILITY	0	262	247	242	278	-100.00%
0017101	55308	GENERAL LIABILITY	0	306	300	290	307	-100.00%
0017101	55401	OFFICE SUPPLIES	0	1,100	1,100	1,013	952	-100.00%
0017101	55405	LAUNDRY, HOUSEKEEPING, JANITOR	3,000	3,000	3,000	3,055	2,567	0.00%
0017101	55408	VEHICLE POWERED EQUIPMENT-SUPP	100	100	100	13	24	0.00%
0017101	554083	GAS & OIL	0	0	0	446	0	N/A

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0017101	55411	BOOKS & SUBSCRIPTIONS	100	100	100	7	0	0.00%
0017101	55413	OTHER OPERATING SUPPLIES	2,600	2,000	2,000	1,750	1,514	30.00%
0017101	55501	TRAVEL -MILEAGE	50	0	50	0	0	0.00%
0017101	55504	TRAVEL -CONVENTION & EDUCATION	2,000	21	2,000	919	2,618	0.00%
0017101	55801	DUES & ASSOCIATION MEMBERSHIPS	800	800	800	610	517	0.00%
			$451,993	$432,767	$422,150	$425,971	$363,804	7.07%
		0017102 - RECREATION PARKS						
0017102	51001	SALARIES & WAGES	$110,000	$69,300	$84,063	$46,291	$60,415	30.85%
0017102	51003	PART-TIME SALARIES	130,000	125,000	125,000	127,869	138,380	4.00%
0017102	52001	FICA	18,360	14,864	6,431	13,013	14,882	185.49%
0017102	52002	RETIREMENT [VRS]	16,973	9,550	11,470	5,687	8,414	47.98%
0017102	52005	HOSPITALIZATION	8,135	5,550	8,030	7,902	9,670	1.31%
0017102	52006	GROUP INSURANCE	1,474	1,091	1,091	519	779	35.11%
0017102	52010	WORKERS COMPENSATION	0	5,502	4,330	4,245	3,909	-100.00%
0017102	53002	PROFESSIONAL SERVICES	0	0	0	709	0	N/A
0017102	53004	REPAIR & MAINTENANCE	0	0	0	0	27	N/A
0017102	530042	MAINTENANCE, BUILDINGS	1,800	1,800	1,800	2,517	991	0.00%
0017102	530044	MAINTENANCE, EQUIPMENT	2,000	2,500	2,500	1,624	934	-20.00%
0017102	53005	MAINTENANCE, SERVICE CONTRACTS	9,700	9,700	9,700	8,630	9,326	0.00%
0017102	53006	PRINTING	1,000	1,000	1,000	973	1,000	0.00%
0017102	53007	ADVERTISING	500	500	500	361	478	0.00%
0017102	55101	ELECTRICITY	3,900	4,230	4,230	3,801	3,771	-7.80%
0017102	55203	TELECOMMUNICATION	3,555	3,925	3,925	3,616	4,186	-9.43%
0017102	55302	FIRE INSURANCE	0	1,821	1,821	1,785	1,695	-100.00%
0017102	55307	PUBLIC OFFICIAL LIABILITY	0	247	247	242	278	-100.00%
0017102	55308	GENERAL LIABILITY	0	200	200	193	205	-100.00%
0017102	55401	OFFICE SUPPLIES	0	800	800	786	700	-100.00%
0017102	55403	AGRICULTURAL SUPPLIES	7,000	6,000	6,000	10,020	5,889	16.67%
0017102	55404	MEDICAL SUPPLIES	100	100	100	85	45	0.00%
0017102	55405	LAUNDRY, HOUSEKEEPING, JANITOR	2,000	2,000	2,000	1,743	1,418	0.00%
0017102	55407	REPAIR & MAINTENANCE SUPPLIES	1,500	2,000	2,000	1,018	1,738	-25.00%
0017102	55408	VEHICLE POWERED EQUIPMENT-SUPP	250	250	250	34	151	0.00%
0017102	554081	CAR & TRUCK SUPPLIES	0	0	0	406	372	N/A
0017102	554083	GAS & OIL	0	0	0	0	1	N/A
0017102	554084	EQUIPMENT SUPPLIES	600	600	600	217	884	0.00%
0017102	55410	UNIFORMS & APPAREL	1,500	218	1,500	1,369	747	0.00%
0017102	55411	BOOKS & SUBSCRIPTIONS	0	50	50	0	0	-100.00%
0017102	55413	OTHER OPERATING SUPPLIES	4,800	4,000	4,000	3,910	2,628	20.00%
0017102	55414	MERCHANDISE FOR RESALE	8,000	3,861	8,200	7,228	7,521	-2.44%
0017102	55416A	NRPA - TAKE ME FISHING PROGRAM	0	0	0	0	477	N/A
0017102	55801	DUES & ASSOCIATION MEMBERSHIPS	300	140	300	160	93	0.00%
0017102	57001	MACHINERY & EQUIPMENT	500	1,000	1,000	427	353	-50.00%
0017102	57005	MOTOR VEHICLES & EQUIPMENT	6,000	6,000	6,000	5,800	4,454	0.00%
0017102	58001	LEASE/RENT OF EQUIPMENT	3,000	3,500	3,500	1,745	2,806	-14.29%
			$342,947	$287,299	$302,638	$264,922	$289,617	13.32%
		0017104 - RECREATION PROGRAMS						
0017104	51001	SALARIES & WAGES	$199,830	$191,335	$188,939	$162,566	$172,326	5.76%
0017104	51002	SALARIES & WAGES OVERTIME	0	0	0	316	384	N/A
0017104	51003	PART-TIME SALARIES	25,000	25,000	25,000	24,227	49,482	0.00%
0017104	52001	FICA	17,205	16,550	14,454	17,601	20,237	19.03%
0017104	52002	RETIREMENT [VRS]	30,718	29,000	25,778	22,850	25,661	19.16%
0017104	52005	HOSPITALIZATION	36,260	37,000	44,760	27,604	40,539	-18.99%
0017104	52006	GROUP INSURANCE	2,668	2,500	2,451	2,106	2,495	8.85%
0017104	52010	WORKERS COMPENSATION	0	11,691	9,200	9,020	8,307	-100.00%
0017104	53002	PROFESSIONAL SERVICES	145,000	160,000	160,000	134,316	119,985	-9.38%

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
0017104	53004	REPAIR & MAINTENANCE	200	200	200	186	186	0.00%
0017104	530041	MAINTENANCE, CARS & TRUCKS	200	300	300	218	16	-33.33%
0017104	530042	MAINTENANCE, BUILDINGS	6,000	8,000	8,000	4,721	5,878	-25.00%
0017104	530043	MAINTENANCE, OFFICE EQUIPMENT	250	250	250	206	88	0.00%
0017104	530044	MAINTENANCE, POWERED EQUIPMEN	500	500	500	415	226	0.00%
0017104	53005	MAINTENANCE, SERVICE CONTRACTS	6,000	2,000	2,000	2,594	1,895	200.00%
0017104	53006	PRINTING	500	500	500	463	277	0.00%
0017104	53007	ADVERTISING	800	800	800	340	686	0.00%
0017104	53008	LAUNDRY & DRY CLEANING	300	300	300	111	102	0.00%
0017104	55101	ELECTRICITY	12,900	12,600	12,600	12,867	10,740	2.38%
0017104	55201	POSTAGE	100	100	100	34	90	0.00%
0017104	55203	TELECOMMUNICATION	4,370	4,000	4,000	3,801	4,300	9.25%
0017104	55301	BOILER INSURANCE	0	200	200	190	152	-100.00%
0017104	55302	FIRE INSURANCE	0	1,922	1,821	1,785	1,695	-100.00%
0017104	55305	MOTOR VEHICLE INSURANCE	0	1,507	1,250	1,225	1,151	-100.00%
0017104	55307	PUBLIC OFFICIAL LIABILITY	0	262	247	242	278	-100.00%
0017104	55308	GENERAL LIABILITY	0	204	200	193	205	-100.00%
0017104	55401	OFFICE SUPPLIES	0	650	650	549	546	-100.00%
0017104	55405	LAUNDRY, HOUSEKEEPING, JANITOR	2,500	2,500	2,500	2,098	1,825	0.00%
0017104	55407	REPAIR & MAINTENANCE SUPPLIES	500	500	500	727	181	0.00%
0017104	55408	VEHICLE POWERED EQUIPMENT-SUPP	250	250	250	49	217	0.00%
0017104	554081	CAR & TRUCK SUPPLIES	250	850	850	800	858	-70.59%
0017104	554082	TIRES	0	600	600	0	0	-100.00%
0017104	554083	GAS & OIL	3,700	3,500	3,500	3,630	3,773	5.71%
0017104	554084	EQUIPMENT SUPPLIES	300	300	300	284	136	0.00%
0017104	55410	UNIFORMS & APPAREL	1,200	1,000	1,200	977	706	0.00%
0017104	55411	BOOKS & SUBSCRIPTIONS	50	50	50	0	0	0.00%
0017104	55412	EDUCATIONAL & RECREATIONAL SUP	9,000	9,000	9,000	7,867	5,607	0.00%
0017104	55413	OTHER OPERATING SUPPLIES	12,000	6,000	6,000	6,126	4,958	100.00%
0017104	55414	MERCHANDISE FOR RESALE	0	0	0	0	37	N/A
0017104	55501	TRAVEL -MILEAGE	0	0	0	0	1,245	N/A
0017104	55504	TRAVEL -CONVENTION & EDUCATION	2,000	123	2,000	0	0	0.00%
0017104	55801	DUES & ASSOCIATION MEMBERSHIPS	400	400	400	290	125	0.00%
0017104	57001	MACH & EQUIP (PARK & REC DEV)	13,000	13,000	13,000	11,484	27,341	0.00%
0017104	57005	MOTOR VEHICLES & EQUIPMENT	500	500	500	500	249	0.00%
0017104	58001	LEASE/RENT OF EQUIPMENT	8,000	10,000	10,000	5,763	4,702	-20.00%
			$542,451	$555,944	$555,150	$471,342	$519,887	-2.29%
		0017108 - CEMETERY						
0017108	51001	SALARIES & WAGES	$43,269	$43,270	$41,406	$41,442	$40,208	4.50%
0017108	51002	SALARIES & WAGES OVERTIME	1,800	1,800	1,800	1,304	1,603	0.00%
0017108	52001	FICA	3,450	3,450	3,207	3,029	2,973	7.58%
0017108	52002	RETIREMENT [VRS]	6,610	5,900	5,650	5,655	5,712	16.99%
0017108	52005	HOSPITALIZATION	13,895	14,173	14,173	14,173	14,460	-1.96%
0017108	52006	GROUP INSURANCE	574	570	538	538	531	6.69%
0017108	52010	WORKERS COMPENSATION	0	1,375	1,198	1,174	977	-100.00%
0017108	530044	MAINTENANCE, EQUIPMENT	400	400	400	43	0	0.00%
0017108	53008	LAUNDRY & DRY CLEANING	400	400	400	476	203	0.00%
0017108	55101	ELECTRICITY	600	550	550	591	612	9.09%
0017108	55203	TELECOMMUNICATION	2,000	1,800	1,800	2,404	2,309	11.11%
0017108	55307	PUBLIC OFFICIAL LIABILITY	0	262	247	242	278	-100.00%
0017108	55408	VEHICLE POWERED EQUIPMENT-SUPP	0	0	0	0	141	N/A
0017108	554082	TIRES	0	100	100	393	87	-100.00%

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
0017108	554083	GAS & OIL	120	120	120	70	41	0.00%
0017108	554084	EQUIPMENT SUPPLIES	500	500	500	53	88	0.00%
0017108	55413	OTHER OPERATING SUPPLIES	2,000	2,000	2,000	1,504	1,363	0.00%
0017108	57006	REPURCHASE OF CEMETERY LOTS	1,000	1,000	1,000	1,100	300	0.00%
			$76,618	$77,670	$75,089	$74,190	$71,888	2.04%
0017302	56002	**REGIONAL LIBRARY**	$914,067	$904,244	$904,244	$871,852	$859,699	1.09%
		0018101 - PLANNING						
0018101	51001	SALARIES & WAGES	$295,175	$303,680	$288,089	$289,498	$269,403	2.46%
0018101	51003	PART-TIME SALARIES	0	900	10,000	4,547	0	-100.00%
0018101	52001	FICA	22,585	23,300	22,804	21,785	19,989	-0.96%
0018101	52002	RETIREMENT [VRS]	45,362	40,700	39,409	40,624	38,176	15.11%
0018101	52005	HOSPITALIZATION	54,605	52,000	57,127	36,830	44,315	-4.41%
0018101	52006	GROUP INSURANCE	3,940	4,000	3,747	3,772	3,508	5.15%
0018101	52010	WORKERS COMPENSATION	0	958	958	939	782	-100.00%
0018101	52016	TRAINING	4,000	5,000	5,000	4,403	837	-20.00%
0018101	53001A	COMPREHENSIVE PLAN	0	0	0	384	0	N/A
0018101	53002	PROFESSIONAL SERVICES	0	0	0	1,125	8,731	N/A
0018101	53004	REPAIR & MAINTENANCE	100	100	100	0	0	0.00%
0018101	530041	MAINTENANCE, CARS & TRUCKS	500	750	750	282	16	-33.33%
0018101	53006	PRINTING	2,000	2,500	2,500	1,908	1,904	-20.00%
0018101	53007	ADVERTISING	7,000	5,000	5,000	6,995	8,830	40.00%
0018101	55201	POSTAGE	1,200	1,200	1,200	1,130	1,078	0.00%
0018101	55203	TELECOMMUNICATION	7,000	6,200	6,200	6,924	8,138	12.90%
0018101	55305	MOTOR VEHICLE INSURANCE	0	625	625	613	575	-100.00%
0018101	55307	PUBLIC OFFICIAL LIABILITY	0	3,706	3,706	3,633	4,174	-100.00%
0018101	55308	GENERAL LIABILITY	0	200	200	193	205	-100.00%
0018101	55401	OFFICE SUPPLIES	0	2,500	2,500	2,542	1,067	-100.00%
0018101	55408	VEHICLE POWERED EQUIPMENT-SUPP	0	0	0	19	53	N/A
0018101	554081	CAR & TRUCK SUPPLIES	500	0	0	0	0	N/A
0018101	554082	TIRES	0	150	150	0	0	-100.00%
0018101	554083	GAS & OIL	300	400	400	275	198	-25.00%
0018101	55411	BOOKS & SUBSCRIPTIONS	300	300	300	103	625	0.00%
0018101	55413	OTHER OPERATING SUPPLIES	5,000	2,500	2,500	2,121	1,433	100.00%
0018101	55501	TRAVEL -MILEAGE	300	400	400	378	0	-25.00%
0018101	55504	TRAVEL -CONVENTION & EDUCATION	6,000	6,000	6,000	3,673	5,536	0.00%
0018101	55505	AWARD PROGRAMS	0	700	700	0	2,653	-100.00%
0018101	55507	NEIGHBORHOOD ENHANCEMENT PRO	0	0	0	3,169	4,188	N/A
0018101	55801	DUES & ASSOCIATION MEMBERSHIPS	2,500	2,500	2,500	1,550	1,466	0.00%
0018101	57001	MACHINERY & EQUIPMENT	500	500	500	0	190	0.00%
			$458,867	$466,769	$463,365	$439,415	$428,070	-0.97%
		0018102 - OUTSIDE AGENCIES						
0018102	61010	PEN. COMM. ON HOMELESSNESS	$2,759	$2,759	$2,759	$2,759	$2,759	0.00%
0018102	61025	CHILD DEV. RESOURCES	5,000	5,000	5,000	5,000	5,000	0.00%
0018102	61035	COMMUNITY ACTION AGENCY	21,102	21,102	21,102	21,102	21,102	0.00%
0018102	61040	LITERACY FOR LIFE	1,000	1,000	1,000	1,000	1,000	0.00%
0018102	61045	PENINSULA AGENCY ON AGING	12,278	12,278	12,278	11,573	11,022	0.00%
0018102	61055	COMMUNITY SERVICES COALITION	7,500	7,500	7,500	7,500	7,500	0.00%
0018102	61060	HOSPICE OF WILLIAMSBURG	7,500	7,500	7,500	7,000	7,000	0.00%
0018102	61065	AVALON	19,000	19,000	19,000	19,000	19,000	0.00%
0018102	61070	ARC OF GREATER WMSBG HUMAN SR\	1,500	1,500	1,500	1,500	1,500	0.00%
0018102	61075	COLONIAL CASA	6,000	6,000	6,000	6,000	6,000	0.00%
0018102	61110	3E RESTORATION	0	0	0	1,000	0	N/A
0018102	61115	HOUSE OF MERCY	2,000	1,000	1,000	0	0	100.00%
0018102	61120	HOUSING PARTNERSHIP	2,500	0	0	0	0	N/A

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
0018102	62010	TNCC-SITE IMPROVEMENTS	10,356	16,026	16,026	9,036	7,632	-35.38%
0018102	62015	WMSBG HOTEL/MOTEL ASSOCIATION	0	0	0	0	10,000	N/A
0018102	62020	KINGSMILL GOLF TOURNAMENT	0	0	0	0	15,000	N/A
0018102	62035	TNCC-HISTORIC TRIANGLE CAMPUS	2,457	2,463	2,463	2,677	2,600	-0.23%
0018102	62045	TNCC-Workforce Dev. Ctr.	10,500	10,500	10,500	10,500	10,500	0.00%
0018102	62055	WMSBG AREA DESTINATION MKTG	0	0	0	0	1,123,558	N/A
0018102	62060	HAMPTON RDS PLANNING DISTRICT	30,252	29,591	29,591	12,652	11,888	2.23%
0018102	62065	CHAMBER OF COMMERCE	0	0	0	0	800,000	N/A
0018102	62070	COLONIAL WMSBG FOUNDATION	0	0	0	0	1,300,000	N/A
0018102	62075	PENINSULA COUNCIL WORK. DEV.	5,947	5,947	5,947	5,947	5,947	0.00%
0018102	62085	HERITAGE HUMANE SOCIETY	25,000	0	0	25,000	19,667	N/A
0018102	62095	FARMERS MARKET	3,800	3,800	3,800	3,800	3,800	0.00%
0018102	62100	WMSBG LAND CONSERVANCY	5,000	5,000	5,000	5,000	5,000	0.00%
0018102	62140	VIRGINIA COOPERATIVE EXTENSION	5,602	5,602	5,602	5,602	5,541	0.00%
0018102	62145	VIRGINIA FIRST CITIES	0	12,811	12,811	12,811	0	-100.00%
0018102	62150	BIKEWALK WILLIAMSBURG	2,000	0	0	0	0	N/A
0018102	63010	WILLIAMSBURG MUSIC CLUB	3,100	3,100	3,100	3,000	2,500	0.00%
0018102	63015	VA SYMPHONY-MATOAKA CONCERT	9,250	8,670	8,670	8,670	6,000	6.69%
0018102	63020	VA ARTS FESTIVAL	0	0	0	0	55,000	N/A
0018102	63030	WMSBG SYMPHONY ORCHESTRA	14,800	16,000	16,000	16,000	16,000	-7.50%
0018102	63035	VIRGINIA SYMPHONY	10,600	10,900	10,900	9,000	8,000	-2.75%
0018102	63040	WMSBG WOMENS CHORUS INC.	2,200	2,500	2,500	2,400	2,000	-12.00%
0018102	63045	TIDEWATER CLASSIC GUITAR	1,400	1,300	1,300	1,900	1,500	7.69%
0018102	63055	WILLIAMSBURG CHORAL GUILD	5,200	5,400	5,400	5,500	5,000	-3.70%
0018102	63065	MAGIC OF HARMONY SHOW CHORUS	0	0	0	475	250	N/A
0018102	63070	VIRGINIA OPERA	9,700	10,100	10,100	9,575	8,200	-3.96%
0018102	63075	WILLIAMSBURG YOUTH ORCHESTRA	4,800	5,000	5,000	5,000	4,100	-4.00%
0018102	63080	WILLIAMSBURG PLAYERS	9,800	11,000	11,000	11,000	10,000	-10.91%
0018102	63085	VA REPERTORY THEATRE	1,400	1,500	1,500	1,725	1,600	-6.67%
0018102	63090	YOUNG AUDIENCES	3,700	4,000	4,000	5,000	4,600	-7.50%
0018102	63100	INSTITUTE FOR DANCE	2,200	2,000	2,000	1,500	2,700	10.00%
0018102	63115	WMSBG CONTEMPORARY ART CENTER	10,600	11,000	11,000	11,500	11,400	-3.64%
0018102	63120	CHESAPEAKE BAY WIND ENSEMBLE	500	500	500	500	500	0.00%
0018102	63125	AN OCCASION FOR THE ARTS	9,500	11,500	11,500	13,000	11,700	-17.39%
0018102	63130	WHRO-TV	2,800	2,900	2,900	3,000	2,600	-3.45%
0018102	63135	CULTURAL ALLIANCE	0	0	0	0	700	N/A
0018102	63145	ARTS COMMISSION-ADM EXPENSES	1,500	1,000	1,000	672	518	50.00%
0018102	63150	CULTUREFIX	0	0	0	0	6,650	N/A
0018102	63155	FIRST NIGHT OF WILLIAMSBURG	0	0	0	0	3,927	N/A
0018102	63160	PANGLOSSIAN PRODUCTIONS	3,600	4,800	4,800	4,200	3,500	-25.00%
0018102	63165	STAGELIGHTS	2,400	2,300	2,300	2,000	2,400	4.35%
0018102	63170	CELEBRATE YORKTOWN	0	2,200	2,200	2,200	2,200	-100.00%
0018102	63175	GLOBAL FILM FESTIVAL WAAC	6,400	9,500	9,500	8,600	8,600	-32.63%
0018102	63180	WILLIAMSBURG BOOK FESTIVAL	1,400	1,300	1,300	1,300	1,000	7.69%
0018102	63185	COMM ALLIANCE FOR PERF ARTS	0	0	0	950	0	N/A
0018102	63190	OPERA IN WILLIAMSBURG	14,900	14,100	14,100	13,500	10,500	5.67%
0018102	63195	WJC FINE ARTS PROGRAM	0	9,000	9,000	0	0	-100.00%
0018102	63200	VIRGINIA ARTS FESTIVAL	7,800	0	0	8,750	7,500	N/A
0018102	63205	JAMESTOWN-YORKTOWN FN	2,500	0	0	0	0	N/A
0018102	63206	OPEN DOOR CONCERTS	500	0	0	0	0	N/A
0018102	63220	FLUTE FRENZY	2,500	2,600	2,600	3,000	3,000	-3.85%
0018102	63225	VIRGINIA STAGE COMPANY	600	600	600	0	0	0.00%
0018102	63230	ACCORDION RENAISSANCE	900	800	800	1,100	1,400	12.50%
0018102	63240	ART AT THE RIVER	1,800	2,200	2,200	2,450	1,700	-18.18%
0018102	63245	AURA CURIATLAS PHYS THEATRE	2,400	2,400	2,400	2,250	2,000	0.00%
0018102	63265	WMSBG YOUTH HARP SOCIETY	1,400	0	0	0	0	N/A
0018102	63270	VA REGIONAL BALLET	6,100	7,500	7,500	7,000	5,600	-18.67%

Org	Object	Account Description	Proposed FY 2021	Projected Actual FY 2020	Original Budget FY 2020	Actual FY 2019	Actual FY 2018	% over FY 20 Bud
0018102	63290	YORKTOWN ART FOUNDATION	0	0	0	925	0	N/A
0018102	64010	HIGH SPEED RAIL COALITION	4,500	4,500	4,500	4,500	4,500	0.00%
0018102	64015	WILLIAMSBURG AREA TRANSPORT	375,975	375,975	375,975	375,975	375,975	0.00%
0018202	61020	WMSBG FAITH IN ACTION	5,000	5,000	5,000	5,000	5,000	0.00%
0018202	62025	COLONIAL SOIL & WATER CONSERVA	5,500	5,500	5,500	5,500	3,500	0.00%
0018202	62120	FEDERAL FACILITIES ALLIANCE	7,592	7,702	7,702	7,715	7,430	-1.43%
0018202	62130	REG. ECON DEV INITIATIVES	14,424	14,658	14,658	14,658	14,117	-1.60%
			$760,294	$757,384	$757,384	$757,449	$4,028,383	0.38%
		Transfers						
0018999	59992	TRANSFER TO TOURISM FUND	$2,205,000	$2,205,000	$2,205,000	$2,205,000	$0	0.00%
0018999	59993	TRANSFER BUDGET STABILIZATION	0	0	53,290	0	0	-100.00%
		TRANSFER TO GENERAL FUND RESERVI	0	0	0	1,270,295	1,545,612	N/A
		Total Transfers	$2,205,000	$2,205,000	$2,258,290	$3,475,295	$1,545,612	-2.36%
		Total Expenditures	$38,825,500	$36,677,119	$37,260,618	$37,159,461	$36,910,771	4.20%

Organization	Object	Account Description	Proposed FY 2021	Projected FY 2020	Budget FY 2020	Actual FY 2019
Revenue						
0030002	41121A	TRANSFER IN FROM GENERAL FUND	$ (2,205,000)	$ (2,205,000)	$ (2,205,000)	$ (2,205,000)
0030002	42050	$2 LODGING TAX	(736,450)	(709,374)	(1,086,000)	(1,079,370)
0030002	44100	LOCAL 1% SALES TAX	(1,961,400)	(1,616,237)	(1,970,000)	(2,012,985)
		TRANSFER FROM RESERVES	-	(560,438)	-	-
	Total Revenues		$ (4,902,850)	$ (5,091,049)	$ (5,261,000)	$ (5,297,355)
Expenditures						
	Administration					
0033900	51001	SALARIES & WAGES	$ 62,500	$ 50,545	$ 45,450	$ 21,311
0033900	52001	FICA	4,790	3,580	3,477	1,436
0033900	52002	RETIREMENT-VRS	8,615	6,985	6,201	2,664
0033900	52005	HOSPITALIZATION	20,265	16,000	20,794	3,425
0033900	52006	GROUP LIFE INSURANCE	820	630	590	241
0033900	52016	TRAINING	2,000	300	2,500	573
0033900	53002	PROFESSIONAL SERVICES	120,000	11,950	100,000	2,545
0033900	530043	MAINTENANCE, OFFICE EQUIPMENT	500	1,025	1,500	3,058
0033900	53006	PRINTING	-	-	1,000	104
0033900	55201	POSTAGE	-	-	1,000	-
0033900	55203	TELECOMMUNICATION	2,000	600	2,000	1,016
0033900	55401	OFFICE SUPPLIES	-	1,060	1,000	305
0033900	55411	BOOKS & SUBSCRIPTIONS	6,000	100	500	110
0033900	55413	OTHER OPERATING SUPPLIES	2,000	3,125	2,500	734
0033900	55501	TRAVEL -MILEAGE	750	-	1,000	21
0033900	55504	TRAVEL -CONVENTION & EDUCATION	10,000	600	2,000	639
0033900	55801	DUES & ASSOCIATION MEMBERSHIPS	3,300	1,000	1,000	335
0033900	55869	CONTINGENCY	1,555	-	123,588	-
		Total	$ 245,095	$ 97,500	$ 316,100	$ 38,516
		Tourism Marketing				
0033910	62065	MAINT EFFORT - CHAMBER/TOURISM	$ 800,000	$ 800,000	$ 800,000	$ 800,000
0033910	67030	HISTORIC TRIANGLE MARKETING	368,225	354,688	543,000	539,685
		Total	$ 1,168,225	$ 1,154,688	$ 1,343,000	$ 1,339,685

Organization	Object	Account Description	Proposed FY 2021	Projected FY 2020	Budget FY 2020	Actual FY 2019
		Tourism Grant Program				
0033920	62015	HOTEL/MOTEL ASSOCIATION	$ 11,000	$ 10,000	$ 10,000	$ 10,000
0033920	62020	KINGSMILL CHAMPIONSHIP	15,000	15,000	15,000	15,000
0033920	62070	COLONIAL WMSBG FOUNDATION	1,300,000	1,300,000	1,300,000	1,300,000
0033920	63020	WILLIAMSBURG LIVE	80,000	80,000	80,000	55,000
0033920	63125	AN OCCASION FOR THE ARTS	20,000	20,000	20,000	25,000
0033920	63150	CULTUREFIX	290,000	75,000	75,000	75,000
0033920	63176	GLOBAL FILM FESTIVAL CITY OSA	25,000	-	-	-
0033920	67010	TOURISM CONTINGENCY - GRANTS	150,000	150,000	150,000	50,000
0033920	67020	DOWNTOWN VIBRANCY IMPLEMENTATI	-	-	-	150,000
0033920	67040	TOURISM DEVELOPMENT GRANT PRG	-	-	1,951,900	-
		Total	$ 1,891,000	$ 1,650,000	$ 3,601,900	$ 1,680,000
		Tourism Grant Awards				
		CITY SQUARE PLAZA FURNITURE	$ -	$ 10,000	$ -	$ -
			$ -	$ 10,000	$ -	$ -
		Total Expenditures	$ 3,304,320	$ 2,912,188	$ 5,261,000	$ 3,058,201
		TRANSFER TO GENERAL FUND	$ 1,598,530	$ 2,178,861	$ -	$ -
		TRANSFER TO RESERVES	-	-	-	2,239,154
		Total Expenditures and Transfers	$ 4,902,850	$ 5,091,049	$ 5,261,000	$ 5,297,355

CITY OF WILLIAMSBURG UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2021

Row Labels	Column Labels Proposed FY 2020 Proposed FY 2021	Projected Actual	Budget FY 2020	Actual FY 2019	Actual FY 2018
0100610 - UF REVENUE	**$ (7,511,678)**	**$ (7,464,244)**	**$ (8,198,354)**	**$ (8,003,049)**	**$ (8,459,471)**
41101 - WATER SERVICE	(4,700,000)	(4,700,000)	(4,623,000)	(4,702,919)	(4,687,485)
41101A - SEWER SERVICE	(2,200,000)	(2,200,000)	(2,400,000)	(2,063,225)	(2,402,770)
41101B - SURCHARGE - WATER SERVICE	-	-	-	-	-
41102 - WATER CONNECTIONS	(2,500)	(3,000)	(3,000)	(3,200)	(2,000)
411021 - HRSD TAP FEES	(80,000)	(80,000)	(80,000)	(142,095)	(151,375)
41102A - SEWER CONNECTIONS	(3,000)	(3,000)	(3,000)	(5,600)	(4,000)
41103 - PENALTY - WATER & SEWER	(21,400)	(21,400)	(21,400)	(20,293)	(20,811)
41110 - OTHER SOURCES	(45,000)	(45,000)	(45,000)	(171,500)	(7,421)
41111 - ENTERPRISE-INTEREST EARNINGS	(70,000)	(93,600)	(93,600)	(94,973)	(57,365)
41118 - WATER TOWER USAGE	(222,000)	(218,244)	(218,244)	(218,244)	(218,244)
41119 - WATER STORAGE TANK PROFFER	-	-	-	-	-
41120 - WATER & SEWER AVAILABILITY	(100,000)	(100,000)	(300,000)	(581,000)	(908,000)
41121 - RETAINED EARNINGS-FOR C I P	-	-	-	-	-
41121A - TRANSFER IN FROM GENERAL FUND	-	-	-	-	-
41122 - XFER-RETAINED EARN FOR OPERAT	(67,778)	-	(411,110)	-	-
Grand Total	**$ (7,511,678)**	**$ (7,464,244)**	**$ (8,198,354)**	**$ (8,003,049)**	**$ (8,459,471)**

CITY OF WILLIAMSBURG UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2021

Row Labels	Proposed FY 2021	Projected Actual Amount	Budget FY 2020	Actual FY 2019	Actual FY 2018
	Column Labels				
0101900 - UTILITY ADMINISTRATION	**$ 2,278,008**	**$ 2,055,791**	**$ 2,195,892**	**$ 2,023,624**	**$ 1,881,735**
51001 - SALARIES & WAGES	$ 271,900	$ 273,120	$ 329,928	$ 267,209	$ 261,052
51002 - SALARIES & WAGES OVERTIME	-	-	-	-	-
52001 - FICA	20,800	18,620	25,240	18,980	18,644
52002 - RETIREMENT-VRS	41,960	36,720	45,103	(5,303)	9,910
52004 - DENTAL	-	-	-	-	-
52005 - HOSPITALIZATION	30,243	21,740	30,243	23,375	30,845
52006 - GROUP LIFE INSURANCE	3,645	4,288	4,288	2,128	887
52009 - UNEMPLOYMENT INSURANCE	-	-	-	-	-
52010 - WORKERS COMPENSATION	3,705	4,126	3,593	3,522	2,932
52011 - CAR ALLOWANCE	-	-	-	-	6,369
52013 - EDUCATION ASSISTANCE	-	-	-	-	-
52014 - CONTINGENCY PAY PLAN	29,000	-	65,840	-	-
53002 - PROFESSIONAL SERVICES	13,000	13,000	15,000	10,050	11,295
53004 - PROFESSIONAL SRV REPAIR&MAINT	-	-	-	-	-
530041 - MAINTENANCE, CARS & TRUCKS	-	-	-	-	-
530043 - MAINTENANCE, OFFICE EQUIPMENT	-	-	-	-	-
53005 - SERVICE CONTRACTS	-	-	-	-	-
53006 - PRINTING	500	500	500	1,433	311
53007 - ADVERTISING	500	500	500	922	-
53010 - STATE WATERWORKS ASSESSMENT	-	-	-	-	-
55101 - ELECTRICITY	-	-	-	-	-
55102 - HEATING	-	-	-	-	-
55201 - POSTAGE	6,500	3,020	6,500	4,413	7,032
55203 - TELECOMMUNICATION	4,000	3,100	3,100	4,211	4,533
55204 - RADIO	500	500	500	841	270
55301 - BOILER INSURANCE	-	-	-	-	-
55302 - FIRE INSURANCE	673	607	607	595	565
55304 - OTHER PROPERTY	-	-	-	-	-
55305 - MOTOR VEHICLE INSURANCE	1,582	1,250	1,250	1,225	1,151
55306 - SURETY BONDS	-	-	-	-	-
55307 - PUBLIC OFFICIAL LIABILITY	-	-	-	-	-
55308 - GENERAL LIABILITY	-	-	-	-	-
55401 - OFFICE SUPPLIES	2,400	1,900	2,600	2,242	1,553
55408 - VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	-
554081 - CAR & TRUCK SUPPLIES	-	-	-	-	-
554082 - TIRES	-	-	-	-	-
554083 - GAS & OIL	-	-	-	4	1
55411 - BOOKS & SUBSCRIPTIONS	-	-	-	-	-
55413 - OTHER OPERATING SUPPLIES	2,000	2,000	2,000	1,272	2,007
55501 - TRAVEL -MILEAGE	-	-	-	-	13
55504 - TRAVEL -CONVENTION & EDUCATION	2,500	200	2,500	125	3,208
555801 - DUES & SUBSCRIPTIONS	300	300	300	130	95
55869 - CONTINGENCY	-	-	-	-	-
57002 - FURNITURE & FIXTURES	300	300	300	-	-
57003 - COMMUNICATIONS EQUIPMENT	-	-	-	-	-
57005 - MOTOR VEHICLES & EQUIPMENT	-	-	1,000	732	-

Row Labels	Proposed FY 2021	Projected Actual Amount	Budget FY 2020	Actual FY 2019	Actual FY 2018
57008 - PEDESTRIAN IMPROVEMENTS	1,012,000	840,000	840,000	847,893	687,925
57009 - STREET RESURFACING	830,000	830,000	815,000	837,624	831,135
0101910 - FILTER PLANT	**$ 1,270,807**	**$ 1,245,393**	**$ 1,370,161**	**$ 1,130,876**	**$ 1,162,200**
51001 - SALARIES & WAGES	$ 439,700	$ 431,340	$ 561,590	$ 456,900	$ 503,734
51002 - SALARIES & WAGES OVERTIME	-	12,500	5,000	4,360	11,370
51003 - SALARIES-PART TIME	54,000	52,830	-	53,031	27,527
51006 - DISCRETIONARY LEAVE	-	7,000	7,000	13,548	11,148
52001 - FICA	37,770	36,000	42,962	35,869	38,901
52002 - RETIREMENT-VRS	67,845	56,125	76,929	(9,655)	17,101
52004 - DENTAL	-	-	-	-	-
52005 - HOSPITALIZATION	100,457	91,545	112,913	100,376	108,368
52006 - GROUP LIFE INSURANCE	5,900	7,314	7,314	3,508	1,522
52009 - UNEMPLOYMENT INSURANCE	-	-	-	-	-
52010 - WORKERS COMPENSATION	14,620	15,817	13,772	13,502	11,239
52013 - EDUCATION ASSISTANCE	-	-	-	-	-
52016 - TRAINING	5,000	5,000	5,000	6,123	5,796
53002 - PROFESSIONAL SERVICES	26,000	28,000	28,000	22,024	29,978
53004 - PROFESSIONAL SRV REPAIR&MAINT	7,000	7,000	7,000	2,758	6,970
530041 - MAINTENANCE, CARS & TRUCKS	1,000	1,000	1,000	1,315	-
530042 - MAINTENANCE, BUILDINGS	4,000	4,000	4,000	3,624	135
530044 - MAINTENANCE, POWERED EQUIPMENT	7,000	7,000	7,000	9,262	10,439
53005 - SERVICE CONTRACTS	3,200	2,000	3,200	1,937	3,209
53007 - ADVERTISING	-	-	-	401	-
53008 - LAUNDRY & DRY CLEANING	-	-	-	-	-
53009 - PURCHASE OF SER FROM OTHER GOV	-	-	-	-	-
55101 - ELECTRICITY	125,000	112,000	112,000	126,733	100,785
55102 - HEATING	-	-	-	-	-
55103 - UTILITIES WATER/SEWER	-	-	-	-	-
55201 - POSTAGE	1,200	300	1,200	1,001	1,385
55203 - TELECOMMUNICATION	2,000	1,780	1,780	1,811	2,125
55204 - RADIO	-	-	250	-	-
55301 - BOILER INSURANCE	420	390	390	380	305
55302 - FIRE INSURANCE	5,382	5,126	4,856	4,761	4,520
55304 - OTHER PROPERTY	-	-	-	-	-
55305 - MOTOR VEHICLE INSURANCE	527	420	420	408	384
55306 - SURETY BONDS	-	-	-	-	-
55307 - PUBLIC OFFICIAL LIABILITY	-	-	-	-	-
55308 - GENERAL LIABILITY	5,136	4,735	4,735	4,639	4,913
55401 - OFFICE SUPPLIES	1,300	1,200	1,700	621	1,274
55404 - MEDICAL SUPPLIES	6,500	6,200	6,200	9,453	6,328
55405 - LAUNDRY HOUSEKEEP JANITOR SUP	1,800	2,000	2,000	1,216	1,954
55407 - REPAIR & MAINTENANCE SUPPLIES	22,000	22,000	22,000	25,464	20,558
55408 - VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	56	-
554081 - CAR & TRUCK SUPPLIES	600	600	600	1,912	363
554082 - TIRES	200	200	200	289	-
554083 - GAS & OIL	2,000	2,000	2,000	1,719	1,628
554084 - POWERED EQUIPMENT SUPPLIES	500	-	1,000	-	52

Row Labels	Proposed FY 2021	Projected Actual Amount	Budget FY 2020	Actual FY 2019	Actual FY 2018
554086 - GENERATOR FUEL	2,000	-	2,000	3,241	-
55410 - UNIFORMS & APPAREL	3,000	2,800	2,800	3,836	2,797
55411 - BOOKS & SUBSCRIPTIONS	-	200	400	-	-
55413 - OTHER OPERATING SUPPLIES	225,000	225,000	225,000	175,247	145,498
55501 - TRAVEL -MILEAGE	-	-	-	74	117
55504 - TRAVEL -CONVENTION & EDUCATION	750	-	750	11	1,636
55651 - REAL ESTATE TAXES	72,000	72,000	72,000	35,564	70,201
55801 - DUES & ASSOCIATION MEMBERSHIPS	-	200	200	-	-
57002 - FURNITURE & FIXTURES	2,000	5,000	5,000	2,005	37
57003 - COMMUNICATIONS EQUIPMENT	-	-	-	-	-
57005 - MOTOR VEHICLES & EQUIPMENT	8,000	8,000	8,000	6,120	44
57007 - ADP EQUIPMENT	10,000	8,771	10,000	5,431	7,858
58001 - LEASE/RENT OF EQUIPMENT	-	-	-	-	-
0101920 - WATER SYSTEM	**$ 635,005**	**$ 581,590**	**$ 617,779**	**$ 537,840**	**$ 532,978**
51001 - SALARIES & WAGES	$ 246,910	$ 235,999	$ 235,999	$ 227,744	$ 228,704
51002 - SALARIES & WAGES OVERTIME	9,000	9,000	9,000	9,436	8,217
51003 - SALARIES-PART TIME	-	2,000	2,000	-	-
52001 - FICA	19,579	18,055	18,055	16,327	16,783
52002 - RETIREMENT-VRS	38,098	32,293	32,293	(4,669)	7,733
52004 - DENTAL	-	-	-	-	-
52005 - HOSPITALIZATION	103,349	87,880	103,349	94,441	101,170
52006 - GROUP LIFE INSURANCE	3,310	3,070	3,070	1,863	628
52009 - UNEMPLOYMENT INSURANCE	-	-	-	-	-
52010 - WORKERS COMPENSATION	9,879	11,003	8,659	8,489	7,819
52013 - EDUCATION ASSISTANCE	-	-	-	-	-
52016 - TRAINING	900	600	900	60	-
53002 - PROFESSIONAL SERVICES	13,500	13,000	13,000	13,009	11,363
53004 - PROFESSIONAL SRV REPAIR&MAINT	-	-	-	-	-
530041 - MAINTENANCE, CARS & TRUCKS	3,500	2,000	4,000	2,672	1,060
530042 - MAINTENANCE, BUILDINGS	-	-	-	-	-
530044 - MAINTENANCE, POWERED EQUIPMENT	-	-	500	77	-
530045 - MAINTENANCE, SIGNS & ST MRKNGS	5,500	5,000	5,000	3,183	6,397
53005 - SERVICE CONTRACTS	500	500	500	788	300
53008 - LAUNDRY & DRY CLEANING	4,000	4,000	4,000	3,707	3,125
53010 - STATE WATERWORKS ASSESSMENT	13,000	13,000	13,000	12,682	12,682
53033 - EXTERMINATING CONTRACT	-	-	-	-	-
55101 - ELECTRICITY	-	-	-	-	-
55102 - HEATING	-	-	-	-	-
55103 - UTILITIES WATER/SEWER	-	-	-	-	-
55201 - POSTAGE	5,500	2,700	2,700	5,053	2,647
55203 - TELECOMMUNICATION	4,000	4,500	4,500	3,695	4,898
55204 - RADIO	600	600	600	841	270
55301 - BOILER INSURANCE	420	390	390	380	305
55302 - FIRE INSURANCE	8,071	7,687	7,284	7,141	6,780
55304 - OTHER PROPERTY	-	-	-	-	-
55305 - MOTOR VEHICLE INSURANCE	4,748	4,521	3,750	3,675	3,452
55306 - SURETY BONDS	-	-	-	-	-

CITY OF WILLIAMSBURG UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2021

Row Labels	Proposed FY 2021	Projected Actual Amount	Budget FY 2020	Actual FY 2019	Actual FY 2018
55307 - PUBLIC OFFICIAL LIABILITY	-	-	-	-	-
55308 - GENERAL LIABILITY	5,241	4,992	4,830	4,735	5,015
55401 - OFFICE SUPPLIES	600	300	800	235	824
55405 - LAUNDRY HOUSEKEEP JANITOR SUP	500	300	500	1	705
55407 - REPAIR & MAINTENANCE SUPPLIES	1,000	-	1,000	848	1,795
55408 - VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	-
554081 - CAR & TRUCK SUPPLIES	8,000	8,000	8,000	10,464	5,039
554082 - TIRES	1,200	1,500	1,500	-	758
554083 - GAS & OIL	13,000	12,000	14,000	12,216	11,141
554084 - POWERED EQUIPMENT SUPPLIES	1,000	1,000	1,000	-	862
55410 - UNIFORMS & APPAREL	4,000	4,000	4,000	2,465	2,043
55411 - BOOKS & SUBSCRIPTIONS	-	-	-	-	-
55413 - OTHER OPERATING SUPPLIES	62,000	60,000	60,000	57,360	64,562
55417 - TACTICAL TEAM	26,000	25,500	25,500	32,277	13,540
55501 - TRAVEL -MILEAGE	-	-	-	-	-
55504 - TRAVEL -CONVENTION & EDUCATION	600	600	600	-	52
55801 - DUES & ASSOCIATION MEMBERSHIPS	-	-	-	-	-
57001 - MACHINERY & EQUIPMENT	7,000	3,000	10,000	2,951	-
57003 - COMMUNICATIONS EQUIPMENT	-	-	-	-	-
57005 - MOTOR VEHICLES & EQUIPMENT	7,000	2,000	10,000	2,671	-
57007 - ADP EQUIPMENT	500	-	500	337	-
58001 - LEASE/RENT OF EQUIPMENT	3,000	600	3,000	685	2,311
0101940 - SEWER SYSTEM	**$ 2,777,189**	**$ 2,717,226**	**$ 2,989,834**	**$ 2,637,060**	**$ 2,998,750**
51001 - SALARIES & WAGES	$ 247,700	$ 222,940	$ 269,392	$ 206,783	$ 207,200
51002 - SALARIES & WAGES OVERTIME	12,000	12,000	12,000	12,246	11,549
52001 - FICA	19,395	15,900	20,609	14,732	16,446
52002 - RETIREMENT-VRS	37,260	31,136	36,952	(3,929)	7,391
52004 - DENTAL	-	-	-	-	-
52005 - HOSPITALIZATION	88,720	88,633	76,264	90,519	82,862
52006 - GROUP LIFE INSURANCE	3,240	3,513	3,513	1,697	799
52009 - UNEMPLOYMENT INSURANCE	-	-	-	-	-
52010 - WORKERS COMPENSATION	-	359	359	352	293
52013 - EDUCATION ASSISTANCE	-	-	-	-	-
52016 - TRAINING	300	-	-	-	-
53002 - PROFESSIONAL SERVICES	12,500	12,000	14,000	11,558	10,448
53004 - PROFESSIONAL SRV REPAIR&MAINT	-	-	-	-	-
530041 - MAINTENANCE, CARS & TRUCKS	500	500	500	58	-
530042 - MAINTENANCE, BUILDINGS	3,000	4,000	4,000	978	-
530044 - MAINTENANCE, POWERED EQUIPMENT	8,000	10,000	10,000	-	747
53005 - SERVICE CONTRACTS	-	-	-	-	-
53008 - LAUNDRY & DRY CLEANING	500	700	700	593	248
53032 - RECYCLING PROGRAM	2,200,000	2,200,000	2,400,000	2,188,019	2,562,574
55101 - ELECTRICITY	34,000	34,000	34,000	36,721	36,472
55102 - HEATING	1,700	1,700	1,700	1,790	1,683
55103 - UTILITIES WATER/SEWER	-	-	-	-	-
55201 - POSTAGE	-	-	-	-	61
55203 - TELECOMMUNICATION	20,659	17,000	17,000	17,735	22,846

Row Labels	Proposed FY 2021	Projected Actual Amount	Budget FY 2020	Actual FY 2019	Actual FY 2018
55204 - RADIO	600	600	600	2,407	270
55301 - BOILER INSURANCE	420	390	390	380	305
55302 - FIRE INSURANCE	2,355	2,125	2,125	2,083	1,977
55304 - OTHER PROPERTY	-	-	-	-	-
55305 - MOTOR VEHICLE INSURANCE	-	-	-	-	-
55306 - SURETY BONDS	-	-	-	-	-
55307 - PUBLIC OFFICIAL LIABILITY	-	-	-	-	-
55308 - GENERAL LIABILITY	5,240	4,830	4,830	4,735	5,015
55401 - OFFICE SUPPLIES	300	300	300	-	-
55405 - LAUNDRY HOUSEKEEP JANITOR SUP	200	200	200	-	117
55407 - REPAIR & MAINTENANCE SUPPLIES	20,000	20,000	20,000	19,342	6,617
55408 - VEHICLE POWERED EQUIPMENT-SUPP	-	-	-	-	-
554081 - CAR & TRUCK SUPPLIES	3,000	3,000	3,000	2,113	2,903
554082 - TIRES	800	800	800	-	253
554083 - GAS & OIL	4,000	3,800	3,800	3,217	3,297
554084 - POWERED EQUIPMENT SUPPLIES	1,600	1,600	1,600	-	-
554086 - GENERATOR FUEL	1,000	1,000	1,000	-	-
55410 - UNIFORMS & APPAREL	1,400	1,400	1,400	688	766
55411 - BOOKS & SUBSCRIPTIONS	-	-	-	-	-
55413 - OTHER OPERATING SUPPLIES	31,000	20,000	33,000	19,983	11,690
55501 - TRAVEL -MILEAGE	-	-	-	-	-
55504 - TRAVEL -CONVENTION & EDUCATION	300	300	300	250	-
55801 - DUES & ASSOCIATION MEMBERSHIPS	-	-	-	-	-
57001 - MACHINERY & EQUIPMENT	-	-	-	-	2,224
57003 - COMMUNICATIONS EQUIPMENT	-	-	-	-	1,600
57005 - MOTOR VEHICLES & EQUIPMENT	14,000	1,000	14,000	900	-
57007 - ADP EQUIPMENT	500	500	500	-	-
58001 - LEASE/RENT OF EQUIPMENT	1,000	1,000	1,000	1,111	96
58002 - LEASE/RENT OF BUILDINGS	-	-	-	-	-
0101970 - UTILITY DEBT SERVICE	**$ 155,669**	**$ 183,661**	**$ 194,688**	**$ 130,349**	**$ (3,805)**
53009 - PURCHASE OF SER FROM OTHER GOV	-	-	-	-	-
55838 - PRINCIPAL PAYMENTS	-	-	-	-	-
55839 - INTEREST PAYMENTS	$ 155,669	$ 183,661	$ 194,688	$ 130,349	$ (50,627)
55840 - COST OF BOND ISSUANCE	-	-	-	-	46,821
0101985 - UTILITY PURCHASED SERVICES	**$ 100,000**	**$ -**	**$ 100,000**	**$ -**	**$ -**
53011 - NNWW - STANDBY CHARGES	-	-	-	-	-
53015 - NNWW - PURCHASE OF WATER	$ 100,000	$ -	$ 100,000	$ -	$ -
53016 - NNWW - SUPPL WATER	-	-	-	-	-
0101990 - UF CIP	**$ 295,000**	**$ 730,000**	**$ 730,000**	**$ 51,299**	**$ 641,774**
577001 - VEHICLES	$ -	$ 130,000	$ 130,000	$ -	$ -
577017 - WATERSHED PROTECTION/QUALITY	-	-	-	-	-
577018 - WATER TREATMENT IMPROVEMENTS	50,000	-	-	8,240	27,556
577019 - WALLER MILL DAM IMPROVEMENTS	50,000	50,000	50,000	3,800	-
577020 - WATER SYSTEM IMPROVEMENTS	-	475,000	475,000	-	536,820
577021 - WATER/SEWER -CONTINGENCY	75,000	75,000	75,000	24,990	72,365
577022 - WATER TANK PAINTING	-	-	-	-	-
577023 - WATER TANK ROOF REPLACEMENT	-	-	-	-	-

CITY OF WILLIAMSBURG UTILITY FUND OPERATING BUDGET - FISCAL YEAR 2021

Row Labels	Column Labels Proposed FY 2021	Projected Actual Amount	Budget FY 2020	Actual FY 2019	Actual FY 2018
577024 - PUMP STAT-RELIABILITY UPGRADE	45,000	-	-	-	699
577030 - SEWER SYSTEM REHAB-SSO	75,000	-	-	14,269	4,335
Grand Total	**$ 7,511,678**	**$ 7,513,661**	**$ 8,198,354**	**$ 6,511,047**	**$ 7,213,632**

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
City Manager's Office							
City Manager	1	1	1	1	1	1	1
Assistant City Manager	1	1	1	1	1	1	0
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	1	1	1
Human Resources Specialist	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1
Managerial Analyst	0	0	0	0	0	0	1
Administrative Aide	0.5	0.5	0.5	0	0	0	1
Sub-total	6.5	6.5	6.5	6	7	7	8
Clerk of Council / Communications							
Clerk of Council/Admin. Assistant	1	1	1	1	1	1	0
Communications Specialist	1	1	1	1	1	1	1
Sub-total	2	2	2	2	2	2	1
City Attorney							
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							
Commissioner	1	1	1	1	1	1	1
Clerk	2	2	2	2	2	2	2
Business Auditor	0	0	0	0	1	1	1
Sub-total	3	3	3	3	4	4	4
Treasurer							
Deputy Treasurer	1	1	1	1	1	1	1
Registrar							
Registrar	1	1	1	1	1	1	1
Clerk	0.5	1	1	1	1	1	1
Sub-total	1.5	2	2	2	2	2	2
Assessor's Office							
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							
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	5	5	5	5	5
Utility Account Specialist	1	1	1	1	1	1	1
Accountant 1	1	1	1	1	1	1	2
Sub-total	8	8	9	9	9	9	10
Information Technology							
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	1	1	1
Sub-total	3	3	3	3	4	4	4
Police Department							
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

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Police Lieutenant	5	5	5	5	5	5	5
Police Sergeant	4	4	4	4	4	4	4
Police Officer	22	23	23	24	27	27	29
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	41	41	42	45	45	47
Fire Department							
Fire Chief	1	1	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1	1	1
Battalion Chief	3	3	3	3	3	3	3
EMS Captain	1	1	1	1	1	1	1
Fire Protection Captain	1	1	1	1	1	1	1
Lieutenant	3	3	3	3	3	3	3
Technical Assistant	1	1	1	1	1	1	1
Fire Inspector	3	3	3	3	3	3	3
Firefighter / EMT	22	22	25	25	26	26	31
Secretary-Senior	1	1	1	1	1	1	1
Sub-total	37	37	40	40	41	41	46
Planning Department							
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							
Codes Compliance Administrator	1	1	1	1	1	1	1
Codes Compliance Officer	1	1	1	1	1	1	1
Combination Inspector	2	2	2	2	2	2	2
Property Manager	0	0	0	0	0	0	1
Secretary	1	1	1	1	1	1	1
Sub-total	5	5	5	5	5	5	6
Engineering							
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							
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	7	7
	9	9	9	9	9	10	10
Landscape							
Landscape Superintendent	1	1	1	1	1	1	1
Municipal Service Workers	5	5	5	5	5.5	5.5	5.5
Cemetery Caretaker	1	1	1	1	1	1	1
Sub-total	7	7	7	7	7.5	7.5	7.5
Shop							
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							
Director	1	1	1	1	1	1	1

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
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							
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							
Facilities Manager	1	1	1	1	1	1	1
Municipal Service Worker	1	1	1	1	1	1	1
Sub-total	2	2	2	2	2	2	2
Human Services Department							
Director	1	1	1	1	1	1	1
Eligibility Worker	5	5	5	5	5	5	6
Social Worker	5	5	5	5	5	5	7
Office/Clerical	3	3	3	3	3	3	3
Sub-total	14	14	14	14	14	14	17
Public Housing							
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
Total City Employees	191.0	192.5	196.5	197.0	204.5	205.5	217.5

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

PROPOSED FY 2021 - CAPITAL IMPROVEMENTS

INTRODUCTION

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

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

Interest earnings of the General Fund are accounted for in the Sales Tax Fund. In the past, operating budgets experienced drastic swings in these revenues caused by extreme changes in interest rates, tending to skew operating budgets. This approach helps stabilize operations for comparison each year. The City's annual paving program is included as a capital expenditure in this fund because of its capital nature and 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, which the project supports.

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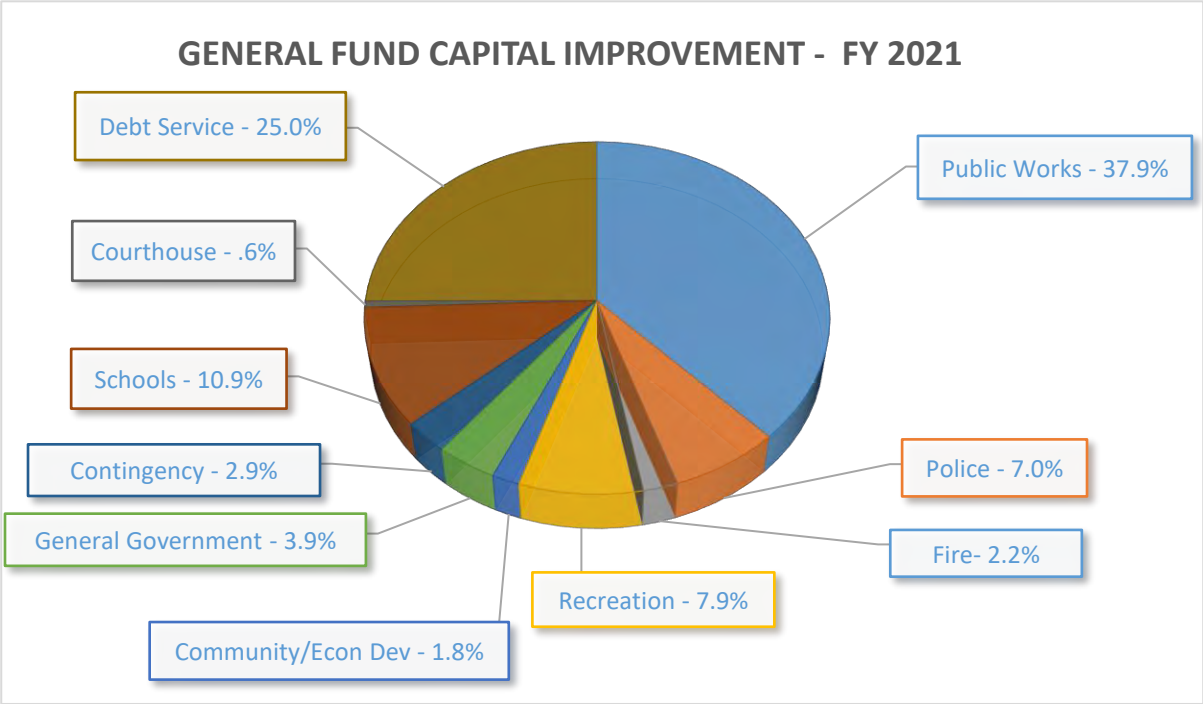
	Proposed FY 2021	Estimated FY 2020	Actual 2019
REVENUES			
1% Sales Tax	$ (4,500,000)	$ (3,520,000)	$ (4,828,777)
Interest Earnings	(200,000)	(520,540)	(808,414)
Grants	(1,812,487)	(1,954,299)	(1,503,199)
Miscellaneous			(493,284)
Transfer - Courthouse Mtce	(40,000)		
Transfer to (from) reserves	(2,447,828)	(7,066,723)	(1,870,462)
Total Revenues	$ (9,000,315)	$ (13,061,562)	$ (9,504,136)
EXPENDITURES			
Public Works	$ 2,593,225	$ 7,614,206	$ 3,658,442
Police	481,000	420,956	274,984
Fire	150,000	364,541	
Recreation	539,400	314,046	495,708
Community/Econ Dev	121,000	125,276	76,846
General Government	265,760	133,742	1,401,287
Contingency	200,000	-	208,886
Schools	745,069	700,000	1,797,681
Courthouse	40,000		
Debt Service	1,713,869	1,560,265	1,590,302
Transfer to General Fund	2,150,992	1,828,530	-
Total Expenditures	$ 9,000,315	$ 13,061,562	$ 9,504,136



City of Williamsburg - Draft Capital Improvement Program Summary - Fiscal Years 2021 - 2025

	Estimated thru FY 2020	Carryover from FY 2020	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
			Proposed Budget FY 2021	FOR PLANNING PURPOSES				Five Year Total
				FY 2022	FY 2023	FY 2024	FY 2025	
CAPITAL REVENUES								
State 1% Sales Tax	3,520,000	-	4,500,000	4,590,000	4,681,800	4,869,072	4,966,453	**23,607,325**
Interest Earnings	520,540	-	200,000	160,000	170,000	170,000	200,000	**900,000**
Courthouse Maintenance Fund - Transfer	-	-	40,000	-	-	-	-	**40,000**
VDOT - Revenue Sharing, Urban, and Other (Ironbound Road P1)	-	-	-	-	-	-	-	**-**
VDOT - Excess Urban Allocation (Capitol Landing Road Redesign)	-	1,988,871	-	-	-	-	-	**-**
VDOT - Revenue Sharing (Capitol Landing Road Redesign)	-	1,340,796	-		-	-	--	**-**
VDOT - Revenue Sharing (Repaving Program)	-	-	475,000	475,000	-	-	-	**950,000**
VDOT - Smart Scale (Cap. Landing Rd. / Bypass Rd. Intersection)	-	-	-	700,000	1,444,760	-	--	**2,144,760**
VDOT - Grant (Monticello Avenue Multi-Use Path)	846,791	-	-	-	-	-	-	**-**
VDOT - Smart Scale (Ironbound Road P2)	-	-	-	-	310,100	1,612,600	-	**1,922,700**
VDOT - Smart Scale (Ironbound Road P3)	-	-	-	-	451,600	-	1,117,100	**1,568,700**
VDOT - Smart Scale (Lafayette Street Reconstruction)	-	-	-	-	-	300,000	600,000	**900,000**
VDOT - Smart Scale (Traffic Signals)						190,200	104,300	**294,500**
State of Good Repair Repaving - Repaving Program	999,870	-	1,000,000	-	-	-	-	**1,000,000**
Transportation Alternatives (Francis Street Sidewalk/Trail)	1,158	207,092	-	-	-	-	-	**-**
State Stormwater Local Assistance Fund - Capitol Landing Road	-	-	267,487					**267,487**
State Stormwater Local Assistance Fund - Walnut Hills	-	-	-	-	-	-	211,300	**211,300**
State Stormwater Local Assistance Fund - Route 143				175,000	-	-	-	**175,000**
William & Mary (Monticello Avenue Multi-Use Path)	30,242	94,758	-	--	--	--	--	**-**
VDOT - Federal Funding - (HSIP - Flashing Yellow Arrow)	-	-	-	97,940	145,060	-	-	**243,000**
Brownfield Grant		600,000						
Comm. of VA - Aid to Localities Grant (Fire Equipment)	51,238	-	50,000	50,000	50,000	50,000	50,000	**250,000**
Comm. of VA - Four for Life Grant (EMS Training & Equipment)	25,000	-	20,000	20,000	20,000	20,000	20,000	**100,000**
WRHA	-	-		-	-	-	-	**-**
Bond Proceeds (Police Station, Library, and Parking Garage)	-		-	4,338,190	8,047,500	13,590,000	--	**25,975,690**
Transfer from Utility Fund (Capitol Landing Road Redesign)	-	-	-	300,000	--	--	--	**300,000**
Total Revenues	**5,994,839**	**4,231,517**	**6,552,487**	**10,906,130**	**15,320,820**	**20,801,872**	**7,269,153**	**60,850,462**

City of Williamsburg - Draft Capital Improvement Program Summary - Fiscal Years 2021 - 2025

	Estimated thru FY 2020	Carryover from FY 2020	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
			Proposed Budget FY 2021	FOR PLANNING PURPOSES				Five Year Total
				FY 2022	FY 2023	FY 2024	FY 2025	
CAPITAL EXPENDITURES								
Public Works								
Street Construction								
Repaving Program	1,474,870	--	1,975,000	975,000	525,000	525,000	550,000	**4,550,000**
Historic Area Streets	50,000	100,000	300,000	300,000	300,000	300,000	300,000	**1,500,000**
Ironbound Road Improvements (Phase I, II, & III)	337,553	-	--	-	761,700	1,612,600	1,117,100	**3,491,400**
Capitol Landing Road & Bypass Road Intersection	--	--	--	700,000	1,444,760	-	-	**2,144,760**
Traffic Signals	35,000	--	-	97,940	145,060	190,000	104,300	**537,300**
Bridge Inspections	245,000	--	-	20,000	350,000	20,000	-	**390,000**
Corridor Enhancement & Underground Wiring			-	-	-	-	-	-
Capitol Landing Road Redesign		3,477,300	--	1,300,000	1,382,700	-	-	**2,682,700**
Monticello Avenue Redesign	3,908,852	-		-	-	-	-	-
Pedestrian & Bicycle Improvements				-	-	-	-	
Sidewalk Construction - Francis Street Sidewalk/Trail	2,000	296,250	-	-	-	-	-	-
Monticello Avenue Multi-Use Trail	1,440,931	-	--	-	-	-	-	-
Strawberry Plains & John Tyler Multi-Use Trail	--	--	30,000	-	-	-	-	**30,000**
Lafayette Street Reconstruction				-	-	300,000	600,000	**900,000**
Newport Avenue Sidewalks			-	75,000	-	-	-	**75,000**
Sidewalk to the Oaks			-	105,875	105,875	105,875	105,875	**423,500**
Stormwater Management				-	-	-	-	-
Stormwater Infrastructure Improvements	50,000		-	-	-	-	-	-
Capitol Landing Road Outfall Stream Restoration		411,750	123,225	-	-	-	-	**123,225**
Walnut Hills Outfall Stream Restoration				-	-	-	422,600	**422,600**
Route 143 Embankment & Outfall Erosion Repair				350,000	-	-	-	**350,000**
Total Public Works	**7,544,206**	**4,285,300**	**2,428,225**	**3,923,815**	**5,015,095**	**3,053,475**	**3,199,875**	**17,620,485**
Recreation, Culture & Open Space								
Facilities								
Kiwanis Park	86,428	-	236,000	180,000	-	-	-	**416,000**
Quarterpath Park	102,618	60,000	150,000	-	450,000	-	-	**600,000**
Waller Mill Park	85,000	--	141,400	-	300,000	-	-	**441,400**
Total Recreation, Culture & Open Space	**274,046**	**60,000**	**527,400**	**180,000**	**750,000**	**-**	**-**	**1,457,400**

City of Williamsburg - Draft Capital Improvement Program Summary - Fiscal Years 2021 - 2025

	Estimated thru FY 2020	Carryover from FY 2020	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
			Proposed Budget FY 2021	FOR PLANNING PURPOSES				Five Year Total
				FY 2022	FY 2023	FY 2024	FY 2025	
Public Safety								
Facilities								
Fire Station Renovation	1,721	8,226,860	-	2,750,000	-	-	-	**2,750,000**
Police Station Renovation	690	3,599,310	-	738,190	6,537,500	250,000	-	**7,525,690**
E-911 Regional Center Expansion	45,000	--	45,000	45,000	45,000	45,000	45,000	**225,000**
Regional RMS			90,000					
Equipment								
Firefighting Equipment	34,862	129,398	50,000	50,000	50,000	50,000	50,000	**250,000**
EMS Equipment 4 for Life Grant	12,000	53,565	20,000	20,000	20,000	20,000	20,000	**100,000**
Mobile Data Terminals - Fire Department			-	44,000	44,000	44,000	10,000	**142,000**
Ballistic Vest - Fire Department			-	40,000	-	-	-	**40,000**
Law Enforcement Equipment - Body Worn/In Car Cameras/Tasers	51,315	-	65,000	99,900	99,900	99,900	99,900	**464,600**
Law Enforcement Equipment - Mobile Data Terminal	81,000	-	-	21,000	-	-	21,000	**42,000**
Law Enforcement Equipment - Portable Radio Upgrades	51,250	-	89,000	84,550	-	-	-	**173,550**
Law Enforcement Equipment - In Car Camera System	37,200	-	-	-	-	-	-	**-**
Law Enforcement - Range Repairs and Upgrades			-	75,000	-	-	75,000	**150,000**
Law Enforcement - Equipment	51,008	-		-	-	-	-	**-**
New Parking Garage			-	400,000	3,600,000			
Parking Study Implementation	8,183	3,767	-	-	-	-	-	**-**
Total Public Safety	**374,229**	**12,012,900**	**359,000**	**4,367,640**	**10,396,400**	**508,900**	**320,900**	**15,952,840**
Community & Economic Development								
Planning			-	-	-	-	-	-
Comprehensive Plan Update	5,000	-	-	-	-	-	-	-
Economic Development			-	-	-	-	-	-
Economic Development Strategic Plan Update	32,323		-	-	-	-	-	-
Demolish DMV Building 942 Capitol Landing Road (on hold)	-	-	-	-	-	-	-	-
Demolish 1800 Richmond Road		$230,000						
Brownfield Hazardous		360,000						
Brownfield Petroleum		240,000						
Redevelopment & Housing			-	-	-	-	-	-
Exterior Lighting at Blayton			46,000	-	-	-	-	**46,000**
City Housing Renovation	57,953	-	35,000	-	-	-	-	**35,000**
Total Community & Economic Development	**95,276**	**830,000**	**81,000**	**-**	**-**	**-**	**-**	**81,000**

City of Williamsburg - Draft Capital Improvement Program Summary - Fiscal Years 2021 - 2025

	Estimated thru FY 2020	Carryover from FY 2020	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
			Proposed Budget FY 2021	FOR PLANNING PURPOSES				Five Year Total
				FY 2022	FY 2023	FY 2024	FY 2025	
General Government								
Facilities & Land								
Human Services Front Window Update and Replace Cubicles		60,000	-	-	-	-	-	-
Facility Painting	13,201		--	-	-	-	-	-
Prince George Parking Garage LED Lighting			-	75,000	-	-	-	**75,000**
Community Building & Municipal Building - HVAC controls			13,500	-	-	-	-	**13,500**
Lafayette Street Fence Replacement			-	20,000	-	-	-	**20,000**
Technology			--	-	-	-	-	-
Broadband Assessment and Development			55,000	115,000				**170,000**
Website Replacement	-	-	62,000	-	-	-	-	**62,000**
Enterprise Resource Planning (ERP) System Replacement	35,751	100,000	-	-	-	-	-	-
CAMA System Replacement	-	22,000	-	-	-	-	-	
Microsoft Office 365 Program Upgrade	29,790		31,500	31,500	31,500	31,500	31,500	**157,500**
A/V System Upgrades			-	78,000	-	-	-	**78,000**
PC Replacement Program	30,000		30,000	30,000	30,000	30,000	30,000	**150,000**
Voter Registration and Elections				-	-	-	-	
Voting Equipment			38,760	-	-	-	-	**38,760**
Vehicles								
Vehicle Replacement Plan	576,268		524,000	595,000	308,000	130,000	195,000	**1,752,000**
Total General Government	**685,010**	**182,000**	**754,760**	**944,500**	**369,500**	**191,500**	**256,500**	**2,516,760**
Agencies & Interjurisdictional								
Facilities								
Williamsburg Regional Library Renovations	--	-	-	-	1,510,000	13,590,000	50,000	**15,150,000**
Williamsburg Regional Library Mechanical Systems		-	-	-	-	-	-	-
Courthouse Maintenance Projects	--	--	40,000	-	-	-	-	**40,000**
Total Agencies & Interjurisdictional	**-**	**-**	**40,000**	**-**	**1,510,000**	**13,590,000**	**50,000**	**15,190,000**
Contingency & Debt Service								
Contingency								
Capital Project Contingency	-	-	200,000	200,000	200,000	200,000	200,000	**1,000,000**
Outstanding Bonded Debt								
Principal Payments	870,225	--	862,300	1,905,162	1,981,419	2,063,895	2,144,638	**8,957,414**
Interest Payments	690,040	--	851,569	1,411,489	1,335,059	1,255,282	1,172,065	**6,025,464**
Total Contingency & Debt Service	**1,560,265**	**-**	**1,913,869**	**3,516,651**	**3,516,478**	**3,519,177**	**3,516,703**	**15,982,878**
Total Capital Expenditures			**6,104,254**	**12,932,606**	**21,557,473**	**20,863,052**	**7,343,978**	**68,801,363**

City of Williamsburg - Draft Capital Improvement Program Summary - Fiscal Years 2021 - 2025

	Estimated thru FY 2020	Carryover from FY 2020	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
			Proposed Budget FY 2021	FOR PLANNING PURPOSES				Five Year Total
				FY 2022	FY 2023	FY 2024	FY 2025	
Beginning Fund Balance (General & Sales Tax Funds)	**29,713,248**							
Add Revenues, Grants, and Bond Proceeds		**10,226,356**	**6,552,487**	**10,906,130**	**15,320,820**	**20,801,872**	**7,269,153**	
Carryforward Revenues		**-**						
Less CIP Projects & Debt Service Expended		**(27,903,232)**	**(6,104,254)**	**(12,932,606)**	**(21,557,473)**	**(20,863,052)**	**(7,343,978)**	
Estimated Operating Fund Surplus (Deficit) each year			**448,233**	**(2,026,476)**	**(6,236,653)**	**(61,180)**	**(74,825)**	
Estimated Fund Balance at June 30th:		**12,036,372**	**12,484,605**	**10,458,129**	**4,221,476**	**4,160,296**	**4,085,471**	
NonSpendable		3,085,024	3,085,024	3,085,024	3,085,024	3,085,024	3,085,024	
Restricted - Bond		2,923,818	2,923,818	173,818	173,818	173,818	173,818	
Restricted - Grants								
Assigned								
Available for future projects		6,027,530	6,475,763	7,373,105	1,136,452	1,075,272	1,000,447	

	Estimated thru FY 2020	Carryover from FY 2020	SCHOOL FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
			Proposed Budget FY 2021	FOR PLANNING PURPOSES				Five Year Total
				FY 2022	FY 2023	FY 2024	FY 2025	
Carryover Funds	700,000	1,117,650						
School Requested:								
Maintenance and Improvments			5,488,261	5,317,849	7,664,501	7,222,772	1,585,473	**27,278,856**
New Construction:								
JHS - expansion - cafeteria - design			-	-	1,015,000	-	-	**1,015,000**
JHS - expansion - cafeteria			-	-	-	9,291,700	-	**9,291,700**
WHS - expansion			-	-	9,343,680	-	-	**10,306,700**
WHS - Warhill Auxiliary Gym			3,384,271	-	-	-	-	**3,384,271**
LHS - capacity renovation - design			246,825	-	-	-	-	**246,825**
LHS - capacity renovation			-	-	2,945,881	-	-	**3,631,096**
Elementary School design			2,900,000	-	-	-	-	**2,900,000**
Elementary School construction			-	26,100,000	-	-	-	**26,100,000**
Buses - Addition			-	-	-	-	620,000	**29,000,000**
Total CIP			12,019,357	31,417,849	20,969,062	16,514,472	2,205,473	**83,126,213**
Anticipated Adjustments			(700,486)	(6,299,956)	-	-	-	**(7,000,442)**
COVID-19 Adjustments			(3,557,737)	3,224,445	333,292			
Revised CIP			7,761,134	28,342,338	21,302,354	16,514,472	2,205,473	**76,125,771**
City's Share of Revised CIP			**745,069**	**2,720,864**	**2,045,026**	**1,585,389**	**211,725**	**7,308,074**
Estimated Total Fund Balance at June 30		10,218,722	**9,921,886**	**5,174,546**	**(3,107,133)**	**(4,753,703)**	**(5,040,253)**	
NonSpendable		3,085,024	**3,085,024**	**3,085,024**	**3,085,024**	**3,085,024**	**3,085,024**	
Restricted - Bond		2,923,818	**2,923,818**	**173,818**	**173,818**	**173,818**	**173,818**	
Restricted - Grants								
Assigned								
Available for future projects		4,209,880	**3,913,044**	**1,915,704**	**(6,365,975)**	**(8,012,545)**	**(8,299,095)**	

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Transportation**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: Public Works – Street Construction
Project Title: Repaving Program
Managing Department: Public Works
Project Description: The City applied for FY21 "State of Good Repair (SGR)" funds for repaving several major corridors at a cost of $1,000,000. This funding is 100% federal dollars intended for primary roads only (with state route numbers). For other streets not qualifying for SGR funding, the City budgets in the CIP for repaving of those roads as needed. The City has also applied for VDOT Revenue Sharing funding in the amount of $475,000 per year in FY21 and FY22. Revenue Sharing is a 50-50 state-aid program requiring a match of local funds. Streets are selected based on an annual street survey conducted by the department. Approximately $500,000 is budgeted annually such that all streets are repaved on a rotating basis every 10-20 years dependent on traffic volumes and general condition.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$1,975,000	$975,000	$525,000	$525,000	$550,000
Total Cost	$1,975,000	$975,000	$525,000	$525,000	$550,000
Funding Sources:					
SGR	$1,000,000	$ 0	$ 0	$ 0	$ 0
Revenue Sharing	475,000	475,000			
Sales Tax	$500,000	500,000	525,000	525,000	50,000
Total Funding	$1,975,000	$975,000	$525,000	$525,000	$550,000
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Opertating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$ 0	$ 0

Fiscal Impact Summary: 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 more considerable reactive maintenance expenses.

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

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

Year Introduced: **2020**
Change: **None**
Program Category: Public Works – Street Construction
Project Title: Historic Area Street Paving
Managing Department: Public Works
Project Description: In 2018, Colonial Williamsburg requested a modification of the Historic Area Streets agreement whereby the City would again maintain all the pavements within the Historic Area starting in July 2019. It has been many years since the pavements were last resurfaced, and wear from weather and heavy use combined with various repairs have culminated in a surface that does not fit with the surrounding area and atmosphere that visitors have come to expect.

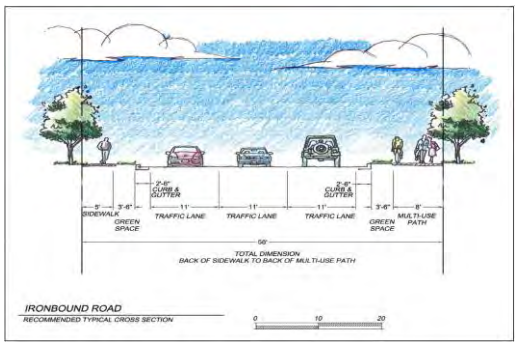
This will be a multi-year project focusing at first on those streets in the Historic Area that are in most need of refurbishment. The new surface will be selected to best blend with the historic nature of the street by using brown stone but will also focus on long-term durability, accessibility, and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

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$300,000	$300,000	$300,000	$300,000	$300,000
Total Cost	$300,000	$300,000	$300,000	$300,000	$300,000
Funding Sources:					
Carryover Funding	$100,000	$ 0	$ 0	$ 0	$ 0
Sales Tax	300,000	300,000	300,000	300,000	300,000
Total Funding	$400,000	$300,000	$300,000	$300,000	$300,000
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Transportation**
City Council Initiative: **Road Project Completion**



Year Introduced: **2017**
Change: **None**
Program Category: Public Works – Street Construction
Project Title: Ironbound Road Improvements (Phases II & III)
Managing Department: Public Works
Project Description: Ironbound Road Improvements is divided into 3 phases. Phase I includes the redesign of the Longhill Road intersection and the relocation of Longhill Road. This project was completed in FY19.

Phases II & III of the Ironbound Road project will be completed concurrently due to available funding. The combined project includes the redesign and widening from Middle Street to Depue Drive. The planned improvement includes a roadway with three (3) lanes, pedestrian/bicycle improvements, streetlights, underground wiring, 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 project will be completely funded through the VDOT federal-aid Smart Scale program for a total cost of $5,235,100 in FY23-FY26.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$ 0		$761,700	$1,612,600	$1,117,100
Total Cost	$ 0		$761,700	$1,612,600	$1,117,100
Funding Sources:					
Smart Scale (Ph II)	$ 0	$ 0	$310,100	$1,612,600	$1,117,100
Smart Scale (Ph III)	0	0	451,600	0	0
Total Funding	$ 0	0	$761,700	$1,612,600	$1,117,100
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Operating (Savings) Cost					
Program (Savings) Cost					
Debt Service					
Net Impact	$ 0	$ 0	$ 0	$ 0	$ 0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Transportation**
City Council Initiative: **Capitol Landing Road Corridor**

Year Introduced: **2018**
Change: **None**
Program Category: Public Works – Street Construction
Project Title: Capitol Landing Road & Bypass Road Intersection
Managing Department: Public Works
Project Description: 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.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$700,000	$1,444,760	$0	$0
Total Cost	$0	$700,000	$1,444,760	$0	$0
Funding Sources:					
Smart Scale	$0	$700,000	$1,444,760	$0	$0
Total Funding	$0	$700,000	$1,444,760	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost	$0	$0	$562	$562	$562
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$562	$562	$562

Fiscal Impact Summary: The ongoing fiscal impact from this project is solely due to the operation of a new traffic signal once constructed. Despite adding pavement and additional lanes, increased maintenance will be de minimis. The potential for additional revenue exists if a new development pad results post construction.

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Transportation**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: Public Works – Street Construction
Project Title: Traffic Signals
Managing Department: Public Works
Project Description: In FY19, the City was granted 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 five 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 will be 100% federal HSIP dollars awarded in FY22 and FY23. The City also applied for and was awarded Smart Scale funding in FY24 and FY25 for Pedestrian Improvements and Signal Optimization for two corridors: Richmond Road and Lafayette Street. This funding is 100% federal dollars and will install or upgrade pedestrian signals on a limited basis and provide for synchronization of the traffic signals for improved progression during peak and off-peak hours.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$97,940	$145,060	$190,200	$104,300
Total Cost	$0	$97,940	$145,060	$190,200	$104,300
Funding Sources:					
HSIP	$0	$97,940	$145,060	$0	$0
Smart Scale	0	0	0	190,200	104,300
Total Funding	$0	$97,940	$145,060	$190,200	$104,300
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: There is no direct fiscal impact beyond the initial capital outlay since no new signals are proposed. Improvements in traffic operations result in reduced travel time delays and energy savings for the users of the transportation network.

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Transportation**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: Public Works – Street Construction
Project Title: Bridge Inspection & Maintenance
Managing Department: Public Works
Project Description: This project includes federally required biennial inspections in even numbered fiscal years ($20,000 each) and resultant maintenance for five (5) bridges and one large box culvert. They are located along Page Street, Capitol Landing Road, Merrimac Trail, Bypass Road, Quarterpath Road, and South Henry Street. In addition to the biennial inspections, replacement of the Page Street bridge bearings are scheduled for FY23 at a cost of $350,000.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$20,000	$350,000	$20,000	$0
Total Cost	$0	$20,000	$350,000	$20,000	$0
Funding Sources:					
Sales Tax	$0	$20,000	$350,000	$20,000	$0
Total Funding	$0	$20,000	$350,000	$20,000	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Transportation**
City Council Initiative: **Capitol Landing Road Corridor**

Year Introduced: **2017**
Change: **None**
Program Category: Public Works – Corridor Enhancement & Underground Wiring
Project Title: Capitol Landing Road Redesign
Managing Department: Public Works
Project Description: Using the "complete streets" design standard, Capitol Landing Road between Merrimac Trail and Bypass Road will be redesigned to include accommodations for vehicles, mass transit, bicycles, and pedestrians. This project includes paving, restriping to reduce lanes, bike lanes, sidewalks, street lights, and underground wiring with a total budget of $6,160,000. $1,988,874 is from excess funds from previous VDOT federal-aid projects and up to $1,340,793 is the state-aid portion from the VDOT Revenue Sharing program. $300,000 will be transferred from the utility fund in FY22 to pay for water main upgrades. The remainder is budgeted from FY19 and FY20 carry over monies to cover the required matches and because the city is responsible for 100% of the cost of underground wiring. The project is currently under contract for the design phase with construction anticipated to commence in FY22-FY23.

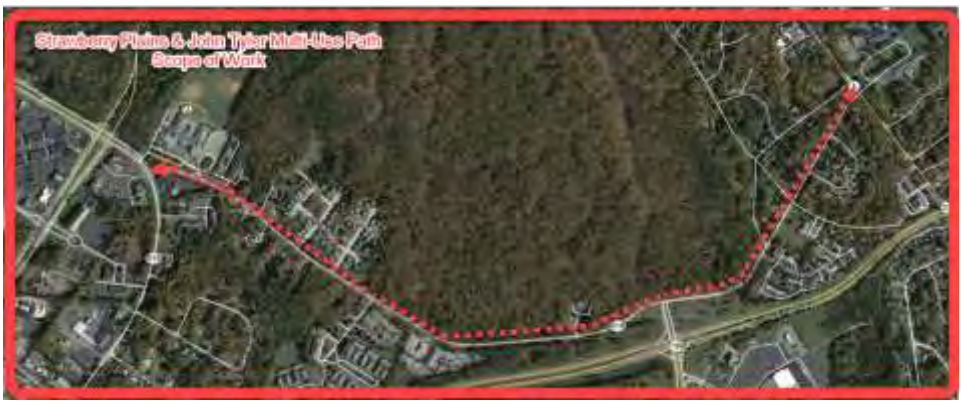
Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
Carryover Apprp.	$3,477,300				
Sales Tax		$1,300,000	$1,382,700	$0	$0
Total Cost	$3,477,300	$1,300,000	$0	$0	$0
Funding Sources:					
Carryover Funding – Grant	$3,329,667				
Carryover Sales Tax	147,633				
Sales Tax		$1,000,000	$1,382,700	$0	$0
Utility Fund Transfer	0	300,000	0	0	0
Total Funding	$3,477,300	$1,300,000	$1,382,700	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Transportation**
City Council Initiative: **Strawberry Plains Multi-Use Trail**

Year Introduced: **2019**
Change: **None**
Program Category: Public Works – Pedestrian & Bicycle Improvements
Project Title: Strawberry Plains & John Tyler Multi-Use Trail
Managing Department: Public Works
Project Description: The Planning Commission has encouraged the construction of a 1.5 mile± multi-use path connecting 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 FY22 will fund a study of the proposed project to help identify the best route, provide construction estimates, and determine a funding strategy.



Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$30,000	$0	$0	$0	$0
Total Cost	$30,000	$0	$0	$0	$0
Funding Sources:					
Sales Tax	$30,000	$0	$0	$0	$0
Total Funding	$30,000	$0	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Transportation**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: Public Works – Corridor Enhancement & Underground Wiring
Project Title: Lafayette Street Reconstruction
Managing Department: Public Works
Project Description: This project will widen the roadway between south of Wythe Avenue to north of Bacon Avenue to provide wider travel lanes (from 9 ft to 11 ft) and meet standards for a minor arterial roadway. It will also maintain on-street parking on the east side of street; widen the sidewalk on the west side from the north project limit to Wythe Avenue, and add a shared-use path for bicycle accommodation on the east side for the entire length to connect to the Municipal Center entrance. The project will also include underground wiring for the corridor and the installation of new streetlights. The Arts District sidewalk project from prior year capital improvements is combined with this project for a total project budget of $6,145,000 through FY26.

The City applied for and was awarded $4,329,000 in federal-aid funding through the VDOT Smart Scale program beginning in FY24. The remaining funds will be from local funds to pay for underground wiring and utility betterments. Costs in FY24-FY25 are to begin design and utility relocations.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$0	$0	$300,000	$600,000
Total Cost	$0	$0	$0	$300,000	$600,000
Funding Sources:					
Smart Scale	$0	$0	$0	$300,000	$600,000
Total Funding	$0	$0	$0	$300,000	$600,000
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: The fiscal impact from this project will be negligible. Despite adding pavement, sidewalks, and streetlights, increased maintenance and revenue will be minimal.

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Transportation**
City Council Initiative: **Pedestrian & Runner Friendly Improvements**

Year Introduced: **2020**
Change: **None**
Program Category: Public Works – Pedestrian & Bicycle Improvements
Project Title: Newport Avenue Sidewalks
Managing Department: Public Works
Project Description: This project will install a sidewalk along one side of Newport Avenue between Griffin Avenue and South Boundary Street. The sidewalk will not only provide for a neighborhood requested pedestrian improvement but will also provide a deterrent to cut-thru vehicular traffic by narrowing the street and slowing speeds. $75,000 is programmed for FY22 to saw cut the existing pavement, install new curb and gutter & entrances, and construct the new sidewalk.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$75,000	$0	$0	$0
Total Cost	$0	$75,000	$0	$0	$0
Funding Sources:					
Sales Tax	$0	$75,000	$0	$0	$0
Total Funding	$0	$75,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: The fiscal impact from this project will be negligible. Despite adding sidewalks, increased maintenance and revenue will be minimal.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal:
Comprehensive Plan:
Planning Commission:

Year Introduced: FY 2021
Change:
Program Category: Pedestrian & Bicycle Improvements
Project Title: Sidewalk to the Oaks
Managing Department: Public Works
Project Description: The oaks sidewalk extension runs about 2,200 feet, from College Landing Parks along South Henry Street to the entrance to the Oaks subdivision. The sidewalk will provide pedestrian access from the Oaks subdivision into the downtown area of the City.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$105,675	$105,675	$105,675	$105,675
Total Cost	$0	$105,675	$105,675	$105,675	$105,675
Funding Sources:					
Sales Tax	$50,000	$93,375	$93,375	$93,375	$93,375
Total Funding	$50,000	$93,375	$93,375	$93,375	$93,375
Operating Impacts:					
Revenue	$				
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Debt Service					
Net Impact	$				

Fiscal Impact Summary:

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative: **Stormwater Erosion Funding**

Year Introduced: **2020**
Change: **None**
Program Category: Public Works – Stormwater Management
Project Title: Capitol Landing Road Outfall Stream Restoration
Managing Department: Public Works
Project Description: The City applied for a grant for FY21 from the Virginia Stormwater Local Assistance Fund (SLAF) administered by DEQ for stream bank stabilization and restoration of an existing roadway drainage outfall north of the Brandywyne development. The existing downstream channel has eroded and will be restored using guidance for water quality improvements for nutrient and sediment reduction to be included in the City's Chesapeake Bay TMDL Action Plan.

Should the SLAF funding not be granted, the City has also applied to VDOT for FY21 Revenue Sharing funds. The total cost of $534,975 is a 50% State, 50% city distribution under either funding scenario.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
Carryover Apprp.	$411,750	$0	$0	$0	$0
FY21 Apprp.	123,225				
Total Cost	$534,975	$0	$0	$0	$0
Funding Sources:					
SLAF or Rev. Sharing	$267,487	$0	$0	$0	$0
Sales Tax	267,488				
Total Funding	$534,975	$0	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative: **Stormwater Erosion Funding**

Year Introduced: **2020**
Change: **None**
Program Category: Public Works – Stormwater Management
Project Title: Walnut Hills Outfall Stream Restoration
Managing Department: Public Works
Project Description: The City intends to apply for a grant for FY25 from the Virginia Stormwater Local Assistance Fund (SLAF) administered by DEQ for stream bank stabilization and restoration of an existing channel in the Berkeley Hills and Walnut Hills subdivisions adjacent to Walnut Hills Baptist Church. The existing channel will be restored using guidance for water quality improvements for nutrient and sediment reduction to be included in the City's Chesapeake Bay TMDL Action Plan.

The total cost of $422,600 is a 50% State, 50% City distribution.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$0	$0	$0	$422,600
Total Cost	$0	$0	$0	$0	$422,600
Funding Sources:					
SLAF	$0	$0	$0	$0	$211,300
Sales Tax	0	0	0	0	$211,300
Total Funding	$0	$0	$0	$0	$422,600
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative: **Stormwater Erosion Funding**

Year Introduced: **2021**
Change: **None**
Program Category: Public Works – Stormwater Management
Project Title: Route 143 Embankment & Outfall Erosion Repair
Managing Department: Public Works
Project Description: The roadway embankment at the corporate limit with York County on Merrimac Trail is eroding from a storm drainage inlet outfall. The project will extend and repair the storm sewer and discharge it lower on the slope to the existing stream channel while dissipating the energy. The embankment will then be regraded to a uniform slope and permanently stabilized with vegetative cover. An estimated $350,000 is included in FY22 for this repair.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$350,000	$0	$0	$0
Total Cost	$0	$350,000	$0	$0	$0
Funding Sources:					
Sales Tax	$0	$175,000	$0	$0	$0
SLAF or Rev. Sharing	0	175,000	0	0	0
Total Funding	$0	$350,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

City Council Goal: # 6
City Council Initiative: Recreation, Culture, & Open Space

Year Introduced: 2020
Change: None
Program Category: Parks
Project Title: Kiwanis Park Improvements
Managing Department: Parks & Recreation
Project Description: Conversion of softball fields from a sand base system to a soil base system to improve safety and drainage ($75,000). Additionally, the infield irrigation system on fields #2 and #3 will be upgraded from a manual system to an automatic system ($25,000), and shade structures will be added to bleacher seating ($120,000). Also, in FY21, the bathroom doors will be upgraded to remote access control ($16,000). In FY22 replace the basketball court and add an additional court with amenities with an accessible path ($180,000).

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$236,000	$180,000	$0	$0	$0
Total Cost	$236,000	$180,000	$0	$0	$0
Founding Sources:					
Sales Tax	$236,000	$180,000	$0	$0	$0
Total Funding	$236,000	$180,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Cost)	$1,400	$1,400	$1,400	$1,400	$1,400
Debt Service					
Net Impact	$1,400	$1,400	$1,400	$1,400	$1,400

Fiscal Impact Summary: There will be a minimal fiscal impact due to the increased maintenance and operation of the bathrooms (annual cost of remote system $1,440). Discontinuing the use of portable toilets at Kiwanis Park will be a savings of $2,565 annually.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: #6
City Council Initiative: Recreation, Culture & Open Space

Year Introduced: 2020
Change: None
Program Category: Parks
Project Title: Quarterpath Rec Center & Park Improvements
Managing Department: Parks & Recreation
Project Description:

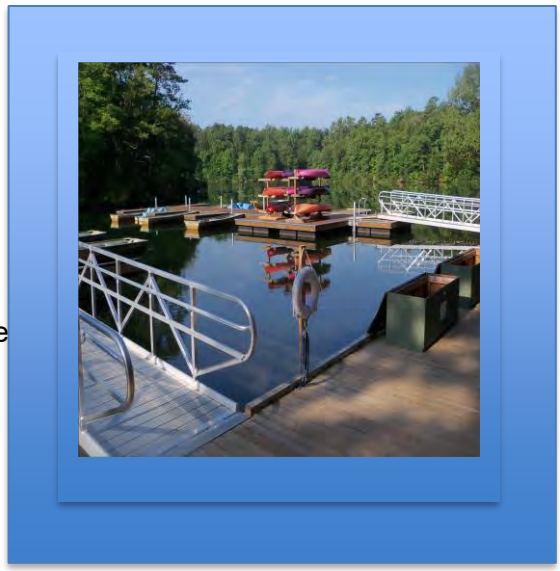
If NO expansion: - FY21 ($120,000) installation of accessible pathways and shelter amenity replacement and add outdoor computer controlled lights at the sand volleyball courts ($30,000) Additional improvements include FY22 repaving the parking lot (TBD) and FY23 replacement of the playground and shelter ($450,000).

IF Expansion: the above projects will no longer need to be considered.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$150,000	TBD	$450,000	$0	$0
Total Cost	$150,000		$450,000	$0	$0
Funding Sources:					
Sales Tax	$150,000		$450,000	$0	$0
Total Funding	$150,000		$450,000	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: There will be a minimal fiscal impact due to the operation of additional outdoor lighting at the sand volleyball courts.

City Council Goal: #6
City Council Initiative: Recreation, Culture, &Open Space



Year Introduced: 2020
Change: None
Program Category: Parks
Project Title: Waller Mill Park Improvements
Managing Department: Parks & Recreation
Project Description: Renovate shelter #3 for accessibility and amenity upgrade and playground replacement. Also, replace the outdoor rotting columns of the park office building. Additionally, in FY21 installation of an outdoor lightning tracking alert system that will also be utilized at Kiwanis Park and Quarterpath Park ($13,400). Additional park improvements include FY22 demolition and replacement of old bathroom building to include storage and improved accessible pathway ($TBD), and in FY23, replace and relocate main playground.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$141,400	TBD	$300,000	$0	$0
Total Cost	$141,400		$300,000	$0	$0
Founding Sources:					
Sales Tax	$141,400		$300,000	$0	$0
Total Funding	$141,400		$300,000	$0	$0
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Operating (Cost)	$4,200	$4,200	$4,200	$4,200	$4,200
Debt Service					
Net Impact	$4,200	$4,200	$4,200	$4,200	$4,200

Fiscal Impact Summary: There will be a minimal fiscal impact due to the cost of the lightning tracking station operation ($4,200 annual), and the added cost of bathroom maintenance and utility/operation.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: **#4 Public Safety**
City Council Initiative:

Year Introduced: 2017
Change: N/A
Program Category: Public Safety
Project Title: Fire Station Renovation and Construction of Fire Station 2
Managing Department: Fire and Public Works
Project Description:

The Fire Station, constructed in 1978, has planned maintenance costs that are prohibitive given the life of the structure and the capability of the existing station to meet the needs of the department. In March 2019, City Council approved the construction of a new fire station on Capitol Landing Road. Carryover funds from FY19 and FY20 of $8,228,581 are available to help fund this project, in addition to remaining bond funds of $2,750,000, for a total of $10,978,581. This CIP funding may support the renovation of Station 1 (440 N. Boundary Street) and the construction of Station 2 currently planned at 912 Capitol Landing Road. Currently, project scope and programming is scheduled for the second half of FY20 with the award of a PPEA design-build

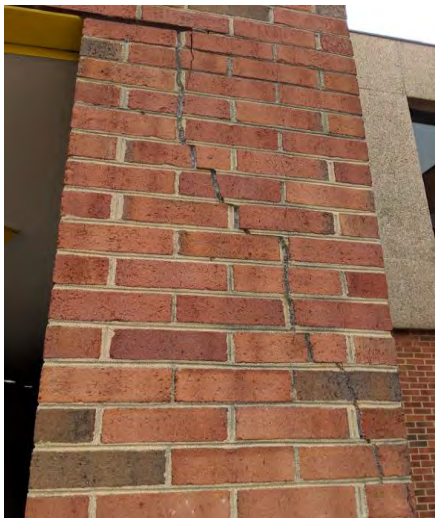
Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$2,750,000	$0	$0	$0
Total Cost	$0	$2,750,000	$0	$0	$0
Funding Sources:					
Carryover funds - ST	$ 728,581	$0	$0	$0	$0
Carryover funds – bond	7,500,000				
Bonds		2,750,000			
Total Funding	$8,228,581	$2,750,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary:

There will not be a direct fiscal impact beyond the cost of completion due to improved reliability and efficiency of the improvements and deployment of resources.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: N/A
Comprehensive Plan: N/A
Planning Commission: N/A



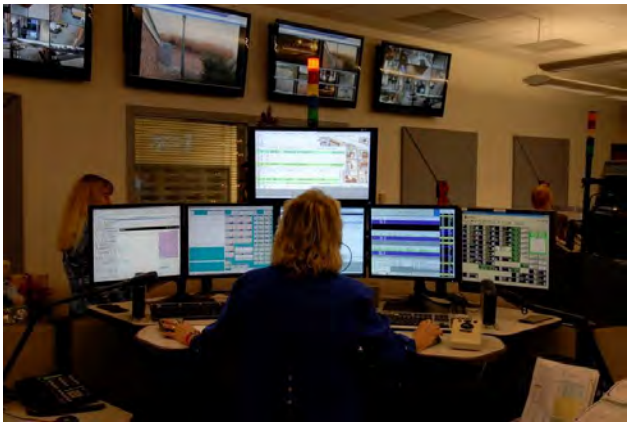
Year Introduced: 2018
Change: None
Program Category: Public Safety
Project Title: Police Station Renovation
Managing Department: Police
Project Description: The Williamsburg Police Department was constructed in 1977 and the building now needs significant renovations. These renovations include fixing 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 FY21 at an estimated cost of $3,600,000. This project involves ongoing discussions with City leadership.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$738,190	$6,537,500	$250,000	$0
Total Cost	$0	$738,190	$6,537,500	$250,000	$0
Funding Sources:					
Carryover Funds	$ 349,310	$0	$0	$0	$0
Bond Funds	$3,250,000	$0	$0	$0	$0
Other	$ 0	$738,190	$6,537,500	$250,000	$0
Total Funding	$3,599,310	$736,190	$6,537,500	$250,000	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary:

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: #4 Public Safety
City Council Initiative:



Introduced Year: 2009
Change: None
Program Cagegory: Public Safety
Project Title: Law Enforcement, E-911 Regional Center Expansion
Managing Department: Police

Project Description: The City Council approved consolidation of the public safety answering point (PSAP) with York County in February of 2009. This required an expansion of the dispatch center in York County. The City supported costs of that renovation equal 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.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$45,0000	$45,000	$45,000	$45,000	$45,000
Total Cost	$45,0000	$45,000	$45,000	$45,000	$45,000
Funding Sources:					
Operating Revenue	$45,000	$45,000	$45,000	$45,000	$45,000
Total Funding	$45,000	$45,000	$45,000	$45,000	$45,000
Operating Impacts:					
Revenue					
Staffing Savings (Cost)	($200,000)	($200,000)	($200,000)	($200,000)	($200,000)
Facility Savings (Cost)					
Program Savings (Cost)					
Operating (Cost)					
Debt Service					
Net Impact	($155,000)	($155,000)	($155,000)	($155,000)	($155,000)

Fiscal Impact Summary: The completion of the work may have a direct fiscal impact based upon the implementation of approved parts of the parking project and th eimproved reliability and effidiency of the new improvements.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal:
Comprehensive Plan:
Planning Commission:

Year Introduced: FY 2021
Change:
Program Category: Public Safety
Project Title: Regional Records Management System
Managing Department: Police
Project Description: The current Records Management System utilized by the Williamsburg Police Department has been sold to a company that will no longer support the public service portion of the software. Entering into a regional Records Management System with York County utilizing the Motorola Records Management System will allow for seamless transfer of information from the current CAD and records management system, the ability to share criminal justice information with the York County Sheriff's Department and a reduction in costs for the Williamsburg Police Department.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$90,000				
Total Cost	$90,000				
Funding Sources:					
Sales Tax	$90,000				
Total Funding	$90,000				
Operating Impacts:					
Revenue	$				
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Debt Service					
Net Impact	$				

Fiscal Impact Summary:

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

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

Year Introduced: N/A
Change: N/A
Program Category: Public Safety
Project Title: Aid to Locality (ATL) Funding
Managing Department: Fire
Project Description: This project consists of Aid-to-Localities funding and includes future funding estimated at $50,000 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 FY21, 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.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
State Grant	$50,000	$50,000	$50,000	$50,000	$50,000
Total Cost	$50,000	$50,000	$50,000	$50,000	$50,000
Funding Sources:					
Carryover Funding	$160,829	$ 0	$ 0	$ 0	$ 0
Aid to Locality (ATL) Grant Funding	50,000	50,000	50,000	50,000	50,000
Total Funding	$210,829	$50,000	$50,000	$50,000	$50,000
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary:

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

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

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

Year Introduced: N/A
Change: N/A
Program Category: Public Safety
Project Title: 4 for Life Grant
Managing Department: Fire
Project Description: Use of this funding is limited to providing EMS training and purchasing EMS equipment, and is reported annually To the Virginia Office of Emergency Medical Services. This funding is primarily used to support EMT-Paramedic training, Advanced Cardiac Life Support training and to replace EMS equipment and supplies used on a daily basis. This project will include $20,000 in FY21 funding.

The majority of the funding in FY21 will be utilized to enhance training opportunities for Advanced Life Support providers and equipment. The anticipated expense in each future FY accommodates annual paramedic training and daily EMS supplies.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
State Grant	$20,000	$20,000	$20,000	$20,000	$20,000
Total Cost	$20,000	$20,000	$20,000	$20,000	$20,000
Funding Sources:					
Carryover funds	$65,565	$ 0	$ 0	$ 0	$ 0
State Grant	20,000	20,000	20,000	20,000	20,000
Total Funding	$85,565	$20,000	$20,000	$20,000	$20,000
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary:

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

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: **#4 Public Safety**
City Council Initiative:

Year Introduced: 2019
Change: N/A
Program Category: Public Safety
Project Title: Mobile Data Terminals (MDT)
Managing Department: Fire

Project Description: The Mobile Data Terminals project is designed to place a ruggedized computer in fire/EMS vehicles to improve response capabilities for the Fire Department. The mobile data terminals, or commonly called MDTs, 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 MDTs 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 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. In addition to the cost of the MDTs, there will be a $40.00/per month/per air card for the wireless connection for each MDT. A five-year replacement plan will also need to be developed and managed to ensure the proper replacement cycle of MDTs.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$44,000	$44,000	$44,000	$10,000
Total Cost	$0	$44,000	$44,000	$44,000	$10,000
Funding Sources:					
Operating Revenue	$0	$44,000	$44,000	$44,000	$10,000
Total Funding	$0	$44,000	$44,000	$44,000	$10,000
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary:

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

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: **#4 Public Safety**
City Council Initiative:

Year Introduced: **2020**
Change: **N/A**
Program Category: Public Safety
Project Title: Ballistic Vests
Managing Department: Fire Department
Project Description: The deployment of ballistic vests for the protection of public safety personnel in environments that have the potential to be unsafe or hostile have been emerging as best practices for fire and EMS departments. This equipment is absolutely necessary to ensure the safety of personnel when responding to an active threat incident where placing themselves in a dangerous environment is imperative to the survivability victims. In addition, this equipment would help bring the department in compliance with NFPA 3000, *Standards for Active Shooter/Hostile Events*. To ensure our personnel have access to appropriate personal protective equipment such as ballistic vests and governing policies, guidelines, and training that incorporate their use in our daily operations has become a critical component to the safety and well-being of public safety personnel as they perform their daily role responsibilities and service to the public. In addition to the initial procurement of ballistic vests, a reliable replacement plan every ten years must be developed and managed to ensure the manufacturer recommendation of proper replacement.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$40,000	$0	$0	$0
Total Cost	$0	$40,000	$0	$0	$0
Funding Sources:					
Sales Tax	$0	$40,000	$0	$0	$0
Total Funding	$0	$40,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$	$0	$0

Fiscal Impact Summary:

While difficult to articulate a fiscal impact, the provision of ballistic vests for personnel is a critical safety net to ensure the most appropriate protective equipment is available when personnel are operating at dangerous or potential dangerous or hostile environments.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: #4 Public Safety
City Council Initiative:

Year Introduced: 2020
Change: None
Program Category: Public Safety
Project Title: Law Enforcement Equipment Body Cameras/In Car Camera System, Tasers
Managing Department: Police
Project Description: The Williamsburg Police Department currently utilizes the Axon Body Camera and Taser system. These two systems are under one contract that has approximately one fiscal year left on the contract. The new contract will incorporate the Axon In-Car Camera system into the Axon Body-Camera, Taser CIP contract process, thereby having all body camera, Tasers and in-car camera systems in under contract with one annual cost, maintenance and upgrade package.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
Annual Contract	$65,000	$99,900	$99,900	$99,900	$99,900
Total Cost	$65,000	$99,900	$99,900	$99,900	$99,900
Funding Sources:					
Operating Revenue	$65,000	$99,900	$99,900	$99,900	$99,900
Total Funding	$65,000	$99,900	$99,900	$99,900	$99,900
Operating Impacts:					
Revenue					
Staffing (Savings) Cost	$ 22,000	$ 22,440	$ 22,889	$ 23,347	$ 23,814
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$ 22,000	$ 22,440	$ 22,889	$ 23,347	$ 23,814

Fiscal Impact Summary: The use of non-lethal devices and response cameras may reduce legal liability for the department. The Commonwealth Attorney's office needs additional staff to file, store, and review data recorded by the cameras. The City will incur its share of the cost to support two additional paralegals in the Commonwealth Attorney's office. The City's share of cost for FY 21 will $22,000. A two percent increase in salary cost is assumed for each successive year.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: #4 Public Safety
City Council Initiative:

Introduced Year: 2021
Change: None
Program Category: Public Safety
Project Title: Law Enforcement Equipment, Mobile Data Terminal Replacement
Managing Department: Police
Project Description: The mobile data terminals of the Williamsburg Police Department have recently been replaced as they were at the end of their lifecycle and failing. To ensure continued continuity of the MDT program, the MDT's are on a current recycling cycle of six (6) years. The costs of each unit is $7,000 and includes the hardware, software and installation. Maintenance costs are $25 per month per unit, beginning after the one-year warranty expires.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$21,000	$0	$0	$21,000
Total Cost	$0	$21,000	$0	$0	$21,000
Funding Sources:					
Operating Revenue	$0	$21,000	$0	$0	$21,000
Total Funding	$0	$21,000	$0	$0	$21,000
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost			$900	$900	$900
Debt Service					
Net Impact	$0	$0	$900	$900	$900

Fiscal Impact Summary: The annual maintenance costs associated with this project are $25 per month per unit, beginning after the one-year warranty expires.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: #4 Public Safety
City Council Initiative:

Introduced Year: 2020
Change: None
Program Category: Public Safety
Project Title: Law Enforcement Equipment, Portable Radio Upgrades
Managing Department: Police

Project Description: The Williamsburg Police Department's 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 not being available. New radios would provide officers with 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 replacement program beginning in the FY21 Capital Improvement Program with twenty-five (20) radios being replaced in FY 21 and twenty-five (19) radios being replaced in FY22.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$89,000	$84,550	$0	$0	$0
Total Cost	$89,000	$84,550	$0	$0	$0
Funding Sources:					
Sales Tax	$89,000	$84,550	$0	$0	$0
Total Funding	$89,000	$84,550	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: The annual contract costs associated with this project should not be any higher than the current contract costs.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: #4 Public Safety
City Council Initiative:

Introduced Year: 2021
Change: None
Program Category: Public Safety
Project Title: Law Enforcement Equipment, Range Repairs and Upgrades
Managing Department: Police

Project Description: The Williamsburg Police Department's firing range is in need of refurbishment to adequately address concerns of safety, liability, and efficiency. These concerns are due to 18+ years of projectile build-up and the use of common, mixed-grade impact berm media (clay, dirt, gravel and sand) which has resulted in a situation where ricochet is a higher possibility and growing with each visit. Included in the estimates are upgrades to the range that will allow for the firing of lead ammunition during future range usage.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$75,000	$0	$0	$75,000
Total Cost	$0	$75,000	$0	$0	$75,000
Funding Sources:					
Sales Tax	$0	$75,000	$0	$0	$75,000
Total Funding	$0	$75,00	$0	$0	$75,000
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: There are no annual contract costs associated with this repair and upgrade program and maintenance costs, if any, should be minimum as the project is projected to be completed every five years, eliminating any annual costs.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal:
Comprehensive Plan:
Planning Commission:

Year Introduced: FY 2021
Change:
Program Category: Public Safety
Project Title: New Parking Garage
Managing Department: Police
Project Description: New Downtown Parking Garage. This garage will support new apartments and first-class office space. Planning is currently underway, but not yet fully developed.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
		$400,000			
Total Cost		$400,000			
Funding Sources:					
Sales Tax		$400,000			
Total Funding		$400,000			
Operating Impacts:					
Revenue	$				
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Debt Service					
Net Impact	$				

Fiscal Impact Summary:

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: WRHA
City Council Initiative:

Year Introduced: 2020
Change: None
Program Category: Resident and Public Safety
Project Title: Exterior Lighting
Managing Department: WRHA

Project Description: Remove and replace existing Parking Lot Lights with new LED lights at all (4) sites. Remove and replace existing Egress/Entry Door lights with new LED fixtures at the (3) family sites. Install LED Flood light at Mimosa Woods basketball court. These improvements are necessary to improve safety and security.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$ 46,000	$0	$0	$0	$0
Total Cost	$ 46,000	$0	$0	$0	$0
Capital Sources:					
Sales Tax	$ 46,000	$0	$0	$0	$0
Total Funding	$ 46,000	$0	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Operating Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: To maintain the Public Housing units, ensuring the presence of affordable housing in the City of Williamsburg.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: WRHA
City Council Initiative:

Year Introduced: 2020
Change: None
Program Category: Work Force Housing
Project Title: Work Force Housing Renovation
Managing Department: WRHA

Project Description: There are six (6) housing units that are utilized for employees in an effort to supply Work Force Housing. The housing is primarily offered to employees who can readily respond to emergencies so that the City derives a valuable benefit of having employees in close proximity to work. The amount of $35,000 is needed in FY21 to complete the renovation work that was found during recent inspections of these units.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$35,000	$0	$0	$0	$0
Total Cost	$35,000	$0	$0	$0	$0
Founding Sources:					
Sales Tax	$35,000	$0	$0	$0	$0
Total Funding	$35,000	$0	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: To maintain the Work Force Housing units, ensuring the presence of affordable housing in the City of Williamsburg.

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Public Safety**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: General Government – Facilities and Land
Project Title: Prince George Parking Garage LED Lighting
Managing Department: Public Works
Project Description: This project will replace existing lighting in the Prince George Parking Garage (PGPG). The existing fixtures are metal halide, and sodium vapor and the proposal is to use LED fixtures which provide better lighting at a reduced cost. The return on investment (ROI) is a 5-year turnaround.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$75,000	$0	$0	$0
Total Cost	$0	$75,000	$0	$0	$0
Funding Sources:					
Sales Tax	$0	$75,000	$0	$0	$0
Total Funding	$0	$75,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost		$15,000	$15,000	$15,000	$15,000
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact		$15,000	$15,000	$15,000	$15,000

Fiscal Impact Summary: The LED fixtures will pay for themselves over a 5-year period, and the fixtures will last longer.

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**

City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: General Government – Facilities and Land

Project Title: Community Building & Municipal Building HVAC Controls upgrade
Managing Department: Public Works
Project Description: The HVAC controls in both the Community Building and the Municipal Building need to be upgraded as the systems are obsolete. The new software will be web-based, which will match the Stryker Center software, and the buildings can be easily monitored/controlled remotely.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$13,500	$0	$0	$0	$0
Total Cost	$13,500	$0	$0	$0	$0
Funding Sources:					
Sales Tax	$13,500	$0	$0	$0	$0
Total Funding	$13,500	$0	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

City Council Goal: **Community Character**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: General Government – Facilities and Land
Project Title: Lafayette Street Fence Replacement
Managing Department: Public Works
Project Description: The existing wooden privacy fence along Lafayette Street from Armistead Avenue to Harriet Tubman Drive is in need of replacing. The fence serves as a safety measure and provides some privacy from vehicular traffic for the houses in Crispus Attucks, which back up to Lafayette Street. The fence is approximately 20 years old.

$20,000 is budgeted in FY21 to replace the fence with a similar wooden fence.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$20,000	$0	$0	$0
Total Cost	$0	$20,000	$0	$0	$0
Funding Sources:					
Sales Tax	$0	$20,000	$0	$0	$0
Total Funding	$0	$20,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: There is minimal fiscal impact other than maintenance costs initially will be reduced with a new fence.

City Council Goal: Economic Vitality
City Council Initiative: Broadband Development

Year Introduced: 2020
Change: None
Program Category: General Government
Project Title: Broadband Assessment and Development
Managing Department: Information Technology
Project Description: City Council's GIOs call for staff to research and develop a broadband policy for the City. A staff team was convened and the project goals laid out. Based on the goals of the project, staff felt it would be more appropriate to enlist a consultant to perform an assessment and survey of capabilities as well as design and build a broadband plan for the City moving forward. With the broadband work being done on the Southside, in addition to the transoceanic fibers coming to Virginia Beach, it became even more apparent that this work would require the help of a consulting company with a deep understanding of these projects. This project would hire a consulting company to, over a 2-year period, perform an assessment and survey of current capabilities and then design a broadband plan that the City could work to implement in future years.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$55,000	$115,000	$0	$0	$0
Total Cost	$55,000	$115,000	$0	$0	$0
Founding Sources:					
Sales Tax	$55,000	$115,000	$0	$0	$0
Total Funding	$55,000	$115,000	$0	$0	$0

Operating Impacts: None

Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: None

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

Year Introduced: 2020
Change: None
Program Category: General Government
Project Title: Website Replacement
Managing Department: Information Technology
Project Description: The City website is a prominent communication tool used throughout the City of Williamsburg and the world. The existing website has been in place and served us well since 2016. The heart of the website, the Content Management System (CMS) is not user friendly or as intuitive as we would like it to be for the end users adding or updating content. This project will replace the existing website and CMS with an updated design and system to allow for increased efficiency and improved communications.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$62,000	$0	$0	$0	$0
Total Cost	$62,000	$0	$0	$0	$0
Founding Sources:					
	$62,000	$0	$0	$0	$0
Total Funding	$62,000	$0	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost	$8,000	$8,000	$8,000	$8,000	$8,000
Debt Service					
Net Impact	$8,000	$8,000	$8,000	$8,000	$8,000

Fiscal Impact Summary: Yearly maintenance and hosting costs will be approximately $8000 and will be handled in the software maintenance line of the IT Operating Budget

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

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

Year Introduced: 2019
Change: None
Program Category: General Government
Project Title: Microsoft Office 2019 Program Upgrade
Managing Department: Information Technology
Project Description:

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

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$31,500	$31,500	$31,500	$31,500	$31,500
Total Cost	$31,500	$31,500	$31,500	$31,500	$31,500

Founding Sources:

	$
Total Funding	$

Operating Impacts:

Revenue	$
Staffing (Savings) Cost	
Facility (Savings) Cost	
Program (Savings) Cost	
Debt Service	
Net Impact	$

Fiscal Impact Summary:

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

Year Introduced: 2020
Change: None
Program Category: General Government
Project Title: A/V System Upgrades
Managing Department: Information Technology
Project Description: The Community Building and 3rd Floor Conference rooms are used by citizens and City employees on a routine basis. The audio-visual systems in these two key locations are very old, lacking many newer technology features and require upgrade. This project would replace the audio-visual systems in both locations with up to date features, including new wide-screen projection capability, greatly improved sound as well as the ability to have multiple microphones without requiring the end-user to manipulate any equipment.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$78,000	$0	$0	$0
Total Cost	$0	$78,000	$0	$0	$0
Founding Sources:					
	$0	$78,000	$0	$0	$0
Total Funding	$0	$78,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: The replacement of these outdated systems will not have a direct fiscal impact beyond the cost of completion. Efficiency is gained by staying current with new technology.

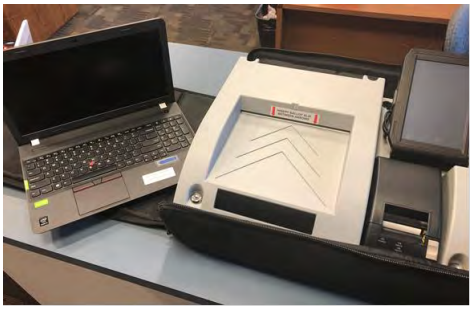
City Council Goal: N/A
City Council Initiative: N/A

Year Introduced: 2020
Change: None
Program Category: General Government
Project Title: PC Replacement Program
Managing Department: Information Technology
Project Description: Annually the City follows a PC replacement schedule, replacing those computers that have reached end of life (4 years) or fail during the FY. The department requests $30,000 for this expense in each FY.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$30,000	$30,000	$30,000	$30,000	$30,000
Total Cost	$30,000	$30,000	$30,000	$30,000	$30,000
Founding Sources:					
Sales Tax	$30,000	$30,000	$30,000	$30,000	$30,000
Total Funding	$30,000	$30,000	$30,000	$30,000	$30,000
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: The replacement of computers will not have a direct fiscal impact beyond the cost of completion. Efficiency is gained by staying current with new technology and software.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS



City Council Goal:
City Council Initiative:

Year Introduced: 2021
Change:
Program Category:
Project Title: Additional Voting Precinct
Managing Department: Voter Registration and Elections
Project Description: Due to Virginia Election code 24.2-307 we are required to create a new precinct when current precincts have over 4,000 voters vote. Currently both precincts have over 5,000 registered voters in each precinct.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$38,750	$0	$0	$0	$0
Total Cost	$38,760	$0	$0	$0	$0
Founding Sources:					
Sales Tax	$38,760	$0	$0	$0	$0
Total Funding	$38.760	$0	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost	$ 3,600	$3,600	$3,600	$3,600	$3,600
Facility (Savings) Cost	300	300	300	300	300
Program (Savings) Cost	270	0	0	0	0
	450	450	450	450	450
	3,000	3,000	3,000	3,000	3,000
	5,500	0	0	0	0
	195	0	0	0	0
Operating (Savings) Cost					
Debt Service					
Net Impact	$13,315	$7,350	$7,350	$7,350	$7,350

Fiscal Impact Summary: Due to Virginia Election Law, we need to establish a 3rd precinct within the City of Williamsburg. The $38,760 would go towards the purchasing of the new voting equipment to be used at that polling place. The additional cost that would be incurred is $3,600 for additional officers of election to staff the additional polling place per year. The rental fee is $300 per year if the polling place is not a City owned building. Additional supplies and signage will make up $465 as a one-time cost. Our Electronic Pollbook has an annual licensing fee of $450.00. By law our office is require to mail out new voter information cards to all voters affected by a precinct change at a one-time cost of $ 5,500.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: **N/A**
Comprehensive Plan: **N/A**
Planning Commission: **N/A**

Year Introduced: FY 2021
Change: Annually
Program Category: General Government
Project Title: Vehicle Replacement Plan
Managing Department: Finance
Project Description: The City replaces vehicles following industry standards for public safety departments and after extensive use for general fleet. When general fleet vehicles are replaced, they are cycled down in the organization or sold as surplus. Following a replacement schedule in FY21, several general fleet and public safety vehicles will be replaced.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$524,000	$595,000	$308,000	$130,000	$195,000
Total Cost	$524,000	$595,000	$308,000	$130,000	$195,000
Funding Sources:					
Sales Tax	$524,000	$595,000	$308,000	$130,000	$195,000
Total Funding	$524,000	$595,000	$308,000	$130,000	$195,000
Operating Impacts:					
Revenue	$				
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Debt Service					
Net Impact	$				

Fiscal Impact Summary: 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 FY21, several general fleet and public safety vehicles will be replaced.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: **Recreation and Culture**
Comprehensive Plan:
Planning Commission: **Library Facility Renewal and Renovation**

Year Introduced:
Change: Updated
Program Category: Agencies and Interjurisdictional
Project Title: Williamsburg Library Renovation
Managing Department:
Project Description: The Williamsburg Library facility was constructed in 1974 with two subsequent additions in 1982 and 1988. The facility hosts 600,000 annual visits, over 2,500 meetings and programs, and 65% of the 1.2 million yearly check-out system transactions. The Williamsburg Regional Library system meets almost all major AAA standards except for facilities, where it ranks a single A. The actual library space, minus the theater and basement are 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 workspaces, 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. This project budgets an estimate of cost beginning with design in FY23 and construction in FY24, with the intent to engage in discussions with James City County, York County, and the City of Williamsburg concerning the possibility of a joint facility.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$0	$1,510,000	$13,590,000	$50,000
Total Cost	$0	$0	$1,510,000	$13,590,000	$50,000
Funding Sources:					
TBD	$0	$0	$1,510,000	$13,590,000	$50,000
Total Funding	$0	$0	$1,510,000	$13,590,000	$50,000

Operating Impacts:

Revenue	$
Staffing (Savings) Cost	
Facility (Savings) Cost	
Program (Savings) Cost	
Debt Service	
Net Impact	$

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

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS

City Council Goal: N/A
Comprehensive Plan: N/A
Planning Commission: N/A

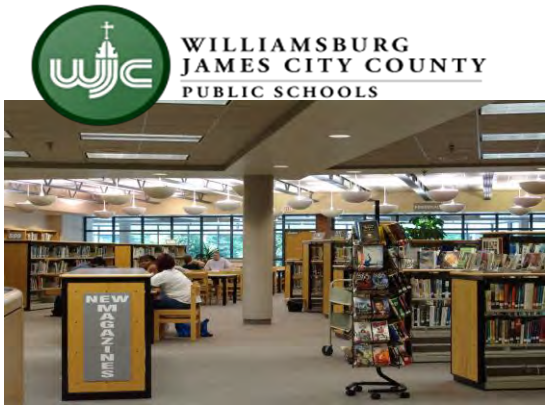
Year Introduced: N/A
Change: N/A
Program Category: Agencies and Interjurisdictional
Project Title: Williamsburg/JCC Courthouse Maintenance Projects (contingency)
Managing Department: N/A

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

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$40,000	$ 0	$ 0	$ 0	$ 0
Total Cost	$40,000	$ 0	$ 0	$ 0	$ 0
Funding Sources:					
Maintenance Fund	$40,000	$ 0	$ 0	$ 0	$ 0
Total Funding	$40,000	$ 0	$ 0	$ 0	$ 0
Operating Impacts:					
Revenue					
Staffing (Savings) Cost					
Facility (Savings) Cost					
Program (Savings) Cost					
Operating (Savings) Cost					
Debt Service					
Net Impact	$ 0	$ 0	$ 0	$ 0	$ 0

Fiscal Impact Summary: Fiscal impact will be analyzed when specific projects are determined.

CITY OF WILLIAMSBURG – FY 21 CAPITAL IMPROVEMENTS



City Council Goal: **N/A**
Comprehensive Plan: **N/A**
Planning Commission:

Year Introduced: N/A
Change: None
Program Category: Agencies and Interjurisdictional
Project Title: Williamsburg/JCC Schools Capital Contribution

Managing Department:
Project Description: This project represents City contribution to various capital expenditures for the joint Williamsburg-James City County school system. Anticipated funding amounts are $745,069 FY21, $2,720,864 FY22, $2,045,026 FY23, $1,585,389 FY24, and $211,725 in FY25. These estimates are based on the school system CIP. The City's share of these expenses is 9.6% of the FY21 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.

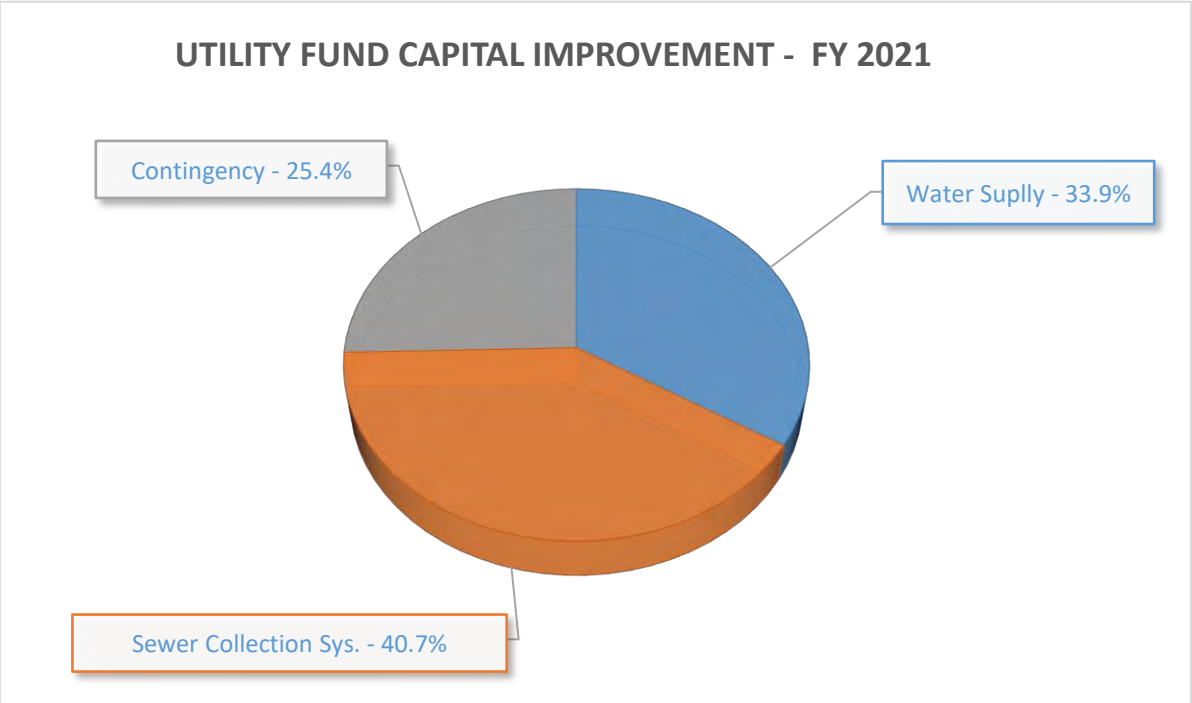
Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$745,069	$2,720,864	$2,045,026	$1,585,389	$211,725
Total Cost	$745,069	$2,720,864	$2,045,026	$1,585,389	$211,725
Funding Sources:					
Sales Tax (FY21)	$745,069	$2,720,864	$2,045,026	$1,585,389	$211.725
Total Funding	$745,069	$2,720,864	$2,045,026	$1,585,389	$211,725

Operating Impacts:

Revenue	$
Staffing (Savings) Cost	
Facility (Savings) Cost	
Program (Savings) Cost	
Debt Service	
Net Impact	$

Fiscal Impact Summary: 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.

	Proposed FY 2021	Budget FY 2020	Actual 2019
REVENUES			
Transfer from reserves	$ (295,000)	$ (730,000)	$ (4,828,777)
Total Revenues	$ (295,000)	$ (730,000)	$ (4,828,777)
EXPENDITURES			
Water Supply	$ 100,000	$ 525,000	$ 12,040
Water Distribution/Storage	-		
Plant Wastewater Lagoons	-	-	
Sewer Collection System	120,000		14,269
Contingency	75,000	75,000	24,990
Vehicles/Equipment	-	130,000	-
Total Expenditures	$ 295,000	$ 730,000	$ 51,299



City of Williamsburg - Utility Fund Capital Improvement Program Summary - Fiscal Years 2021 - 2025

	Estimated thru FY 2020	Carryover from FY 2020	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
			Proposed Budget FY 2021	FOR PLANNING PURPOSES				Five Year Total
				FY 2022	FY 2023	FY 2024	FY 2025	
CAPITAL REVENUES								
Transfer from Retained Earnings (reserves)								
Total Revenues	**318,890**	**-**	**295,000**	**955,000**	**1,260,000**	**375,000**	**150,000**	**3,035,000**
CAPITAL EXPENSES								
Water Supply								
Watershed Protection/Water Quality	75,000	-	-	75,000	-	-	-	**75,000**
Waller Mill Dam Improvements	139,950	-	50,000	465,000	950,000	-	-	**1,465,000**
Water Treatment Improvements	33,994	-	50,000	-	-	-	-	**50,000**
Water Distribution/Storage								
Water System Improvements	550,000	-	-	300,000	-	-	-	**300,000**
Plant Wastewater Lagoons								
Lagoon Sludge Removal	-	-	-	-	120,000	-	-	**120,000**
Sewer Collection/Transmission System								
Sewer System Rehab - SSO Program	24,404	-	75,000	-	75,000	-	75,000	**225,000**
Sewer Pump Station Reliability	64,301	-	45,000	-	40,000	-	-	**85,000**
Water/Sewer System Contingency								
Water/Sewer System - Contingency	125,010	-	75,000	75,000	75,000	75,000	75,000	**375,000**
Vehicles/Equipment								
Vehicles	397,112	-	-	40,000	-	300,000	-	**340,000**
Total Utility Fund Capital Improvements	**1,409,771**	**-**	**295,000**	**955,000**	**1,260,000**	**375,000**	**150,000**	**3,035,000**

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: Utility Fund – Water Supply
Project Title: Watershed Protection/ Water Quality
Managing Department: Public Works

Project Description: The City has been aggressive in purchasing watershed property for several decades to protect our drinking water source. The City now owns or has conservation easements on 60% of the watershed. Funding is set aside in FY22 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).

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$75,000	$0	$0	$0
Total Cost	$0	$75,000	$0	$0	$0
Funding Sources:					
Utility Fund	$0	$75,000	$0	$0	$0
Total Funding	$0	$75,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: 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, but this minimal impact is eliminated with the increased water quality benefit to water treatment.

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative:

Year Introduced: **2019**
Change: **None**
Program Category: Utility Fund – Water Supply
Project Title: Waller Mill Dam Improvements
Managing Department: Public Works
Project Description: The City has an operation and maintenance permit for Waller Mill Dam from the Department of Conservation and Recreation (DCR). Due to new regulations, the dam went from a low hazard to a high hazard classification. This new designation may require a substantial amount of work be completed at the dam. Using new rainfall criteria required by the State, our engineering firm did a study of the dam's capability to handle a worst-case rainfall event. Results of the study indicated that the earthen dam would overtop. This means that the city may be required to armor the dam with structural material.

The City has a permit from the State conditioned upon improvements being made to the dam. Money is budgeted in 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.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$50,000	$465,000	$950,000	$0	$0
Total Cost	$50,000	$465,000	$950,000	$0	$0
Funding Sources:					
Utility Fund	$50,000	$465,000	$950,000	$0	$0
Total Funding	$50,000	$465,000	$950,000	$0	$0
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: Utility Fund – Water Supply
Project Title: Water Treatment Improvements
Managing Department: Public Works
Project Description: Water treatment improvements include all facets of the Water Treatment Plant including raw water/finished water pumping, chemical applications, lab facilities, buildings/ structures, electrical improvements, piping projects, instrumentation and IT.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$50,000	$0	$0	$0	$0
Total Cost	$50,000	$0	$0	$0	$0
Funding Sources:					
Utility Fund	$50,000	$0	$0	$0	$0
Total Funding	$50,000	$0	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: Utility Fund – Water Supply
Project Title: Water System Improvements
Managing Department: Public Works
Project Description: The water distribution and collection systems require maintenance and upgrade as they age. This project addresses those needs as they are anticipated 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 (e.g. Quarterpath Road to Pocahontas Street).

$300,000 is earmarked in FY22 for water line improvements on Capitol Landing Road (CLR) in conjunction with the CLR Redesign project.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$300,000	$0	$0	$0
Total Cost	$0	$300,000	$0	$0	$0
Funding Sources:					
Utility Fund	$0	$300,000	$0	$0	$0
Total Funding	$0	$300,000	$0	$0	$0
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: Utility Fund – Plant Wastewater Lagoons
Project Title: Lagoon Sludge Removal
Managing Department: Public Works
Project Description: The Water Plant must backwash the filter tanks and the sedimentation basins which produces wastewater that is directed to two (2) on-site lagoons. The waste is mostly liquid with residuals of the chemicals added to treat the water such as carbon, alum, and fluoride.

The wastewater flows by pipe to the wastewater lagoons. The solids/sludge settle to the bottom and eventually, over time, fill up the lagoons and the sludge needs to be removed. The lagoons will need to be cleaned by year 2022 – $110,000 is budgeted in FY2022 for that project.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$0	$0	$120,000	$0	$0
Total Cost	$0	$0	$120,000	$0	$0
Funding Sources:					
Utility Fund	$0	$0	$120,000	$0	$0
Total Funding	$0	$0	$120,000	$0	$0
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative:

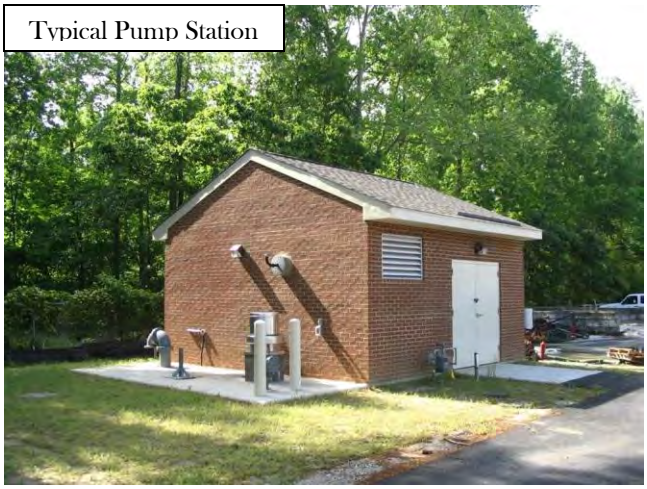
Year Introduced: **2020**
Change: **None**
Program Category: Utility Fund – Sewer Collection/ Transmission System
Project Title: Sewer System Rehab – SSO Program
Managing Department: Public Works
Project Description: The original consent decree issued to all HRPDC localities by the State Department of Environmental Services (DEQ) was revised substantially. HRSD is managing the more extensive Sanitary Sewer Overflow (SSO) problems including those associated with the Regional Wet Weather Management Plan (RWWMP). The localities are responsible for their respective collection systems and resolve structural deficiencies and issues associated with management, operations, and maintenance (MOM) of the sanitary sewer system. As such, the City is budgeting money for repairs and sewer lining.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$75,000	$0	$75,000	$0	$75,000
Total Cost	$75,000	$0	$75,000	$0	$75,000
Funding Sources:					
Utility Fund	$75,000	$0	$75,000	$0	$75,000
Total Funding	$75,000	$0	$75,000	$0	$75,000
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative:


Typical Pump Station

Year Introduced: **2020**
Change: **None**
Program Category: Utility Fund – Sewer Collection/ Transmission System
Project Title: Sewer Pump Station Reliability
Managing Department: Public Works
Project Description: There are 15 sewage pumping stations in the City. Because the City drains into shellfish waters, the stations are classified as Reliability Class I stations which provides for the strictest standards of reliability. For example, the stations are required to have emergency backup 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.

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$45,000	$0	$40,000	$0	$0
Total Cost	$45,000	$0	$40,000	$0	$0
Funding Sources:					
Utility Fund	$45,000	$0	$40,000	$0	$0
Total Funding	$45,000	$0	$40,000	$0	$0
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

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

CITY OF WILLIAMSBURG – FY 2021 CAPITAL IMPROVEMENTS

City Council Goal: **Environmental Sustainability**
City Council Initiative:

Year Introduced: **2020**
Change: **None**
Program Category: Utility Fund – Water Sewer System - Contingency
Project Title: Water Sewer System - Contingency
Managing Department: Public Works
Project Description: Water and sewer system contingency funds must be budgeted to cover unforeseen items on a yearly basis. The utility must have the money reserved in order to continue to operate on a continuous basis. Examples of water and sewer contingency expenditures include:

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

James York Plaza Water Main Rupture

Cost Estimate:	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
	$75,000	$75,000	$75,000	$75,000	$75,000
Total Cost	$75,000	$75,000	$75,000	$75,000	$75,000
Funding Sources:					
Utility Fund	$75,000	$75,000	$75,000	$75,000	$75,000
Total Funding	$75,000	$75,000	$75,000	$75,000	$75,000
Operating Impacts:					
Revenue					
Staffing Savings (Cost)					
Facility Savings (Cost)					
Program Savings (Cost)					
Debt Service					
Net Impact	$0	$0	$0	$0	$0

Fiscal Impact Summary: There is no fiscal impact to these emergency/contingency funds.

CITY OF WILLIAMSBURG
VEHICLE REPLACEMENT FIVE-YEAR PLAN
Departmental Summary - By Fund

FUND	DEPARTMENT	FY2021	FY2022	FY2023	FY2024	FY2025
SALES TAX						
	BUILDING INSPECTION	$0	$30,000	$0	$0	$0
	CITY MANAGER	$0	$0	$0	$0	$35,000
	ECONOMIC DEV.	$0	$0	$0	$0	$0
	ENGINEERING	$0	$0	$35,000	$0	$0
	FINANCE	$35,000	$0	$0	$0	$0
	FIRE	$80,000	$375,000	$0	$0	$0
	HUMAN SERVICES	$0	$0	$35,000	$0	$0
	PLANNING	$0	$0	$0	$0	$0
	POLICE	$192,000	$70,000	$48,000	$0	$0
	PUBLIC UTILITIES	$0	$0	$0	$0	$0
	PUBLIC WORKS	$165,000	$80,000	$120,000	$100,000	$160,000
	RECREATION	$12,000	$0	$30,000	$30,000	$0
	WRHA	$40,000	$40,000	$40,000	$0	$0
	SALES TAX TOTAL	$524,000	$595,000	$308,000	$130,000	$195,000
UTILITIES						
	PUBLIC UTILITIES	$0	$40,000	$300,000	$30,000	$0
	UTILITIES TOTAL	$0	$40,000	$300,000	$30,000	$0
	GRAND TOTAL	$524,000	$635,000	$608,000	$160,000	$195,000

City of Williamsburg - Vehicle Replacement Five-Year Plan

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
BUILDING INSPECTION							at 11/5/2019					
6573	2008	FORD	ESCAPE 4X4 SUV Hyrid	Yes	No	114731L	60,182	$0	$30,000	$0	$0.00	$0
2679	2016	FORD	EXPLORER 4WD	No	No	172031L	22,197	$0	$0	$0	$0.00	$0
4988	2017	JEEP	COMPASS 4X4 4 DR	No	No	172037L	14,669	$0	$0	$0	$0.00	$0
4687	2019	FORD	EXPLORER	No	No	202566L	1,063	$0	$0	$0	0	$0
			TOTAL BUILDING INSPECTION					$0	$30,000	$0	$0	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
CITY MANAGER							at 11/5/2019					
5925	2017	FORD	EXPLORER - SILVER	No	No	172044L	20,106	$0	$0	$0	$0.00	$35,000
			TOTAL CITY MANAGER					$0	$0	$0	$0	$35,000

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
ECONOMIC DEV.							at 11/5/2019					
0048	2018	YAMAHA	YAMAHA GOLF CART	Yes	No	NA	NA	$0	$0	$0	$0.00	$0
			TOTAL ECONOMIC DEV.					$0	$0	$0	$0	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
ENGINEERING							at 11/5/2019					
2324	2005	FORD	EXPLORER 4x4	No	Yes	122-984L	69,642	$0	$0	$35,000	$0.00	$0
			TOTAL ENGINEERING					$0	$0	$35,000	$0	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
FINANCE							at 11/5/2019					
0780	2005	CHEVROLET	IMPALA 4 DR SEDAN	No	No	24-292L	59,939	$35,000	$0	$0	$0.00	$0
5924	2017	FORD	EXPLORER	No	No	172046L	8,865	$0	$0	$0	$0.00	$0
			TOTAL FINANCE					$35,000	$0	$0	$0	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
FIRE							at 11/5/2019					
8941	1949	MACK	FIRE TRUCK	No	No	16-977L	NA	$0	$0	$0	$0.00	$0
66	1988	HOMEMADE	BOAT TRAILER (ZODIAC)	No	No	84-728L	NA	$0	$0	$0	$0.00	$0
8405	1998	HAULMARK	UTIL TRAILER	No	No	65-835L	NA	$0	$0	$0	$0.00	$0
5004	2004	CARGO	TRAILER	No	No	129018L	NA	$0	$0	$0	$0.00	$0
7761	2004	ACSI	DECONTAMINATION TRAI	No	No	84-725L	NA	$0	$0	$0	$0.00	$0
1409	2005	FORD	3/4 TON DIESEL 4X4 PICK	No	No	122-973L	68,593	$80,000	$0	$0	$0.00	$0
0700	2008	CHEVROLET	4 DOOR IMPALA	No	No	114733L	64,972	$0	$0	$0	$0.00	$0
2410	2008	CHEVROLET	4 DOOR IMPALA	No	No	114734L	79,719	$0	$0	$0	$0.00	$0
8061	2008	GMC	AMBULANCE (Reserve No	No	No	159651L	83,204	$0	$0	$0	$0.00	$0
2042	2011	PIERCE	PUMPER	No	No	159672L	48,006	$0	$0	$0	$0.00	$0
6972	2011	FORD	PIERCE RESCUE	No	No	159653L	4,077	$0	$0	$0	$0.00	$0
8179	2011	VMA/PAMU	CARGO TRAILER	No	No	159682L	NA	$0	$0	$0	$0.00	$0
2818	2012	PIERCE	QUANTUM FIRE TRUCK	No	No	172004L	26,105	$0	$0	$0	$0.00	$0
4115	2013	HORTON	HORTON AMBULANCE	No	No	172015L	65,694	$0	$375,000	$0	$0.00	$0
RC313	2013	WING	INFLATABLE 15' 6"	No	No		NA	$0	$0	$0	$0.00	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
2025	2014	FORD	SUV INTERCEPTOR WHI	No	No	172019L	46,643	$0	$0	$0	$0.00	$0
3398	2014	SCOTTY	SAFE HOUSE	No	No	172023L	NA	$0	$0	$0	$0.00	$0
7593	2014	LOAD RITE	BOAT TRAILER/16' JON B	No	No	172025L	NA	$0	$0	$0	$0.00	$0
6509	2016	ROAD RESCUE	FREIGHTLINER AMBULAN	No	No	172033L	22,340	$0	$0	$0	$0.00	$0
0582	2017	CHEVROLET	TAHOE	No	No	172049L	18,704	$0	$0	$0	$0.00	$0
0932	2017	FORD	EXPLORER - WHITE	No	No	172043L	28,476	$0	$0	$0	$0.00	$0
0933	2017	FORD	EXPLORER - WHITE	No	No	172042L	18,972	$0	$0	$0	$0.00	$0
6258	2017	HORTON	AMBULANCE	No	No	202553L	34,227	$0	$0	$0	$0.00	$0
6835	2017	PIERCE	FIRE TRUCK-PUMPER VE	No	No	172-039L	17,221	$0	$0	$0	$0.00	$0
9453	2017	CHEVROLET	TAHOE	No	No	172048L	10,227	$0	$0	$0	$0.00	$0
0665	2019	PIERCE	PUMPER ENFORCER	No	No	202567L	3,056	$0	$0	$0	0	$0
			TOTAL FIRE					$80,000	$375,000	$0	$0	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
HUMAN SERVICES							at 11/5/2019					
1666	2008	GMC	12 PASSENGER VAN	No	Yes	114735L	46,290	$0	$0	$35,000	$0.00	$0
9026	2013	GMC	12 PASSENGER VAN	No	No	172013L	17,579	$0	$0	$0	$0.00	$0
9878	2015	DODGE	CARAVAN	No	No	172028L	34,213	$0	$0	$0	$0.00	$0
4870	2017	JEEP	COMPASS 4X4 4 DR	No	No	172038L	27,555	$0	$0	$0	$0.00	$0
0621	2019	DODGE	JOURNEY	No	No	202568L	50	$0	$0	$0	0	$0
			TOTAL HUMAN SERVICES					$0	$0	$35,000	$0	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
PLANNING							at 11/5/2019					
7281	2020	FORD	EXPLORER 4WD	No	No	202572L	10	$0	$0	$0	0	$0
			TOTAL PLANNING					$0	$0	$0	$0	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
POLICE							at 11/5/2019					
5572	2003	TEXAS BRAGG	TRAILER-CONE	No	No	111793L	NA	$0	$0	$0	$0.00	$0
2171	2006	CHEVROLET	PU CREW CAB - NON REP	No	No	UUL7757	95,271	$0	$0	$0	$0.00	$0
0900	2007	HARLEY	FLPI-MOTORCYCLE	No	No	2199L	17,219	$0	$20,000	$0	$0.00	$0
1609	2011	FORD	4D CROWN VIC (Unmarke	No	No	XCC9355	60,215	$0	$0	$0	$0.00	$0
1610	2011	FORD	4D CROWN VIC	No	No	ECN1102	83,850	$0	$0	$0	$0.00	$0
8779	2011	FORD	CROWN VIC (PATROL)	No	No	159673L	128,547	$0	$0	$0	$0.00	$0
3157	2012	FORD	SUV ESCAPE XLT	No	No	159683L	29,172	$0	$0	$48,000	$0.00	$0
1334	2013	FORD	SUV INTERCEPTOR NON	No	No	172009L	115,226	$0	$0	$0	$0.00	$0
1335	2013	FORD	SUV INTERCEPTOR NON	No	No	172010L	103,302	$0	$0	$0	$0.00	$0
5873	2013	JEEP	WRANGLER	No	No	172016L	47,275	$0	$0	$0	$0.00	$0
2024	2014	FORD	SUV INTERCEPTOR (PAT	No	No	172018L	130,298	$0	$0	$0	$0.00	$0
2026	2014	FORD	SUV INTERCEPTOR (UN	No	No	WNN4064	67,807	$0	$50,000	$0	$0.00	$0
2068	2014	SMART	RADAR TRAILER	No	No	172-027L	NA	$0	$0	$0	$0.00	$0
4689	2014	SMART	LOW SPEED VEHICLE	No	No	172020L	9,667	$0	$0	$0	$0.00	$0
6293	2014	FORD	SUV INT (PATROL) Non re	No	No	172022L	101,471	$0	$0	$0	$0.00	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
9778	2014	FORD	FORD - INTERCEPTOR Se	No	No	WNR8302	80,762	$48,000	$0	$0	$0.00	$0
0	2015	FREEDOM	CARGO TRAILER-ENCLO	No	No	172047L	NA	$0	$0	$0	$0.00	$0
3935	2015	FORD	4D INTERCEPTOR UNMA	No	No	172034L	40.241	$0	$0	$0	$0.00	$0
6999	2015	CHEVROLET	TAHOE K1500	No	No	VBC7971	87,772	$80,000	$0	$0	$0.00	$0
1881	2016	CHEVROLET	TAHOE	No	No	VRJ7648	35,198	$0	$0	$0	$0.00	$0
3753	2016	FORD	UNMARKED SUV INTERC	No	No	VHV8535	47,748	$0	$0	$0	$0.00	$0
5032	2017	FORD	SUV INTERCEPTOR (PAT	No	No	172050L	71,443	$0	$0	$0	$0.00	$0
5033	2017	FORD	SUV INTERCEPTOR (PAT	No	No	202551L	70,533	$0	$0	$0	$0.00	$0
4419	2018	FORD	SUV INTERCEPTOR (PAT	No	No	202555L	16,301	$0	$0	$0	$0.00	$0
4420	2018	FORD	UNMARKED SUV INTERC	No	No	UYF5174	6,353	$0	$0	$0	$0.00	$0
8963	2019	FORD	SUV INTERCEPTOR (PAT	No	No	202564L	9,070	$0	$0	$0	0	$0
8964	2019	FORD	SUV INTERCEPTOR (PAT	No	No	202565L	11,519	$0	$0	$0	0	$0
8965	2019	FORD	SUV INTERCEPTOR (PAT	No	No	202562L	4,926	$0	$0	$0	0	$0
8966	2019	FORD	SUV INTERCEPTOR (PAT	No	No	202563L	3,465	$0	$0	$0	0	$0
021	2021		RADAR TRAILER	No	No			$24,000	$0	$0	0	$0
021A	2021	FORD	INTERCEPTOR UNMARKE	No	No			$40,000	$0	$0	0	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
			TOTAL POLICE					$192,000	$70,000	$48,000	$0	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
PUBLIC UTILITIES							at 11/5/2019					
0537	1966	COX	BOAT TRAILER	No	No	16-978L	NA	$0	$0	$0	$0.00	$0
1382	1992	FORD	SEWER CLEANER	No	No	93-898L	41,326	$0	$0	$0	$0.00	$0
A393	1993	Caroline Skiff	16'8 Lenth	No	No		NA	$0	$0	$0	$0.00	$0
1105	1996	GATOR	UTIL VEH	No	No		NA	$0	$0	$0	$0.00	$0
0152	2003	VENTURE	BOAT TRAILER	No	No	84-730L	NA	$0	$0	$0	$0.00	$0
1549	2004	VACTOR	MODEL 2103 SEWER CLE	No	No	11-4704L	19,612	$0	$0	$300,000	0	$0
7493	2005	FORD	F350 3/4 TON UTILITY TR	No	No	122999L	75,189	$0	$0	$0	$0.00	$0
1827	2006	CARRYON	CARRY ON TRL	No	No	172007L	NA	$0	$0	$0	$0.00	$0
8245	2006	FORD	VAN-CAMERA TRUCK	No	No	114-748L	22,176	$0	$0	$0	$0.00	$0
2256	2009	FORD	F-350 DIESEL 4x4 PU	No	Yes	129042L	56,074	$0	$40,000	$0	$0.00	$0
9610	2011	YAMAHA	50HP OUTBOARD MOTOR	No	No	NA	NA	$0	$0	$0	$0.00	$0
8374	2013	FORD	EXPLORER	No	No	172006L	58,904	$0	$0	$0	30,000	$0
2742	2014	FORD	F150 PICKUP TRUCK	No	No	172024L	43,406	$0	$0	$0	$0.00	$0
1394	2015	CHEVROLET	4 WHEEL SILVERADO PU	No	No	172035L	40,329	$0	$0	$0	$0.00	$0
7798	2015	INTERNATIONAL	DUMP TRUCK	No	No	172029L	7,742	$0	$0	$0	$0.00	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
5345	2018	FORD	F250 4X4 SUPERCAB PIC	No	No	202557L	3,283	$0	$0	$0	$0.00	$0
5779	2019	CHEVROLET	COLORADO PICKUP	No	No	202561L	5,810	$0	$0	$0	0	$0
4580	2020	CATERPILLAR	420F BACKHOE	No	No	NA		$0	$0	$0	0	$0
			TOTAL PUBLIC UTILITIES					$0	$40,000	$300,000	$30,000	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
PUBLIC WORKS							at 11/5/2019					
3268	2000	FORD	TRACTOR	No	No		1,137	$0	$0	$0	$0.00	$0
5298	2000	HAULMARK	ENCLOSED UTILITY TRAIL	No	No	40-280L	NA	$0	$0	$0	$0.00	$0
9479	2001	GMC	1/2 TON 4X4 PICKUP-LOA	No	Yes	49-454L	92,907	$0	$40,000	$0	$0.00	$0
2476	2002	CASE	BACKHOE	No	No	n/a	4,838	$85,000	$0	$0	$0.00	$0
5293	2003	Mid Atlantic	UTIL TRAILER	No	No	26-938L	NA	$0	$0	$0	$0.00	$0
3664	2004	BRI-MAR	2 AXLE DUMP TRAILER	No	No	24-260L	NA	$0	$0	$0	$0.00	$0
0155	2006	HUDSON	UTIL TRAILER	No	No	129020L	NA	$0	$0	$0	$0.00	$0
0995	2006	GMC	PU TRUCK	No	No	114-721L	75,526	$40,000	$0	$0	$0.00	$0
1608	2006	FORD	DUMP TRUCK	No	No	129025L	42,292	$0	$0	$0	$0.00	$120,000
3514	2006	CURRAHEE	UTIL TRL	No	No	129006L	NA	$0	$0	$0	$0.00	$0
8855	2006	CHEVROLET	TAHOE - SUV	No	No	123-000L	70,918	$0	$0	$40,000	$0.00	$0
0869	2007	FORD	EXPLORER 4 x 4	No	No	114729L	74,334	$40,000	$0	$0	$0.00	$0
2835	2008	FORD	3/4 TON PICKUP	No	No	114740L	48,259	$0	$0	$40,000	$0.00	$0
8498	2008	INTERNATIONAL	DUMP TRUCK	No	No	114732L	17,869	$0	$0	$0	$0.00	$0
0931	2009	FORD	F-250 GAS 4X2 PU	No	No	129043L	71,515	$0	$40,000	$0	$0.00	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
2018S	2012	FORD	PICKUP TRUCK	No	Yes	172001L	53,593	$0	$0	$40,000	$0.00	$0
4686	2012	CHEVROLET	1/2 TON PICKUP TRUCK	No	No	172003L	37,198	$0	$0	$0	$0.00	$40,000
6236	2012	VOLVO	ROLLER	No	No		250	$0	$0	$0	$0.00	$0
9242	2012	FORD	BUCKET TRUCK	No	No	172014L	8,745	$0	$0	$0	60,000	$0
9442	2012	FORD	F250 CREWCAB	No	Yes	172005L	35,175	$0	$0	$0	40,000	$0
0200	2013	WORKMAN	GATOR-WORKMAN	No	No	NA	1,059	$0	$0	$0	$0.00	$0
8232	2014	JOHN DEERE	LEAF BOX-BLSH TRAILER	No	No	172026L	NA	$0	$0	$0	$0.00	$0
4273	2015	FORD	F150 CREW CAB 4 X 2	No	No	172032L	30,794	$0	$0	$0	$0.00	$0
7797	2015	INTERNATIONAL	DUMP TRUCK/PLOW/SPR	No	No	172030L	12,169	$0	$0	$0	$0.00	$0
2504	2016	BOBCAT	COMPACT TRACK LOADE	No	No	NA	472	$0	$0	$0	$0.00	$0
3381	2018	CATERPILLAR	420F BACKHOE	No	No	NA	321	$0	$0	$0	$0.00	$0
5826	2018	FORD	F250 REG CAB	No	No	202556L	3,805	$0	$0	$0	$0.00	$0
9098	2018	AMERICAN TRAILE	UTILITY TRAILER	No	No	202554I	NA	$0	$0	$0	$0.00	$0
9619	2018	INTERNATIONAL	STREET SWEEPER	No	No	202552L	6,005	$0	$0	$0	$0.00	$0
2424	2019	TORO	ZMASTER MOWER	No	No	NA	NA	$0	$0	$0	0	$0
9649	2019	INTERNATIONAL	DUMP TRUCK/PLOW/SPR	No	No	202558L	893	$0	$0	$0	$0.00	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
9650	2019	INTERNATIONAL	DUMP TRUCK/PLOW/SPR	No	No	202559L	1,644	$0	$0	$0	$0.00	$0
9651	2019	INTERNATIONAL	DUMP TRUCK/PLOW/SPR	No	No	202560L	794	$0	$0	$0	$0.00	$0
1659	2020	FORD	F250 PICKUP TRUCK	No	No	202570L	154	$0	$0	$0	0	$0
2833	2020	FORD	F150 SUPERCAB 4 x 4	No	No	202569L		$0	$0	$0	0	
			TOTAL PUBLIC WORKS					$165,000	$80,000	$120,000	$100,000	$160,000

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
RECREATION							at 11/5/2019					
5169	1994	TRITON	UTIL TRAILER	No	No	19-406L	NA	$0	$0	$0	$0.00	$0
3321	2006	CHEVROLET	4 DOOR SEDAN	No	No	114-724L	65,564	$0	$0	$30,000	$0.00	$0
1177	2010	JOHN DEERE	UTIL VEHICLE - TX4X2	No	No	NA	471	$12,000	$0	$0	$0.00	$0
2427	2010	Yamaha 25 HP	OUTBOARD MOTOR-Yama	No	No	NA	NA	$0	$0	$0	$0.00	$0
4845	2011	CHEVROLET	PICKUP 4WD	No	No	159675L	56,765	$0	$0	$0	$30,000	$0
0360	2014	JOHN DEERE	TRACTOR- BUNKER/RAKE	No	No	NA	205	$0	$0	$0	$0.00	$0
2901	2014	JOHN DEERE	UTIL VEHICLE - GATOR	No	No	NA	1,987	$0	$0	$0	$0.00	$0
0292	2015	JOHN DEERE	TRACTOR-BUNKER/RAKE	No	No	NA	101	$0	$0	$0	$0.00	$0
0871	2015	JOHN DEERE	TRACTOR-1027R	No	No	NA	225	$0	$0	$0	$0.00	$0
2981	2015	JOHN DEERE	UTIL VEHICLE 4X2	No	No	NA	149	$0	$0	$0	$0.00	$0
6350	2015	JOHN DEERE	MOWER X320 WITH 48X	No	No	NA	200	$0	$0	$0	$0.00	$0
3000	2017	FORD	F150 CREW CAB	No	No	172041L	17,825	$0	$0	$0	$0.00	$0
00000	2020	TORO	REEL MASTER MOWER	No	No		NA	$0	$0	$0	$0.00	$0
			TOTAL RECREATION					$12,000	$0	$30,000	$30,000	$0

Unit No	Year	Make	Description	Hybrid?	Future - Potential- Alternative Fuel?	License No.	Mileage	FY2021	FY2022	FY2023	FY2024	FY2025
WRHA							at 11/5/2019					
1117	1999	FORD	F150 PICKUP TRUCK	No	No	19-409L	73,266	$40,000	$0	$0	$0.00	$0
8281	2002	FORD	EXPLORER	No	No	49-458L	104,230	$0	$40,000	$0	$0.00	$0
7853	2004	CHEVY	3500 VAN	No	No		67,562	$0	$0	$40,000	$0.00	$0
			TOTAL WRHA					$40,000	$40,000	$40,000	$0	$0

To: Mayor and City Council
Planning Commission

From: Barbara A. Dameron, Director of Finance

Date: Friday, January 7, 2020

RE: Capital Improvements for FY20 – Status of Current Projects

Attachments: None

This memorandum provides a review and update of the progress made toward projects during FY20 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 FY20 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 February budget retreat, and the final FY20 plan was adopted during the FY20 budget adoption in May. The final CIP included a total FY20 budget of $14,667,175 for project completion during the operating year. Additionally, the plan included $15,187,780 in funding carried over from the FY19 CIP Budget for project funding that was not expended. $14,534,905 of this funding is programmed for projects still underway, and $652,872 is available to be appropriated to other projects requiring additional funds. The plan includes debt service and contingency funds associated with CIP related projects. FY20 debt service and contingency funds added $1,833,498 to the

CIP. This culminated in an adopted FY20 capital improvement budget of $16,500,673. The FY20 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 39 individual projects. Of these 39 projects, three have been completed, 21 are underway or will be completed during FY20, 12 projects are more extensive and will require more than one year to complete (funds will carry forward to FY21), and three have been postponed or are on hold.

The following list provides a status update, by category, for these projects. **CP** indicates that a project is included in or is consistent with the current comprehensive plan. The symbol indicates that a project is included in or is consistent with a Goal, Initiative, or Outcome (GIO) as adopted by City Council in November of 2018. The **PC** symbol indicates that the project was encouraged in the Planning Commission comments letter provided during the FY20 budget process. Additionally, budgeted amounts reported below for FY20 and FY19 carryover funds 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 10 projects totaling $2,589,870 in FY20 and $10,041,907 in FY19 carryover:

(1) Street Construction (5 projects = $1,829,870 FY20 ($857,553 FY19 carryover))

a. *Ironbound Road Phase 1* ($557,553 FY19 carryover)
CP
Ironbound Road is being reconstructed in three (3) phases. This project is funding for Phase I, which included the redesign of the Longhill Road intersection and the relocation of Longhill Road. Phase I of the project was completed in FY19, and carryover funding will pay for costs billed on invoices that were not received by the end of FY19.

b. *Repaving Program* ($1,474,870 FY20) – The City's annual paving program will take place in spring of 2020.

c. *Historic Streets* ($300,000 FY20) – A major factor will be the surface material selected for the historic streets. Public works will test materials on a side street. When a proper material is selected, based on test results, Duke of Gloucester Street will be paved (work is anticipated to be done in Fall of FY20).

d. *Traffic Signals* ($35,000 FY20) – Money is included in FY20 for miscellaneous repairs to traffic signal infrastructure, which are beyond operating budget expenditures.

e. *Bridge Inspections/Improvements* ($20,000 FY20 ($300,000 FY19 carryover)) – $20,000 is earmarked for bridge inspections by the end of FY20. In addition, bridge maintenance work originally scheduled for FY19 is under construction with completion in FY20.

(2) Corridor Enhancement/Underground Wiring (2 projects = $8,049,350 carryover FY19):

a. *Capitol Landing Road Redesign* ($3,452,075 FY19 carryover) – A consultant has been engaged to design the new streetscape to provide for all modes of travel – vehicular, bikes, and pedestrians. A public
PC CP

process is anticipated in Spring of FY20 or Summer of FY 21 (April 2020 – August 2020 timeframe) to determine the proposed street cross-section. The City is receiving partial funding from State and Federal grants, which will create a longer process. Construction is anticipated in the FY22 timeframe.

b. *Monticello Avenue Redesign* ($4,597,275 FY19 carryover) – The City is using the Virginia Public-Private Transportation Act method of constructing the Monticello Avenue Redesign project. The project is under construction and completion is scheduled for the summer of 2020.

(3) Pedestrian and Bicycle Improvements (2 projects = $298,250 FY20 ($1,052,508 FY19 carryover)):

a. *Francis Street Sidewalk* ($298,250 FY20) – State money is partially funding this project, and the City is working through the extended process. The City has hired a consultant for design services. Construction is anticipated in FY21.

b. *Monticello Avenue Multi-Use Trail* ($1,052,508 FY19 carryover) – This project is funded 80% from a VDOT grant, with the City and William & Mary each contributing 10% of the funding. The project came in over budget, and funds will be transferred from the Monticello Avenue Project, which was under budget. Construction has started and is planned for completion by the summer of 2020.

(4) Stormwater Management – *Stormwater Infrastructure Improvements* ($461,750 FY20 ($82,496 FY19 carryover)) – $411,750 was budgeted for the Brandywyne Outfall Erosion Project, and $50,000 was budgeted to accommodate as-needed improvements to the stormwater system that routinely occur during the fiscal year. In FY19, the City applied for 50% State funding for the Brandywyne Project but was not approved. Funding will be sought again in FY20. Carryover funds may be required to complete the Brandywyne project.

Recreation, Culture, and Open Space: 1 project area with 3 projects totaling $350,000 in FY20 ($174,046 FY19 carryover):

Facilities (3 projects = $350,000 FY20 ($174,046 FY19 carryover)):

a. *Kiwanis Park Improvements* ($80,000 FY20 ($66,428 FY19 carryover)) – Funding for Kiwanis Park provides for repair and resurfacing of the tennis courts. This project will begin in spring of FY 2021.

b. *Quarterpath Park Improvements* ($185,000 FY20 ($107,618 carryover FY19)) – projects scheduled for remaining FY19 funding have been put on hold pending the outcome of the Tourism Development Fund (TDF) facility expansion application. FY20 funding includes:

- Refinishing the gym floor, adding permanent Pickleball lines, and refinishing the multi-purpose room floor ($45,000). This project was completed in September of 2019; however, payment is being withheld until corrections are made (scheduled for summer of 2020).

- Work with a consultant to conduct a feasibility study for a facility expansion ($50,000). This project is on hold, pending the outcome of the TDF facility expansion application.
- Gym light conversion ($30,000) is scheduled for December of 2020.
- Replace softball field fence ($60,000); this project is on hold pending the outcome of the TDF facility expansion application.

c. *Waller Mill Park Improvements* ($85,000 FY20) – Shelter renovations and amenity replacement are scheduled to begin in winter 2020.

Public Safety: 2 project areas with 11 projects totaling $10,548,565 in FY20 ($1,923,795 FY19 carryover):

(1) Facilities (3 projects = $10,265,000 FY20 ($1,608,581 FY19 carryover)):

a. *Fire Station Renovation* ($6,970,000 FY20 ($1,258,581 FY19 carryover)) – 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. In March 2019, City Council approved the construction of a new fire station on Capitol Landing Road. FY20 funding, carryover funding from FY19, and remaining available bonding funding of $2,750,000 (for a total of $10,978,581) available to help fund this project. This CIP funding may support the renovation of Station 1 (440 N. Boundary Street) and, after evaluating two locations, the construction of Station 2 planned at 912 Capitol Landing Road. Currently, project scope and programming is planned for the second half of FY20 with the award of a PPEA design-build contract anticipated in the first quarter of FY21.

b. *Police Station Renovation* ($3,250,000 FY20 ($350,000 FY19 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 significant renovation. The facility is currently suffering from a failing roof, structural decay, safety concerns, and lack of adequate space for modern policing. Funds will carry forward into FY21.

c. *E-911 Regional Center Expansion (*$45,000 FY20) – the City Council approved the 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's 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 (8 projects = $283,565 FY20 ($315,214 FY19 carryover)):

a. *Parking Garage Equipment Replacement* ($97,181 FY19 carryover) - Implementation of the initial phase, which included parking software and garage hardware, has been completed. A pilot program will be conducted with in-ground sensors on two blocks of Prince George Street (the blocks with Aromas and Amber Ox). After the pilot run, results will

be analyzed, and the next phase of downtown parking will be determined. Additional equipment needs will be evaluated, and remaining carry forward funds will be available for additional equipment needs.

b. *Firefighting Equipment (Aid to Localities)* ($45,000 FY20 ($119,260 FY19 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 FY20 ($40,565 FY19 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* ($58,208 FY19 carryover) – Funds were used to purchase four electric bicycles, the Live-scan Fingerprinting System, and Traffic Safety Checkpoint Lights. $7,200 was transferred to the In-car Camera Project for the purchase of one additional unit in addition to the six units as initially planned.
e. *Portable Radios* ($111,250 FY20) - $60,000 was transferred from this project to replace old mobile data terminals, which were at their “end of life” and breaking down. Remaining funds will cover the purchase of 11 radios and will be expended by the end of this fiscal year.
f. *Law Enforcement Equipment – Mobile Data Terminals (MDT)* ($21,000 FY 20, plus $60,000 transferred from the Portable Radio project) – By transferring funds from another project, all of our patrol vehicles have new MDTs, which has greatly benefitted our officers. The majority of funding has already been expended.
g. *Law Enforcement Equipment – Body-worn Cameras* ($51,315 FY20) – The equipment provided under this contract includes body-worn cameras, docking stations, software, and non-lethal Taser units. The majority of funding has been expended. A CIP proposal has been submitted for FY21 to upgrade to a new five-year plan that would include new body-worn cameras, video redaction enhancements, live streaming, and additional features. If we switch to the updated proposal, funds expended this year will be credited toward the new agreement.
h. *Law Enforcement Equipment – In-Car Camera System* ($30,000 FY 20) $7,200 was transferred from the Law Enforcement Equipment Project, which will allow seven In-Car Cameras to be purchased this year. With the purchase of these cameras, along with the three cameras purchased previously, all patrol cars will be outfitted with In-Car Cameras.

Community and Economic Development: 4 project areas with 4 projects totaling $330,000 in FY20 ($95,159 carryover from FY19):

(1) Planning (1 project = $34,883)

Comprehensive plan update ($34,883 carryover from FY19) – The update to the plan is underway and will be completed by the end of FY20.

(2) Economic Development (1 project = $32,323 carryover from FY19) - 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. Phase I (Target Industry Study) was completed last year. Phase II will develop value proposition and market materials to recruit the businesses and will be completed in the current fiscal year.

(3) Redevelopment and Housing (1 project = $30,000 FY20 ($27,953 carryover from FY19)) – the City owns four (4) housing units that are leased to city employees to provide for workforce housing. Work planned for FY20 includes completing foundation repair and kitchen rehab on two houses located on Longhill Road and Waller Mill Road, and bathroom renovations on all four homes. It is anticipated that this work will be completed in FY20.

(4) Demolish DMV Center (1 project = $300,000) – This project is on hold to focus efforts on the 1800 Richmond Road demolition, which is a higher priority for economic development. Phase I environmental survey and asbestos assessment have been completed for the DMV Center buildings.

General Government: 3 project areas with 7 projects totaling $444,790 in FY20 ($422,210 carryover from FY19):

(1) Facilities and Land (2 projects = $40,000 FY20 ($33,201 carryover from FY19)):

a. *Human Services Front Window Update* (1 project = $40,000 FY20 ($20,000 carryover from FY19)) – 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 start in FY20.

b. *Facility Painting* ($13,201 carryover from FY19) – repainting of the roof on the Community Building has been completed, and the interior of the building will be repainted by the end of FY20.

(2) Technology (4 projects = $59,790 in FY20 ($157,751 carryover from FY19)):

a. *Enterprise Resource Planning System (ERP) Replacement (*$135,751 carryover from FY19) – 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), human resources, codes compliance, and business tax modules of the system already implemented. Utility billing implementation is currently underway with an anticipated "go-live" prior to June 30, 2020. The Real Estate and Personal Property Taxes and Parks and Recreation modules

have just started the implementation process, and funds for these modules will carry over into FY21.

b. *PC Replacement Program* ($30,000 in FY20) – The purpose of the PC Replacement Program is to ensure the adequacy of all City computers through a replacement schedule. In FY20, 31 PCs were replaced, and all FY20 funds were expended.

c. *Microsoft Office 2019 Program Upgrade* ($29,790 in FY20) – All City computers have been upgraded to Microsoft Office 2019, and all FY20 funds have been expended.

d. *CAMA System Replacement* ($22,000 carryover from FY19) – $60,000 was transferred from the Library Renovation Project in FY19 to replace the City's obsolete tax assessment software. Another $10,000 was transferred from the CIP contingency to purchase the Marshall & Swift module. This module provides replacement cost values for both residential and commercial properties. All funds will be expended by the end of FY20.

(3) Vehicles (1 project = $345,000 FY20 ($231,258 carryover from FY19)):

Vehicle Replacement Plan - 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 the City plans to purchase two (2) Impalas for the Fire Department, a new Jeep for Human Services, two (2) pickup trucks for Public Works, two (2) patrol cars for the Police Department, and a mower for Parks and Recreation. These vehicles will be ordered in FY20, and funds will be expended. The majority of carryover funds from FY19 were encumbered for purchases on order or waiting for invoices to be received.

Agencies and Interjurisdictional: 2 projects areas with 4 projects totaling $403,950 in FY20 ($1,861,993 carryover from FY19):

(1) Facilities (3 projects = $100,000 FY20, ($208,740 carryover from FY19)):

PC

a. Williamsburg Library Renovation ($60,000 FY20) – 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 was not ready to move forward in FY19, and funds were transferred to the CAMA System Replacement, as described in the General Government Technology Section. In FY20, funds were appropriated to the Library Renovation Project to replace the funds transferred out in FY19.

b. Williamsburg Library Mechanical Systems ($208,740 carryover from FY19) – This project has been postponed until decisions regarding the Library expansion/renovations have been finalized. Project funds will carry over to FY21.

c. *Williamsburg/JCC Courthouse Maintenance Projects* (contingency) ($40,000 FY20) – 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 = $303,950 in FY20 ($1,653,253 carryover from FY19)):

PC

School System Capital Contribution – This project represents City contribution to various capital expenditures for the joint Williamsburg-James City County school system. Major projects budgeted for in FY20 include HVAC replacements at Laurel Lane Elementary and Jamestown High Schools, roof replacement at Berkeley Middle School, work on parking lots, replacement of interior floors, and painting at Stonehouse Elementary School, and design for Warhill High School expansion. Remaining funds for any projects not completed at fiscal year-end are carried forward to the following year.

CITY OF WILLIAMSBURG

MEMORANDUM

TO: Andrew O. Trivette, City Manager

FROM: Planning Commission

DATE: February 19, 2020

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 15, 2020, and a work session on January 22. 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:

- Reinforcing the need for 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.
- Creating a development plan and vision for municipal improvements planned in the civic section of Downtown containing a new Blayton Building, Library, Fire, and Police Stations. The Commission feels strongly that a downtown library is essential to the vibrancy and sense of place downtown.
- The study and future construction of a multi-use trail connecting John Tyler Lane and Strawberry Plains Road to the proposed multi-use trail along Monticello Avenue.
- School needs for improvements to correct capacity issues because great schools are one component to attract new businesses to our City.
- Sidewalks and lighting improvements from College Creek Park to the Oaks on Henry being included in the CIP in the next five years.
- Investigating a sidewalk along one side of Mill Neck Road from Jamestown Road through the S-Curve to the road/pathway into College Woods.
- The creation of funds for Public Art in the City.

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

BUDGET GUIDE

INTRODUCTION

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

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

AUTHORITY

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

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FY 2021 BUDGET CALENDAR

October 2019

1 Instructions sent to Departments for FY 21 Capital Improvement Plan (CIP) requests and FY 20 CIP Updates

7 City Council Work Session

10 City Council Meeting

18 Letters sent to outside agencies advising of budget submittal requirements and deadlines

28 Instructions for operating budget requests distributed to Departments

November 2019

12 City Council Work

14 City Council Meeting

14 FY 21 CIP requests due

18 Outside Agency Request due to Human Services or Finance

25 FY 20 CIP updates due to Finance

December 2019

1 Arts Commission applications due

2 Operating Budget request due

6 Human Services Advisory Board recommendation due
Joint Meeting of the JCC Board of Supervisors, School Board, and, the City of Williamsburg – tentative date

9 City Council Work Session

10 Adoption of School Board Capital Improvement

11 City Council Meeting – Presentation of FY 19 Audited results

16 Meet with Departments on operating and CIP requests for FY 21 this week

January 2020

6 City Council Work Session

8 Arts Commission meets to review application and make funding recommendation

9 City Council Meeting

15 Planning Commission Public Hearing for Capital Improvement Plan

22 Planning Commission Work Session - Capital Improvement Plan

February 2020

10 City Council Work Session

11 City Council Retreat - Budget Preview and Long-term Financial Outlook

13 City Council Meeting – Amend Real Estate Revenue FY 20 and appropriate funds for Public Safety positions

19 Planning Commission approves Capital Improvement Plan Letter to City Manager

March 2020

3 Deadline to file Declaration of Candidacy for City Council Election

9 City Council Work Session – Outside Agencies Presentations

12 City Council Meeting

13 Joint meeting of the JCC Board of Supervisors, School Board, and City Council to discuss budget, enrollment, and other matters of interest – tentative date

15 1st Notice of Public Hearing for Water Rate Increase Advertisement in VA Gazette (if applicable – VA Code §15.2-2143)

17 Approval of the School Board Proposed Operating Budget

18 City Council Work Session – Optional

19 Adoption of the School Board Operating Budget

20 Proposed FY 2021 Operating and Capital Improvement Budgets delivered to City Council and the Media.

21 2nd Notice of Public Hearing for Water Rate Increase Advertisement in VA Gazette (if applicable – VA Code § 15.2-2143)

24 Tentative – Approval of the School Board Operating Budget

26 Tentative – Approval of the School Board Operating Budget

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

April 2020

6 City Council Work Session – Overview of FY 2021 Budget and Open Forum

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

May 2020

5 City Council Election

11 City Council Work Session

14 City Council Meeting – Adopt FY 2021 Operating, Capital, Utility, Public Assistance, and Quarterpath CDA Fund Budgets with Budget Resolution
Council Sets Tax Rate

June 2020

12 Orientation for new City Council members

July 2020

1 Begin Fiscal Year 2021
City Council Swearing In Ceremony – 11:45 a.m.
City Council Organizational Meeting – 12:00 p.m.

6 Council Work Session – FY 21 Budget review and discussion

9 City Council Meeting

10 Printed Budget Documents distributed to City Council

INSTRUCTIONS

General

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

A. Prior year's expenditures for last two fiscal years.

B. Current year budget.

C. Current year expenditures through December 31st.

D. A column for estimating current fiscal year total expenditures through June 30th.

E. A column for next fiscal year's line-item budget estimates.

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

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

Reminders for Preparers of Budget Requests

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

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

3. Verify all object codes, amounts, and totals.

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

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

6. This is your operating budget. You are responsible for closely monitoring expenditures and encumbrances against the budget monthly. Written requests for Budget Account Transfers or Supplemental Appropriations must be submitted on forms provided and approved prior to obligating spending over the adopted budget.

CAPITAL IMPROVEMENT PROGRAM INSTRUCTIONS

Definition of a Capital Project

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

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

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

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

Relation Between the Capital Budget and the Capital Improvement Program

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

Project Review

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

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

Capital Project Form

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

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

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

Annual Update
Each year departments submit an update to the CIP as the first step in budget formulation. Updates include:

1. Submission of the current year Capital Project Form with either:
   a. pen and ink annotation to update the form for the next five year period, or
   b. staple a revised form if changes are too many for pen and ink update.

2. Submission of a statement for each current year project of work accomplished at the six month point, and the accomplishments expected by the twelve month point.

3. Submission of a revised Capital Improvement Summary for that portion of the CIP assigned to the originator's department.

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

BIENNIAL GOAL SETTING

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

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

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

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

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

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

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

CALENDAR (even number years only)

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

BUDGETARY ACCOUNTS

Budgetary Accounts and Responsibility

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

The funds used by the City of Williamsburg are Governmental and Proprietary. The Governmental Funds consist of the General Fund (001), Tourism Fund (003), and the Capital Improvement Program (Sales Tax 004). The Proprietary Fund is an Enterprise Fund (010) which accounts for the city water and wastewater as the Utility Fund.

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

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

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

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

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

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

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

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

DEPARTMENT CODES AND RESPONSIBILITY

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

Fund Number	Dept. Number	Department	Responsibility
Tourism Fund:			
003	3900	Administrative Expenditures	Michele DeWitt
003	3910	Tourism Marketing	Andrew Trivette
003	3920	Tourism Development	Andrew Trivette
003	3930	Tourism Grant Awards	Andrew Trivette
Sales Tax Fund:			
004	0001	Capital Improvements Projects	Andrew Trivette
Utility Fund:			
010	1900	Administration	Daniel Clayton
010	1910	Filter Plant	Daniel Clayton
010	1920	Water System	Daniel Clayton
010	1940	Sewage System	Daniel Clayton
010	1970	Debt Service	Daniel Clayton
010	1985	Purchased Services	Daniel Clayton
010	1990	Reserve-Utility CIP	Daniel Clayton

REVENUE SOURCES AND TRENDS

GENERAL PROPERTY TAXES

General Property Taxes account for approximately 37% of the City's general fund operating revenues. These taxes are derived from annual assessment of real estate and tangible personal property located in the City. The City Assessor appraises real estate property annually. This category includes property tax collections for current and delinquent years. Also included in this category are collections for Public Service Corporations, property appraised by the State Corporation Commission, and cover real, personal property, and machinery & tools. Revenues received for property tax on mobile homes, boats, and motorcycles are also included in this revenue category.

Real Property Taxes

By state law, all real property taxes must be assessed each year at 100% of fair market value. The assessments are made on a fiscal year basis and must be complete and mailed to property owners by June 30th for the next fiscal year. Taxes are then due on Dec 1, and June 1 of that fiscal year. The current tax rate (FY 2020) 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 Years 2019-2020	.60

Real property taxes generated by other selected Virginia localities for the fiscal year ended June 30, 2018are as follows[1]:

Locality	Tax Rate / $100	Real Property Tax Revenues FY 2018	% Change Over FY 2017	% of Total Local Revenues	Tax Rate vs. Wmsbg.	Per Capita Revenue
James City County	$.84	$99,705,953	1.58%	54.6%	+47%	$1,334
York County	$.752	$72,119,544	2.79%	52.2%	+32%	$1,047
Winchester	$.91	$28,650,242	3.78%	35.3%	+60%	$1,023
Hampton	$1.24	$137,749,495	1.81%	44.0%	+118%	$1,007
Newport News	$1.22	$181,933,328	1.98%	42.0%	+114%	$999
Williamsburg	$.57	$10,589,077	1.53%	28.2%	--	$687

[1] Commonwealth of Virginia – 2018 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
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%
2019	11,134,520	5.15%

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

Fiscal Year	Taxable Real Estate Property Values	% Change
2009	1,895,456,000	5.11%
2010	1,892,571,800	-.1%
2011	1,827,509,200	-3.4%
2012	1,736,157,600	-5.0%
2013	1,627,903,200	-6.2%
2014	1,687,212,000	3.64%
2015	1,736,611,700	2.93%
2016	1,786,176,800	2.85%
2017	1,829,331,800	2.42%
2018	1,859,446,900	1.65%
2019	1,865,144,000	.31%

For each 1¢ of the City's tax rate, approximately $186,514 is generated annually, based on the fiscal year 2019 land book values. New construction each year tends to skew increases in total property valuations shown above from year to year.

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

Personal Property Taxes

Tangible personal property is classified into two categories for valuation purposes, personal and business property. Cars, trucks, boats, trailers, etc., comprise personal property, and furniture, fixtures, and machinery account for business property. Property is assessed each January 1st, and taxes are due on December 1st, of the same year. The rate of assessment for motor vehicles is determined by the NADA or "Blue Book" average loan value. Furniture, machinery, etc., is assessed at 30% of original cost. The City does not prorate for partial year occupancy. The tax rate is $3.50/$100 of assessed value. Personal property taxes generated by select Virginia localities for the fiscal year ended June 30, 2018 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%	$387
York County	$4.00	$14,850,320	1.4%	10.8%	$215
Winchester	$4.50	$12,380,012	5.8%	15.3%	$442
Hampton	$4.50	$28,071,134	2.0%	9.0%	$205
Newport News	$4.50	$65,842,503	3.3%	15.2%	$361
Williamsburg	$3.50	$2,103,357	-.1%	5.6%	$137

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

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

Fiscal Year	Personal*	Business*	Total Amount	% Change
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%
2019	1,555,200	1,407,810	2,963,010	2.99%

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

[3] Commonwealth of Virginia – 2018 Comparative Report of Local Government Revenues and Expenditures.

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

Public Service Corporations

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

Fiscal Year	Real Estate Assessments	Personal Property Assessments	Total Public Service Corporation Revenue
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
2019	55,650,032	19,401	328,796

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
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
2019	60,892	18,179	79,071

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

Effective 7/1/18, additional Historic Triangle Regional sales and use tax of 1% was levied for all of York County, James City County and City of Williamsburg businesses under the authorization of Senate Bill 942 which raised the overall general sales tax to 7%. 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 the original 1% to pay for its ongoing capital improvement program and the new 1% is reported in the Tourism Fund. Revenues received from the Commonwealth of Virginia for sales taxes over the last ten fiscal years are as follows:

Fiscal Year	Local 1% Sales Tax	Local 1% Historic Triangle
2010	3,885,065	0
2011	3,963,454	0
2012	4,161,131	0
2013	4,494,328	0
2014	4,239,957	0
2015	4,352,601	0
2016	4,298,743	0
2017	4,388,596	0
2018	4,706,583	0
2019	4,828,777	2,012,985

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 2020:

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

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

Fiscal Year	Electric	Natural Gas	Commun. Sales Taxes	Total Collections
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
2019	206,625	87,607	609,697	903,929

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
2010	1,571,483	-1.51%
2011	1,497,159	-4.73%
2012	1,598,958	6.80%
2013	1,646,691	2.99%
2014	1,630,018	-1.01%
2015	1,685,718	3.42%
2016	1,790,395	6.21%
2017	1,833,991	2.43%
2018	2,049,988	11.78%
2019	2,330,418	13.68%

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
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
2019	21,650	62,556	32,854	3,600	120,660

* 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 City's local tax is 80% of the State tax rate of $1.00 per $100 of a bank's taxable value on January 1st of each year. 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
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%
2019	415,100	16.60%

[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[6]. 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
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	48.4%
2018	392,423	34.6%
2019	228,641	-41.7%

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 2020 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
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	5.8%
2016	134,640	-14.2%
2017	130,032	-3.4%
2018	167,638	28.9%
2019	140,211	-16.4%

[6] Code of Virginia §581-801.

Hotel & Motel Room Taxes

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

Fiscal Year	Room Tax Collections	% Change
2010	3,248,789	-9.1%
2011	3,384,922	4.2%
2012	3,396,446	.03%.
2013	3,369,785	-.8%
2014	3,129,262	-7.1%
2015	3,220,638	2.9%
2016	3,319,625	3.1%
2017	3,316,634	-.1%
2018	3,358,649	1.3%
2019	3,308,661	-1.5%

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
2010	5,607,318	1.5%
2011	5,989,446	6.8%
2012	6,277,434	4.8%
2013	6,391,022	1.8%
2014	6,446,505	.9%
2015	6,819,384	5.8%
2016	7,022,994	3.0%
2017	7,043,184	.3%
2018	7,062,010	.3%
2019	7,308,479	3.5%

[7] Williamsburg City Code, Section 18.271.

The City's adopted fiscal year FY 2020 operating budget estimates room & meal tax revenues to be $10,464,000, or 28.1% of the total operating budget. Rates charged by nearby Virginia localities, and the percentage of budgeted FY 2020 receipts to total operating budgets, are presented below:

Locality	Room Tax Rate	% of FY 2020 Budget	Meal Tax Rate	% of FY 2020 Budget	Total % of Budget
York County*	5%	.7%	4%	1.6%	2.3%
James City County*	5%	1.2%	4%	3.1%	4.3%
Virginia Beach*	8%	1.8%	5.5%	3.4%	5.2%
Hampton	8%	1.0%	7.5%	4.4%	5.4%
Newport News	8%	.8%	7.5%	5.4%	6.2%
Norfolk	8%	.9%	6.5%	3.7%	4.6%
Williamsburg*	5%	8.9%	5%	19.2%	28.1%

**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
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
2019	68,570	37,947	37,557	26,532	112,054	282,660

**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
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
2019	165,431	112,298	277,729

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 is reported in the Sales Tax 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
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
2019	808,414	663,619	36,307	1,508,340

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

Fiscal Year	Comm Bldg	City Square	Longhill Prop	Muni Center	Stryker Bldg	Trans Center	Gen. Prop*	Parking Garage	Total
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
2019	52,625	34,362	9,344	15,600	1,982	135,779	151,386	262,541	663,619

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

Charges for Services

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

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

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

Fiscal Year	Sheriff's Fees	Commonwealth Attorney's Fees	Parks & Recreation	Planning & Comm. Dev.	Total
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
2019	1,366	672	392,219	39,315	433,572

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

Fiscal Year	Pool Fees*	Tennis Fees	Waller Mill Park	Vending Machines	Classes	Athletics	Misc.	Total
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
2019	0	21,488	161,381	407	19,451	141,862	47,630	392,219

**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
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
2019	16,350	19,100

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
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
2019	649,103

REVENUE FROM THE COMMONWEALTH

Monies received from the Commonwealth of Virginia are classified as either Non-categorical or Categorical aid. Non-categorical revenues are received quarterly according to State code, are not billed or itemized by the City or any constitutional officer, and are not designated to be used for any specific purpose. These are direct-deposited in the General Fund and used to pay for overall operations. Categorical aid must be spent on specific purposes. In the case of constitutional officers, expenditures are itemized and sent to the Commonwealth for reimbursement, based on various formulas provided for by state code.

Non-categorical Aid

1. Rolling Stock Taxes - The State Corporation Commission determines the assessed value of "Certified Motor Vehicle Carriers" [primarily bus companies] and assesses a property tax at the rate of $1 per $100 value. These revenues are distributed quarterly to the localities based on the miles the vehicles travel throughout the localities [based on reports submitted from the carriers].

2. Rental Car Taxes - Payments received from the Commonwealth are based on rental car taxes collected by rental companies within each jurisdiction. A 4% rental car tax is required to be assessed on all rental vehicles. Rental companies submit the taxes monthly to DMV with a report by locality. The Commonwealth distributes these funds monthly to localities.

3. Grantor's Tax - The Clerk of the Circuit Court collects additional recording fees for this purpose, details monthly activity, and deposits these receipts in a State Account. Activity is separated at the courthouse for deeds relating to Williamsburg or James City County. Funds are distributed quarterly by the Commonwealth, from a $10 million fund [$40 million per year] to localities based on their share of overall grantor tax collections in the Commonwealth.

Non-Categorical Aid received over the last ten fiscal years is as follows:

Fiscal Year	Rolling Stock Taxes	Rental Car Taxes	Grantor's Taxes
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
2019	10,949	35,045	56,132

Categorical Aid

1. Shared Expenses - Constitutional offices included as City departments/operations with reimbursements provided (in-part) by the Commonwealth of Virginia.

    a. Sheriff - This is a joint activity shared with James City County. The state refunds approximately 100% of state-approved salaries and operating costs of this department. However, since the City now is part of the Virginia Peninsula Regional Jail Authority, the Sheriff now provides only courtroom security and prisoner transfer activities. Jail staffing at the Courthouse has

been significantly reduced, as many former employees now work for the Authority. Salary supplements are not reimbursed by the State.

b. Commissioner of the Revenue - State code provides for reimbursements to the City at 50% of salaries, fringe benefits and a minor portion of operating expenses. Any constitutional officer can make special requests for payment from the Compensation Board for additional consideration. For the City's Comprehensive Annual Financial Report dated June 30, 2019 total reimbursements were 22.5% 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 2019, salaries were reimbursed by the State at 69.41% for the Registrar and 81.42% for the Electoral Board members. No reimbursements are made for fringe benefits or operating expenditures. The Department of Finance files for reimbursement to the State Electoral Board annually.

2. Welfare - Pertaining to the City's general fund, only minor amounts of reimbursements are accounted for here. All of the City's Human Services programs are accounted for as a special revenue fund and is included in the City's Comprehensive Annual Financial Report in the Virginia Public Assistance Fund.

3. Education - State Sales Tax for Education -The Governor distributes 1% of statewide sales tax receipts to every school district based on state census figures provided for school-age population. This is adjusted with each triennial census performed by the joint school system and verified by the localities.

4. 599 Funds - Each locality in the Commonwealth is eligible to receive a percentage of the total amount to be distributed equal to the percentage of the total adjusted crime index attributable to each locality as determined by the Department of Criminal Justice Services. The City must notify the Department prior to July 1 each year that its law enforcement personnel have complied with minimum training standards as provided for by State Code. These distributions are made quarterly.

5. Other Categorical Aid - See the next section for a detail description.

Categorical Aid received over the last ten fiscal years is as follows:

Fiscal Year	Comm. of Rev.	Treasurer	Registrar/ Electoral Bd.	599 Funds	State Sales Tax
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
2019	75,457	18,347	37,500	399,592	1,287,212

Other Categorical Aid

Other aid received from the Commonwealth and designated for specific use includes:

1. Arts Commission - Grant funds are applied for by the City and James City County to the Commonwealth for the Local Government Challenge Grant Program. Funds are received directly by each locality. James City County reimburses the City for the State portion, and also an additional amount each year as provided for during the annual budget process. Since Fiscal Year 1998 *each* locality has received the $5,000 state maximum allowed under this grant.

2. Street and Highway Maintenance - The City is reimbursed quarterly by the Commonwealth according to lane miles of streets within its boundaries. For FY 2020 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 2020 will be $1,876,711 based on peak hour moving lane miles of state arterial roads in the City of 39.72 miles, and local streets of 79.72 lane miles. Payment rates change periodically, and are at the discretion of the Commonwealth of Virginia.

3. Emergency Services - Each year funds are received for Radiological Emergency Preparedness. These funds support the activities of state agencies and certain local governments in establishing, maintaining, and operating emergency plans, programs and capabilities to deal with nuclear accidents[8]. 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

[8] Va of Emergency Services - Funding to State and Local Government Agencies and Supporting Organizations, June, 1992

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

4. Fire Programs - This is a special appropriation to localities to be used for fire service training, training facilities, and fire-fighting equipment or vehicles. Localities must provide detailed expenditure reports annually to qualify for these funds. This revenue is reported in the Sales Tax Fund.

5. EMS Funds- Four for Life - State Code provides for an additional $4 per year to be charged and collected when registrations for pickups, panel trucks, and motor vehicle are made at the Department of Motor Vehicles. These monies are paid into the State treasury to be used for emergency medical service purposes. Twenty-six percent of these funds are returned to the localities where the registrations were made. It supports volunteer and paid-personnel training, equipment, and supplies for emergency purposes. This revenue is reported in the Sales Tax Fund.

6. Litter Control - The City receives this annual grant from the Department of Waste Management to aid in litter control. Monies are used for litter prevention, elimination and control. The grant must be applied for each year, and an accounting is made each year to verify that funds are spent appropriately. Amounts vary each year depending on available funds and local program requirements.

Other Categorical Aid received over the last ten fiscal years is as follows:

Fiscal Year	Arts Commission	Street Maintenance	Emergency Services	Fire Programs	EMS 4 for Life	Litter Control
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
2019	79,500	1,859,430	30,000	48,694	35,670	6,202

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. These programs are highlighted:

1. Local Law Enforcement Block Grant **-** The City must apply for these funds each year through the Department of Justice. An interest-bearing checking account is maintained for this grant, and detailed quarterly reports must be filed until the funds are spent. During FY 2019, the City received $50,000 for the Byrne Justice Assistance Training Grant, $6,318 from Dept. of Justice for bullet proof vests and $16,420 DMV Federal Grant for personnel costs.

2. Department of Homeland Security - These funds are federal pass-thru grants administered by the Commonwealth of Virginia. During FY 2016, the City received $47,850 for Citizen's Corp Project and the Citizen Emergency Response Team training. During FY 2018 $18,757 was received and in FY 2019 no funds were received.

3. Department of Emergency Services - These funds are administered by the Federal Emergency Management Agency (FEMA). The City of Virginia Beach acts as fiscal agent for this program. Funds are received for disaster assistance and hurricane preparedness, and more specifically, are intended to supplement the cost of deploying the City's Emergency Management team in accordance with FEMA requirements during natural disasters. During FY 2014, 2015 and 2016, the City received $3,530, $115 and $75 from FEMA for drills and training. No funds were received in FY 2017, FY 2018 and FY 2019.

4. Department of Transportation - These federal revenue sharing funds are used for street planning and construction. During FY 2019, $215,717 in federal funds was received for the Ironbound Road Improvements and Monticello Multiuse Trail.

REVENUE FROM THE COLLEGE OF WILLIAM AND MARY

The City provides fire and emergency medical services to the College of William and Mary. As a state agency, the College is exempt from local taxation. In light of this, the College committed to providing financial support to the City in the amount of $120,000 per year to partially defray costs of providing these essential services on campus. The City has received this funding every year since FY 2014.

POTENTIAL REVENUE SOURCES

State Code Section 58.1-3840 allows cities or towns to charge excise taxes on *admissions*, which the City does not impose.

EXPENDITURE CLASSIFICATIONS

51000 SALARIES AND WAGES

51001 Salaries
Compensation for all full time employees who hold permanent positions.

51002 Salaries-Overtime
Compensation for overtime and holiday pay for all eligible employees in accordance with the Personnel Manual.

51003 Salaries, Part-time Employees
Compensation for all part time employees (less than 40 hours per week) who are paid on an hourly basis and are not eligible for all employee benefits. (See Personnel Manual)

51005 Salaries-Temporary
Compensation for employees who are working on a temporary basis.
(See Personnel Manual)

51006 Discretionary Leave
Compensation for police, fire, or water plant personnel who must work on stated holidays. (See Personnel Manual)

51008 Traffic Control
Compensation for police department personnel who work extra hours for traffic control purposes.

51009 Off-Duty Policemen
Compensation for police personnel hired by outside establishments after regular working hours. (City is reimbursed by contracting party.)

52000 FRINGE BENEFITS

52001 FICA
Employer's share of Social Security Taxes.

52002 Virginia Retirement System (VRS)
Cost of contributions to Virginia Retirement System for all fulltime employees.
VRS enrollment is mandatory for all full-time employees, and paid as a percentage of base salary.

52004 Dental
Costs for employee dental reimbursement program.

52005 Hospitalization
City's cost for medical benefit package premiums, not including dental.

52006 Group Life Insurance
City's cost for VRS group life insurance policy.

52009 Unemployment Insurance
Costs for unemployment insurance.

52010 Worker's Compensation
Costs for worker's compensation insurance.

52012 Clothing Allowance
Costs associated with purchase of clothing by designated personnel.

52013 Education Allowance
Costs for tuition assistance.

52016 Training
Costs associated with training fire, police, and water plant personnel.

52021 Cleaning Allowance
Costs associated with cleaning of uniforms and clothing.

53000 PROFESSIONAL SERVICES

53001 Professional Health Services
Costs associated with medical services such as physicals for certain employees.

53002 Professional Services-Other
Costs for legal, financial, engineering, and other specialized professional services.

53004 Repair and Maintenance
Costs for services for repair or maintenance of city equipment and structures.

53004-1 Cars and Trucks
2 Buildings
3 Office Equipment
4 Powered Equipment
5 Street Signs, Markings, and Water Meters
6 Traffic Signals

53005 Service Contracts
Costs for all service contracts except radio.

53006 Printing
Costs associated with the printing of forms, documents, manuals, etc.

53007 Advertising
Costs for classified and legal advertisements.

53008 Laundry and Dry Cleaning
Costs associated with uniform rental.

53009 Purchase of Services
Costs for purchasing of services and supplies from other governmental agencies (do not include joint activities).

53013 Jurors, Commissioners, Witnesses
Costs associated with court trials and legal disputes.

53031 Garbage Contract
Costs for garbage pick-up and disposal.

53032 HRSD
Costs for treatment of raw sewage by Hampton Roads Sanitation District.

53033 Exterminating
Costs for extermination contracts for city-owned buildings.

53099 Detective Funds
Costs associated with police work.

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
2 Tires and tubes
3 Gas and oil for vehicles
4 Powered equipment - light and heavy
5 Sign and street marking supplies
6 Generator fuel

55409 Police Supplies
Costs of items such as guns, ammo, flashlights, etc.

55410 Uniforms and Wearing Apparel
Costs for uniforms, protective clothing, boots, overalls, and other items or working apparel provided to employees.

55411 Books and Subscriptions
Costs for professional periodicals, books, and publications.

55412 Recreation Supplies
Costs for supplies used for Recreation Department programs.

55413 Other Operating Supplies
Costs for chemicals and other supplies not covered in other accounts.

55414 Merchandise for Resale
Costs of vending machine merchandise.

55415 Fire Prevention Materials
Costs of materials used by Fire Department for fire prevention.

55416 Pool Supplies
Costs of supplies for operation of Quarterpath Pool.

55417 Water Meters
Costs of purchasing water meters for the Utility Fund.

55418 Litter Control
Costs associated with litter pickup.

55501 Travel Expense
Mileage reimbursement @ 58¢/mile for approved use of private vehicles for job-related travel.

55504 Travel (Conferences and Conventions)
Costs for lodging, transportation, registration fees, and materials. All travel must have prior department head approval.

55602 Colonial Behavioral Health (formerly Colonial Services Board)
Costs of City's contribution to community program.

55604 Contributions to Other Agencies
Donations to outside organizations approved by City Council.

55801 Dues and Memberships
Costs for dues and memberships in professional organizations.

55805	Other Costs (non-recurring) not budgeted under other accounts.
55838	Principal Repayment of long term debt principal.
55839	Interest Interest payments on long term debt.
55899	Joint Activity Payments to James City County for jointly operated departments and agencies.
<u>57000</u>	<u>FIXED ASSETS</u>
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
<u>58000</u>	<u>LEASES AND RENTALS</u>
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	The City provides office space for this officer and staff. The State reimburses the City for 50% of salary, fringes (except healthcare) and some operating expenses. The reimbursable portion of the Commissioner's salary is based on the 1980 salary amount divided in half plus any all increases in pay since that date. The State pays 50% of 2 full-time positions allowed based on population. A salary supplement is provided by the City. The State reimburses half the employer cost of VRS (Retirement), FICA, and Group Life insurance. The balance of fringes is paid by the City. The staff participates in all City employee programs (e.g., health insurance, deferred and workers compensation), including the Pay Plan. Legislation may affectively reduce the level of State funding for the Commissioner of the Revenue's operation.
Treasurer State	The City, State and JCC share in the local cost of the Treasurer. The State reimburses 88% of state approved salary, 100% of FICA match, and 46% of VRS costs. JCC bills the City for a percentage of the non-reimbursable costs based on population. Office space is provided by both localities. The State reimburses the City for 2/3rds of salary, and fringes (except healthcare) for the City Deputy Treasurer, whose office is located in the Municipal Building. The City bills JCC for 25% of the non-reimbursable costs for salary and fringes associated with the City Deputy Treasurer position for work associated with W/JCC Schools. Pending legislation may drastically reduce the level of State funding for the Treasurer's operation.
Clerk of Circuit Court JCC, State	The State funds salaries and a portion of fringes and operating expenses for the Clerk and staff. A portion of fringe benefits is supplemented. Twelve positions in this office are fully State funded. Two part-time positions are locally funded. All temporary part-time personnel costs are reimbursed by the State, but not permanent part-time. These part-time salaries and some fringes are paid by the City and County per the Courthouse Agreement (See Circuit Court).

Agency/Organization List of Other Contributors	Notes
Clerk of Circuit Court JCC, State	The State funds salaries and a portion of fringes and operating expenses for the Clerk and staff. A portion of fringe benefits is supplemented. Twelve positions in this office are fully State funded. Two part-time positions are locally funded. All temporary part-time personnel costs are reimbursed by the State, but not permanent part-time. These part-time salaries and some fringes are paid by the City and County per the Courthouse Agreement (See Circuit Court).
Commonwealth Attorney JCC, State	The Compensation Board sets the salaries for the Commonwealth Attorney, four assistants, and four full-time support staff. All positions receive a salary supplement, ranging from 1.5% to 61%, paid by the City and JCC based on population each year. In addition, the Victim's Assistance program consists of three grant positions, which are supplemented locally. The balance of any fringes in excess of the amount provided by the State is paid by the City and JCC based on population per the courthouse agreement.
Sheriff's Department JCC, State	The joint Williamsburg/James City County Sheriff is responsible for courtroom security and serving civil warrants, but no longer handles jail facilities since the City became part of the Va Peninsula Regional Jail Authority. City/JCC share local cost on a population formula as provided in the City/County Joint Courthouse Agreement. Payroll and operating expenses have been administered by James City County since January 1, 1998. The state compensation board will reimburse the County for state-approved salaries, benefits, and some operating expenses. Salary supplements and a portion of unreimbursed operating expenses are shared locally based on the Courthouse Agreement. Sheriff's employees participate in the JCC's worker compensation, health insurance, and Va Retirement System programs.
Voter Registrar Board of Elections, State	The State pays majority of the Registrar's salary. For FY 2019 that rate was 69.41%. Costs associated with one full-time employee, fringe benefits, and operating costs are paid by the City. Staff participates in the City's workers compensation, health insurance, and other employee benefit programs. The City provides accounting and payroll services.
Circuit Court (Hon. Michael E. McGinty) State	The City and JCC share in the cost of the Judge's secretary, legal assistant, jurors, capital outlay, and operating expenses of this office. The Judge's salary is paid by the State. All courthouse personnel and operating costs are the responsibility of local government are split between the City and County based on population year.

Agency/Organization List of Other Contributors	Notes
General District Court (Hon. Colleen K. Killilea)	The City and JCC share in the cost of operating expenses and capital outlay for this office based on the Courthouse Agreement. The Judge's salary is paid by the State.
Juvenile and Domestic Relations Court (Hon. George C. Fairbanks IV) JCC, State	The City and JCC share in the cost of operating expenses for this office based on the Courthouse Agreement. The Judge's salary is paid by the State.
Ninth District Court Services Unit Juvenile Probation Office State, JCC, York, Charles City, King William, King & Queen, Mathews, Gloucester, New Kent, Middlesex, Poquoson	Salaries and fringes for this office are paid by the State. Local operating costs are shared between the City and JCC. For the District office, the City pays 1/11th of the operating costs. In addition, the City pays actual juvenile detention expenses for the Merrimac Center through the Middle Peninsula Juvenile Detention Commission for City cases.
Colonial Group Home Commission JCC, York, and Gloucester counties State Dept of Youth & Family Svcs.	Funded through State block grant and member localities share operating costs based on population. Programs include Crossroads, Community Supervision, and Psychological Services.
Virginia Peninsula Regional Jail Authority JCC, York County, Poquoson, Dept. of Corrections	The City shares in the cost of operating this authority. VPRJA operates a regional jail on Route 143 in lower James City County. City pays its share based on number of prisoners held for crimes committed in the City.
Middle Peninsula Juvenile Detention Commission 18 Localities, State-Dept of Juvenile Justice	Operates the Merrimac Center, a 48-bed center, providing secure detention for juveniles for localities in the 9th and 15th District Court Service Units. City pays its share based on number of juveniles held for offenses committed in the City.
Colonial Community Corrections JCC, York County, Poquoson, New Kent Co., Charles City Co., and State.	Provides alternatives to incarceration to persons awaiting trial, pre-trial, post-trial and re-entry services, and substance abuse counseling to offenders.
Health District State, Newport News, JCC, York County, and Poquoson	Contribution is based on funding formula which apportions local share among district jurisdictions. Some monies are refunded to City based on generated revenues each year.
Colonial Behavioral Health State funds, JCC, York County, Poquoson Federal Funds, fee revenues	Funded at discretion of Council. Funding request is based on population and usage.
Department of Human Services State, Fed Dept. of Health/Hum Srv	Approximately 70% of personnel and operating costs are reimbursed by the State and Federal governments.

Agency/Organization List of Other Contributors	Notes
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 JCC, York County, State funds and generated revenues	City, JCC and York County cost sharing is governed by the September, 2013 five-year agreement, and based on circulation. Each jurisdiction pays for the capital costs associated with the library buildings located therein. The State contributes approximately 5% of total operating costs on a formula basis, through the Library of Virginia.
Avalon Center for Women and Children United Way, State Housing Dept., JCC, York County, private donations	Funded at discretion of Council per advice of Human Services Review Committee
Foster Grandparents Program Hampton, JCC, York County, Newport News, Federal funds	Funded at discretion of Council per advice of Human Services Review Committee
Peninsula Agency on Aging State and Federal funds, Newport News, Hampton, Poquoson, JCC, York County, private donations	Funded at discretion of Council per advice of Human Services Review Committee
Historical Triangle Senior Center JCC, York Counties	Funded at discretion of Council per advice of Human Services Review Committee
Community Action Agency Center JCC, donations, State/Fed. grants	Funded at discretion of Council per advice of Human Services Review Committee
CHIP of Virginia Public/private partnership-partner agencies, corporations, foundations, individuals, local gov’ts	Funded at discretion of Council per advice of Human Services Review Committee.
Hospice of Williamsburg United Way, private donations	Funded at discretion of Council per advice of Human Services Review Committee.
Williamsburg Area Transport JCC, York County, State funds	Funded at discretion of Council. Agency administers the regional transit system serving residents, visitors, and students through fixed-routes, and services disabled in the City, JCC, and the Bruton District of York County.

Agency/Organization List of Other Contributors	Notes
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 JCC, York County, Wmsbg 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) JCC, 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, JCC, York County, Gloucester, Poquoson	Funded at discretion of Council.
Thomas Nelson Community College State, Newport News, JCC, 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, JCC, 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 JCC, 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 JCC	The City pays JCC to provide animal control services under a 1993 inter-local agreement.
Heritage Humane Society JCC, York County, private donations	Funded at discretion of Council.

Agency/Organization List of Other Contributors	Notes
Virginia Peninsulas Public Service Authority JCC, 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 JCC, York County, State grants, private donations, admission fees	Funded at discretion of Council.
Colonial Court Appointed Special Advocates (CASA) JCC, York County, State grants, private donations	Funded at discretion of Council per advice of Human Services Review Committee.
Williamsburg Aids Network Private donations	Funded at discretion of Council per advice of Human Services Review Committee.
Williamsburg Extension Services State	Funded at discretion of Council per advice of Human Services Review Committee.
Williamsburg Area Medical Assistance Corporation (WAMAC) State and JCC	Funded at discretion of Council per advice of Human Services Review Committee.

FUND STRUCTURE

The City's accounting system is organized on the basis of funds and groups of accounts, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues and expenditures or expenses. The various funds are grouped in the financial statements as follows:

Governmental Funds account for the expendable financial resources, other than those accounted for in proprietary or fiduciary funds. The Governmental Fund measurement focus is upon determination of financial position and changes in financial position, rather than upon net income determination as would apply to a commercial enterprise. The General Fund and Sales Tax Fund are combined in the City's Comprehensive Annual Financial Report (CAFR) each year.

General Fund - This fund accounts for all revenues and expenditures of the City which are not accounted for in other funds. Revenues are derived from general property taxes, other local taxes, licenses and permits, and revenues from other governmental units.

Sales Tax Fund (also referred to as General Capital Improvement Program) - This fund accounts for scheduled major capital improvements for the upcoming year. Revenues are traditionally derived from the 1% Sales Tax monies collected monthly at the State level, and interest earnings.

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

Public Assistance Fund – This fund accounts for activities of the City's Human Services Department. The majority of funding is provided by the Federal and State government for social service programs. The remainder of its funding is provided by the City as annual contribution from the General Fund.

Proprietary Funds account for operations that are financed in a manner similar to private business enterprises. The Proprietary Fund measurement focus is upon determination of net income, financial position, and cash flows. Enterprise funds account for the financing of services to the general public where all or most of the operating expenses involved are recovered in the form of charges to users of such services. The Utility Fund, consisting of the operations for water and sewer services, is the City's only Enterprise Fund.

Budgets and Budgetary Accounting

Formal budgetary integration is employed as a management control device during the year for the General Fund, Sales Tax Fund, Tourism Fund, Utility Fund, and Public Assistance Fund. Annual operating budgets are adopted by ordinances and resolutions passed by the City Council for those funds. Budgets are prepared on the same basis of accounting used for financial reporting purposes. The City does not integrate the use of encumbrance accounting in any of its funds. The original budgets and revisions, if any, are authorized at the department level by City Council. The City Manager has the authority to transfer funds within the departments, so long as the total appropriation for a department is not adjusted. All appropriations for operating budgets lapse at year-end to the extent that they have been fully expended. As capital projects can be multi-year, funds appropriated by City Council can carry over to future years for projects not completed each year, at the discretion of the City Manager.

Basis of Accounting:

Governmental Funds:

Governmental Funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Property taxes not collected within 45 days after year-end are reflected as deferred revenues - uncollected property taxes. Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the City, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the City. Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of federal, State and other grants for the purpose of funding specific expenditures, are recognized when earned or at the time of the specific expenditure. Expenditures are recorded as the related fund liabilities are incurred.

Proprietary Funds:

The accrual basis of accounting is used for the Utility Fund. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred.

Basis of Accounting vs. Basis of Budgeting

Budgets are prepared on the same basis of accounting used for financial reporting purposes (GAAP). There are some instances whereas the generally accepted accounting principles used for financial reporting purposes will differ from those used in budget preparation. Under GAAP reporting requirements changes in the fair market value of the City's investments are treated as adjustments to revenue at fiscal year-end, and those effects are not considered (or known) in the budget process. The other difference is the annual adjustment necessary to reflect the value of earned but unused vacation leave due to employees at fiscal year-end. Such amount would be paid upon an employee's separation from the City, but is not known or budgeted due to the unknown nature of employee's use of vacation leave.

BUDGET POLICIES

A. Financial Planning Policies:

1. Balanced Budgets:
    a. The general operating fund (General Fund) and the special local option sales tax fund (General Capital Improvement Program, or CIP), Utility Fund operating fund, and the Utility Fund CIP are subject to the annual budget process.
    b. All operating and capital fund budgets must be balanced - total anticipated revenues plus fund balances or reserves brought forward must equal total estimated expenditures each year.
    c. The Utility Fund (the City's only Enterprise Fund type) will be self-supporting.
    d. All budgets will be formulated and adopted on the basis of accounting consistent with generally accepted accounting principles (GAAP).
    e. The budget process will include coordinating development of the capital improvement budget with development of the operating budget.

2. Long-Range Planning:
    a. Budgets will be adopted annually, taking into consideration input from all organizational levels of the City. The Planning Commission will review current and future capital improvement projects and make recommendations to staff for input to the annual budget document.
    b. The long-term revenue, expenditure, and service implications of continuing or ending existing programs or adding new programs, services, and debt will be considered while formulating all budgets annually.
    c. The City will assess the condition of all major capital assets, including buildings, roads, bridges, water and sewer lines, vehicles, and equipment annually.
    d. To estimate the City's future financial position, the long-term impact of operating and capital spending will be analyzed five years forward, concurrent with the formulation of all budgets.
    e. The General Fund will maintain a minimum of 35% of total operating revenues as its unassigned fund balance.
    f. Fund Balance of the General Fund shall be used only for emergencies, non-recurring expenditures, or major capital purchases that cannot be accommodated through current year savings.

B. Revenue Policies:

1. Revenue Diversification:
   The City will strive to maintain a diversified and stable revenue system to protect the City from short-run fluctuations in any one revenue source and ensure its ability to provide ongoing services.
    a. The City will identify all revenue and grant options available to the City each year.
    b. All revenue collection rates, especially for real estate and personal property taxes, will be reviewed annually, and all efforts to maximize receipt of revenues due will be made by the Finance Department.

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

consider annual escalator clauses in multi-year rental contracts to take into effect the impact of increases in the cost of living.

b. Building permit and inspection fees will be reviewed annually.

c. Recreation program charges will be reviewed annually. In general, all efforts will be made to provide programs and activities at an affordable level for the residents of the Williamsburg area while still recovering a major portion of incidental costs of programs, not to include administrative costs or the use of facilities.

   i. Charges for specialty classes such as yoga, aerobics, dance, dog obedience, etc. will be set at a level to encourage maximum participation, and also enable 75% to 80% of program receipts to be used to compensate instructors.

   ii. Team sports participation fees will also be set to encourage maximum participation, with approximately 80% to 90% of charges being used to defray costs of officiating, prizes and awards, scorekeepers, and team pictures.

   iii. Admission fees for the use of the Quarterpath Pool are intended to provide an affordable service to citizens. Fees are not intended to recover 100% of the costs of operating this facility. The City encourages individual and family seasonal membership passes at a minimum fee, which provide an even more affordable opportunity for residents to enjoy this outdoor facility during the summer months.

d. The City's Utility Fund will be self-supporting. Water and sewer charges will be reviewed annually and set at levels which fully cover the total direct and indirect costs - including operations, capital outlay, and debt service.

3. Use of One-time or Limited-time Revenues:

   a. To minimize disruptive effects on services due to non-recurrence of these sources, the City will not use one-time revenues to fund operating expenditures.

C. Expenditure Policies:

1. Operating/Capital Expenditure Accountability:

   a. The City will finance all current expenditures with current revenues. The City will not short-term borrow to meet cash-flow needs.

   b. Future operating costs associated with new capital improvements will be projected and included in operating budgets.

   c. Capital improvement program budgets will provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.

   d. The budgets for all funds shall be controlled at the department level. Expenditures may not exceed total appropriations for any department without approval from the City Manager.

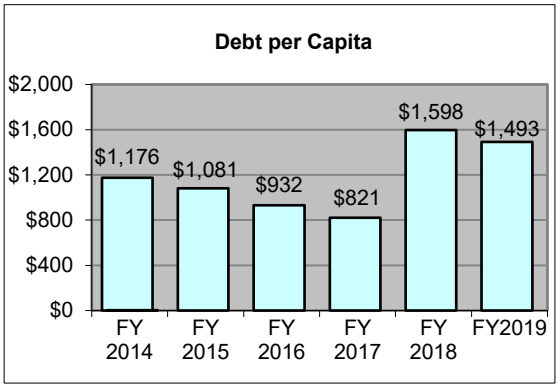
   e. All operating fund appropriations will lapse at fiscal year-end. Any encumbered appropriations at year-end may be re-appropriated by City Council in the subsequent year. Multi-year capital improvement projects may be carried-forward in the subsequent year, at the discretion of the City Manager.

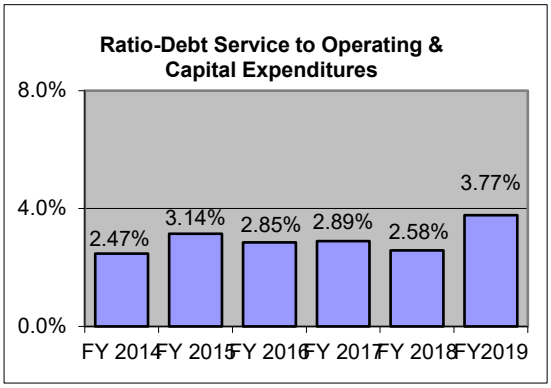
   f. The City will include contingency line items in the General Fund, General CIP, and Utility Fund CIP, not to exceed $200,000, to be administered by the City Manager, to meet unanticipated expenditures of a non-recurring nature.

   g. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare and present to City Council monthly financial reports comparing actual revenues and expenditures with budgeted amounts.

D. Debt Policy:

1. The objective of the City's debt policy is to maintain the City's ability to incur present and future debt at the most beneficial interest rates in amounts needed for financing the adopted Capital Improvement Program without adversely affecting the City's ability to finance essential City services.
2. A five-year capital improvements program will be developed and updated annually along with corresponding anticipated funding sources.
3. Capital projects financed through either bank qualified loan or the issuance of bonded debt will be financed for a period not to exceed the useful life of the project.
4. Debt service principal payments will be scheduled in equal installments over the life of the indebtedness.
5. Requirements of continuing disclosure agreements for all bond issues will be complied with, including annual filing of audited financial statements and adopted budgets, to the Municipal Securities Rulemaking Board, and all national rating agencies which have assigned a bond rating for the City.
6. Pay-as-you-go financing will be the normal method of funding the capital program, with debt financing not to exceed the limits established below.
7. Actual ratios of per capita debt, and debt service to operating expenditures, and the not-to-exceed limit are shown below.





E. Investment Policy:

In recognition of its fiduciary role in the management of all public funds entrusted to its care, it shall be the policy of the City that all investable balances be invested with the same care, skill, prudence and diligence that a prudent and knowledgeable person would exercise when undertaking an enterprise of like character and aims. Further, it shall be the policy of the City that all investments and investment practices meet or exceed all 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.

F. Fund Balance Policy *(adopted by City Council on June 9, 2011)*:

1. Background and Purpose
    a. Sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. Adequate levels of fund balance are essential to protect against reducing service levels because of temporary revenue shortfalls or unanticipated expenditures. Fund balance provides resources during the time it takes to develop and implement a longer term financial solution. Fund balance is also crucial in long-term financial planning and financing as credit markets carefully monitor levels of fund balance to evaluate creditworthiness.
2. Components of Fund Balance

    The following individual items shall constitute the Fund Balance:
    a. Nonspendable Fund Balance – Amounts that cannot be spent due to form (such as inventories and prepaid amounts), and/or amounts that must be maintained legally intact or contractually intact (such as principal of a permanent fund).
    b. Restricted Fund Balance – Amounts constrained for a specific purpose by external parties, constitutional provisions, or enabling legislation.
    c. Committed Fund Balance – Amounts constrained for a specific purpose by City Council using its highest level of decision-making authority. It would require another action of the City Council to remove or change the constraints placed on the resources. Commitments must be established.
    d. Assigned Fund Balance – Amounts constrained for a specific purpose by the City Manager, who has been given the delegated authority by the City Council to assign amounts. The amount reported as assigned should not result in a deficit in unassigned fund balance.
    e. Unassigned Fund Balance – Amounts not classified as nonspendable, restricted, committed, or assigned. The General Fund is the only fund that would report a positive amount in the unassigned fund balance.
3. Funding Requirements of Unassigned Fund Balance of the General Fund
    a. An unassigned fund balance shall be established at an amount equal to a minimum of 35% of General Fund operating revenues as shown in the City's most recent comprehensive annual financial report (CAFR).
    b. The use of the unassigned fund balance will be permitted to provide temporary funding of unforeseen emergency needs.
    c. If the unassigned fund balance falls below an amount equal to 35% of the General Fund operating revenues as outlined above, a plan to replenish the fund balance within twelve months will be presented to the City Council.
    d. Unassigned fund balance represents the residual fund balance after the nonspendable, restricted, committed and assigned fund balance categories are deducted.
4. Monitoring and Funding
    a. City staff will report on compliance with this Policy during the presentation of the Comprehensive Annual Financial Report (CAFR) at the regular meeting of City Council in December each year.

b. The City shall annually demonstrate that it will comply with this Policy based on its proposed Operating and Capital Budget for each year.

G. Tourism Development Fund Policy *(adopted by City Council - August 10, 2017, amended - February 14, 2019)*:

Section 1. Establishment of Special Revenue Fund and Fiscal Policy

A. Special Revenue Fund
1. The TDF will be established as a special revenue fund in the City Budget.
2. The TDF will be subject to the fiscal controls of the City and shall abide by the adopted Budget Policies of the City regarding financial planning, revenues, expenditures, debt, investment, and fund balance.
3. The TDF annual budget shall include a 5-year financial plan with year one being the budget appropriation and the following four years for planning.
4. Unspent or unallocated funds shall remain in the fund and be a carryover to the next fiscal year.
5. Funds can be used to pay debt service obligations and borrowing expenses associated with TDF projects.
6. Funds are subject to the City audit and Comprehensive Annual Finance Report (CAFR) policies and processes.

Section 2. Tourism Development Fund Purpose and Eligible Expenditures

A. Purpose – The purpose of the Tourism Development Fund (TDF) is to increase patronage to restaurants, attractions, hotels, and events in the City of Williamsburg through financial assistance and reinvestment in tourism products, place-making projects, special events, and public-private partnerships.

B. Types of Expenditures Allowed
1. Development, expansion, or renovation of tourism product and infrastructure for tourism products.
2. Place-making projects and events.
3. Support projects and programs of the Economic Development Authority (EDA) for for-profit companies that meet the eligibility criteria and receive recommendations for funding.
4. Administrative costs of up to 10% shall be retained by the City.

C. Examples of Eligible Products
1. Streetscape renovations and enhancements
2. Transit improvements (bike share, pedestrian access, enhanced bus shelters)
3. Convention and group meeting facilities
4. Outdoor and indoor recreation facilities and amenities
5. Public parks
6. Tourism venues
7. Business improvement grants (through EDA)
8. Public art and place-making
9. Special events grants and marketing
10. Visitor infrastructure
11. Culinary arts incubators

12. Regional trails and cultural sites
13. Other projects that meet the eligibility criteria, demonstrate feasibility, and receive recommendation.

Section 3. Tourism Development Fund Process and Project Application

A. Project Applications
The TDF application process will consist of two phases of application. The Phase 1 application is to establish eligibility and the Phase 2 process is to provide details necessary for staff and the TDF review committee to provide recommendation to City Council.

1. Phase 1 Application – At a minimum, the Phase 1 application will include information on the applying organization, amount of funding requested, identify if the project is new or an expansion, a project description, and the initial project budget and construction values.
2. Phase 2 Application – At a minimum, the Phase 2 application will include information on project feasibility, room night calculations, marketing plan, business plan, drawings, photos, renderings, site plans, organization leadership, project management, detailed project description, description on impact to local tourism, timeliness, project schedule, phasing, uniqueness of

   project, potential to stimulate other projects, letter of funding commitment, brand consistency, and methodology intended to capture visitation statistics provided.

B. Process
Requests for funding from the Tourism Development Fund shall follow the following process:
1. Submission of Phase 1 applications in March.
2. Submission of Phase 2 applications in May.
3. TDF Review Committee application review, interviews, and site visits in June and July.
4. TDF Review Committee application recommendation to City Council provided to the City Manager in September.
5. City Council considers approval of projects in September.
6. Funding is appropriated and available to the TDF in October.

Section 4. Tourism Development Fund Review Committee

A. Purpose of the Review Committee
The TDF Review Committee will review and evaluate proposals from applicants for Tourism Development Fund projects for the purpose of providing a recommendation to the City Council and City Manager for the budgeting and appropriation of funds. Recommendations shall be based on consistency and impact of the project and the purpose of the TDF.

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

C. Committee Composition – The TDF Review Committee shall consist of five (5) members with three (3) members representing the tourism industry and two (2) members being selected at-large.

D. Ex-Officio Members – A member of the Planning Commission and a member of the Economic Development Authority shall serve as ex-officio members of the TDF Review Committee without a vote.

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CITY OF WILLIAMSBURG **CONTRIBUTIONS TO OUTSIDE AGENCIES - FISCAL YEAR 2021**

OUTSIDE AGENCIES	PROPOSED FY 2021	ESTIMATED FY 2020	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018	CHANGE FY21/FY20
HUMAN SERVICES						
3e Restoration	$ -	$ -	$ -	$ 1,000	$ -	N/A
ARC of Greater Williamsburg	1,500	2,500	1,500	1,500	1,500	0.0%
Avalon	19,000	20,000	19,000	19,000	19,000	0.0%
Child Development Resources	5,000	5,000	5,000	5,000	5,000	0.0%
Colonial C.A.S.A	6,000	6,000	6,000	6,000	6,000	0.0%
Community Action Agency	21,102	24,380	21,102	21,102	21,102	0.0%
Community Svcs. Agency	7,500	8,500	7,500	7,500	7,500	0.0%
Hospice of Williamsburg	7,500	10,000	7,500	7,000	7,000	0.0%
House of Mercy	2,000	5,000	1,000	-	-	100.0%
Literacy for Life	1,000	5,000	1,000	1,000	1,000	0.0%
Peninsula Agency on Aging	12,278	31,897	12,278	11,573	11,022	0.0%
Penins. Comm. On Homelessness	2,759	2,759	2,759	2,759	2,759	0.0%
Williamsburg Faith in Action	5,000	7,500	5,000	5,000	5,000	0.0%
Housing Partnership	2,500	2,500	-	-	-	N/A
Sub-total	$ 93,139	$ 131,036	$ 89,639	$ 88,434	$ 86,883	3.9%
HEALTH AGENCIES						
Local Health Department	$ 111,493	$ 109,645	$ 109,645	$ 105,826	$ 104,755	1.69%
Olde Town Health Clinic	109,511	109,511	109,511	89,511	88,511	0.00%
Colonial Behavioral Health	259,000	259,000	259,000	255,000	255,000	0.00%
Sub-total	$ 480,004	$ 478,156	$ 478,156	$ 450,337	$ 448,266	0.39%
CULTURAL						
Arts Commission	$ 149,000	$ 159,000	$ 159,000	$ 158,972	$ 147,195	-6.3%
* Culturefix	-	-	-	-	6,650	N/A
* VA Arts Festival	-	-	-	-	55,000	N/A
VA Symph.-Lake Matoaka Concert	9,250	9,250	8,670	8,670	6,000	N/A
Sub-total	$ 158,250	$ 168,250	$ 167,670	$ 167,642	$ 214,845	-5.6%

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

OUTSIDE AGENCIES	PROPOSED FY 2021	REQUESTED FY 2021	BUDGET FY 2020	ACTUAL FY 2019	ACTUAL FY 2018	CHANGE FY21/FY20
COMMUNITY AND ECONOMIC DEVELOPMENT AGENCIES						
Chamber of Commerce	$ -	$ -	$ -	$ -	$ 800,000	N/A
Colonial Soil & Water Conserva.	5,500	-	5,500	5,500	3,500	0.0%
* Colonial Williamsburg Foundation	-	-	-	-	1,300,000	N/A
Farmers Market	3,800	3,800	3,800	3,800	3,800	0.0%
Federal Facilities Alliance	7,592	7,702	7,702	7,715	7,430	-1.4%
Hampton Roads Planning District	30,252	29,591	29,591	12,652	11,888	2.2%
Heritage Humane Society	25,000	-	-	25,000	19,667	N/A
* Kingsmill Golf Tournament	-	-	-	-	15,000	N/A
Peninsula Council Work. Dev.	5,947	5,947	5,947	5,947	5,947	0.0%
Reg. Econ. Dev. Initiatives	14,424	14,658	14,658	14,658	14,117	-1.6%
TNCC-Historic Triangle Campus	2,457	2,457	2,463	2,677	2,600	-0.2%
TNCC-Site Improvements	10,356	10,356	16,026	9,036	7,632	-35.4%
TNCC-Workforce Dev. Center	10,500	10,500	10,500	10,500	10,500	0.0%
Virginia Cooperative Extension	5,602	7,486	5,602	5,602	5,541	0.0%
Bike Walk	2,000	2,000	-	-		
Virginia First Cities	-	12,811	12,811	12,811	-	-100.0%
* * WMSBG Area Destination MKTG	-	-	-	-	1,123,558	N/A
* Williamsburg Hotel/Motel Assoc.	-	-	-	-	10,000	N/A
Williamsburg Land Conservatory	5,000	5,000	5,000	5,000	5,000	0.00%
Sub-total	$ 128,430	$ 112,308	$ 119,600	$ 120,898	$ 3,346,180	7.38%
TRANSPORTATION						
High Speed Rail Coalition	$ 4,500	$ 4,500	$ 4,500	$ 4,500	$ 4,500	0.0%
N.N./WMSB. Int. Airport	-	-	-	-	-	
Williamsburg Area Transport	375,975	375,975	375,975	375,975	375,975	0.0%
Sub-total	$ 380,475	$ 380,475	$ 380,475	$ 380,475	$ 380,475	0.0%
TOT. CONTRIB. TO OUTSIDE AGENCIES	1,240,298	1,249,740	1,210,373	1,251,367	4,468,702	2.5%

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

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

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

CITY OF WILLIAMSBURG
FY-2021 PARTNER AGENCIES GRANT REQUEST

NAME OF ORGANIZATION	CITY OF WILLIAMSBURG FUNDED FY 2020	CITY OF WILLIAMSBURG REQUESTED FY 2021	Recommended	Increased/ Decreased
I. CURRENTLY FUNDED COMMUNITY AGENCIES/PROGRAMS				
Avalon: A Center for Women & Children	$19,000.00	$20,000.00	$19,000.00	0.00
Child Development Resources	$5,000.00	$5,000.00	$5,000.00	0.00
Colonial CASA (Court Appointed Special Advocates)	$6,000.00	$6,000.00	$6,000.00	0.00
Community Services Coalition, Inc.	$7,500.00	$8,500.00	$7,500.00	0.00
Hospice House & Support of Williamsburg	$7,500.00	$10,000.00	$7,500.00	0.00
Literacy For Life	$1,000.00	$5,000.00	$1,000.00	0.00
Peninsula Agency on Aging, Inc.	$12,278.00	$31,897.00	$12,278.00	0.00
The Arc of Greater Williamsburg	$1,500.00	$2,500.00	$1,500.00	0.00
Williamsburg Area Faith in Action	$5,000.00	$7,500.00	$5,000.00	0.00
Williamsburg House of Mercy	$1,000.00	$5,000.00	$2,000.00	1,000.00
Williamsburg - James City County Community Actin Agency (CAA)	$21,102.00	$24,380.00	$21,102.00	0.00
I. SUBTOTAL COMMUNITY AGENCIES	$86,880.00	$125,777.00	$87,880.00	$1,000.00
II. CURRENTLY FUNDED HEALTH AGENCIES				
Colonial Behavioral Health	$259,000.00	$259,000.00	$259,000.00	$0.00
Williamsburg Medical Assistance Corp. Dba Olde Town Medical & Dental Center	$109,511.00	$107,646.00	$109,511.00	$0.00
II. SUBTOTAL FUNDED HEALTH AGENCIES	$368,511.00	$366,646.00	$368,511.00	0.00
III. REGIONAL AGREEMENTS [Joint Exercise of Powers]				
Peninsula Commission On Homelessness (N.N.)	$2,759.00	$2,759.00	$2,759.00	$0.00
III. SUBTOTAL REGIONAL AGREEMENTS	$2,759.00	$2,759.00	$2,759.00	0.00
IV. NEW REQUESTS*				
Housing Partnership		$2,500.00	$2,500.00	
IV. SUBTOTAL NEW REQUEST	$0.00	$2,500.00	$2,500.00	2,500.00
GRAND TOTAL (I, II,III,IV)	$458,150.00	$497,682.00	$461,650.00	
Notes				
Net decrease/increase recommended for FY2021				$3,500.00

James City County

Newport News

Poquoson

Williamsburg

York County

COMMONWEALTH of VIRGINIA

• 416 J. Clyde Morris Boulevard
Newport News, Virginia 23601
Phone: (757) 594-7300

WIC Department
• 1033 28th Street
Newport News, Virginia 23607
Phone: (757) 247-2184

WIC Department
• 606 Denbigh Boulevard, Suite 304
Newport News, Virginia 23608
Phone: (757) 886-2810

• 4095 Ironbound Road, Suite 200
Williamsburg, Virginia 23188
Phone: (757) 253-4813

Memorandum

Date: January 7, 2020

To: Andrew O. Trivette, City Manager
City of Williamsburg

From: Martin Wheeler, General Administrative Manager I
Peninsula Health District

Subject: **HEALTH DEPARTMENT BUDGET REQUEST – FY 2021**

The Health Department respectively submits the Budget Request for Fiscal Year 2021 for your consideration.

SUMMARY

The overall mission of the health department is to protect, promote and preserve the health of the people who live, work and play on the Peninsula. We assure preventive and environmental health services, health information, and vital statistics are available to the citizens of Newport News; provide medical services for low-income citizens; plan and prepare for public health emergencies; and carry out other responsibilities assigned by action of the Board of Health and the Virginia General Assembly.

The Williamsburg Health Department is an organizational unit of the Peninsula Health District (PHD). The Peninsula Health District initiates and maintains a cooperative agreement between each of the five local governments and the Commonwealth of Virginia. The City of

Williamsburg **minimum "match" requirement is 39.569%** of the City's portion of the total Health District budget.

The Peninsula Health District's proposed Fiscal Year 2021 operating budget is **$8,164,539.**

During FY 2019, the City received 3% of the total Health District Clinical Services and 6% of the Environmental Health Services.

Population-based preventive services were provided throughout the district and costs were allocated based upon total population served. The City's share is **4.30%** based upon data from the "Weldon Cooper Center for Public Service July 1, 1018 Population Estimates."

The City's share of this budget was calculated by using percentages in accordance with the cost sharing methodology utilized last year. The "base year" for calculations, unless otherwise stated (i.e., CY 2019), is FY 2020.

The City's share of the funding sources is listed below:

State General Funds	$ 170,276
Local Funds (Decision Package)	$
Required "Match"	$ 111,493
Estimated Revenue	$ 32,566

Total	$ 314,335

DISTRICT HIGHLIGHTS

During FY 2019 – Peninsula Health District's Interim Director, Donald R. Stern, MD, MPH returned to retirement. Thomas Franck, MD, MPH is now the Interim Director while the Virginia Department of Health continues searching for a new Health Director.

PROGRAM AREAS

Clinical Services provides diagnostic, treatment, screening, and other health care-related services throughout the Peninsula Health District for patients who are entitled to specific services by state law and for the public, when applicable. Clinical activities include immunization services and the immunization action program, family planning services, sexually transmitted infection (STI) clinics, school physicals, other walk-in services- including pregnancy testing and referral services. Medication and laboratory services, located at the Peninsula Health Center,

support clinical service delivery. Therefore, clinical staff are cross-trained to support client needs for laboratory specimen collection and medication services.

Immunization Services promote timely and adequate immunization of citizens (especially children) through practitioner, parental and patient education. Through the immunization clinic, 4, 101 visits served 3,147 clients.

Immunization Action Program - The VDH Division of Immunization (DOI) purchased special project vaccines in July of 2018 for adults at no cost: Hepatitis A, Hepatitis B, HPV9, Meningitis, Tdap, and Shingles. Priority were given to uninsured or underinsured adults. Shingrix had a limited supply due to the high demand and 32 doses were given. Over 150 Tdaps were given to prevent tetanus and pertussis (whooping cough). 20 doses of HPV9 (cancer prevention), 10 doses of Meningitis, and 80 doses of Hepatitis B were given at no charge. 200 doses of free Hepatitis A vaccine were given to prevent and stop outbreaks. During the back-to-school time period, August 20, 2018- September 5, 2018, 688 clients were served, with a variety of vaccine needs. In addition to in-clinic flu shots for uninsured clients, 200 flu shots were also given at various community sites, including PORT Homeless night shelter. 8 doses of free Hepatitis A were provided to clients at PORT and 22 doses at Four Oaks-day homeless shelter service site.

Family Planning (FP) services include assessment, education, medications and supplies for the chosen planning method. There were 2,254 FP visits completed in FY19.

STI Diagnosis and Treatment includes testing, identification, contact tracking and treatment for patients having sexually transmitted infections. There were 3,541 STI visits.

School Physicals were provided on behalf of 40 indigent and uninsured residing in the District that are entering Virginia Public Schools.

Blood Pressure Screenings were provided to 10 non-clinic patients walking in for screening. Clients received follow up referrals as appropriate.

Obstetrics Education and Referral (OB Express) provides women with access to pregnancy testing and referral to providers and resources in the community. This service is valuable to pregnant women to ensure prenatal care, initiation of applications for financial assistance, and referrals to services needed throughout the pregnancy. Information is also provided to promote family planning after delivery. OB Express assisted 175 citizens. Of the 175, 128 had positive pregnancy results. All 47 clients with negative test results were offered family planning appointments.

Laboratory Specimen Collection and Processing was performed to dispatch specimens, including 1,891 Syphilis Tests; 1,881 HIV Tests; 3,061 Chlamydia and Gonorrhea Tests; 301 Hepatitis C tests; 288 Hepatitis B tests; 831 wet mounts; 2,779 specimens handled; and 2,015 venipunctures done. In addition, 86 T-Spot Tests were completed on behalf of individuals presenting for Communicable Diseases control services.

HIV/AIDS Drug Assistance Program (ADAP) Services: has seen a fluctuation in numbers due to clients receiving insurance through the Affordable Care Act and Expanded Medicaid. Clients continue to be referred to and enrolled in ADAP. Medication Services served 96 ADAP clients and 28 PrEP clients from July 2018 thru June 30, 2019.

In FY 2019, the Peninsula Health District serviced 5,866 individuals to determine their eligibility for service and program requirements based on their household size, financial income, residency status, and health insurance. Services and programs include Family Planning, Sexually Transmitted Infection Clinics, Pregnancy Testing, Dental Clinics, Immunizations, and School Physicals.

Individuals also received assistance in the following services:

Cover Virginia – Cover Virginia applications are available to enroll eligible children, pregnant women, and adults for low or no-cost health insurance. The Cover Virginia application includes Medicaid, FAMIS, and Plan First. In FY 2019, 66 applications were completed and mailed to the local Department of Human Services.

CAC Training – Select employees are Certified Application Counselors and able to assist individuals in understanding and enrolling for health insurance in the Federal Health Insurance Marketplace.

Voter Registration – The National Voter Registration Act requires that individuals be given an opportunity to register to vote and change their voter registration information for federal and state elections upon receiving services at state agencies. In FY 2019, 143 applications were mailed to the State Board of Elections.

Certified Spanish Medical Interpreters – Select employees are Certified Spanish Medical Interpreters and provide language-based services on behalf of Spanish-speaking individuals, including visits and telephone calls in Clinical Services, Dental Clinic, Immunizations, and Eligibility. Spanish Medical Interpreters also assist in community events and teach Low Income Car Seat Safety Classes and Environmental Health Food Handler's Classes.

Community Health Nursing Services: Communicable Disease and Tuberculosis Control, Newcomer Health and US Citizenship and Immigration Status Change (USCIS), Long Term Support Services (LTSS)-formerly known as Nursing Home screenings, Preventive Services including: Cancer Detection and Prevention, Tobacco Free Efforts, Child Safety-Low Income Safety Seat Distribution and Education, Maternal/Child Health-infant mortality prevention, as well as Outreach and Education services.

Newcomer Health Program ensures that all newly arriving immigrants with a refugee and asylum status receive a preventative health assessment within 45 days of arrival in the Commonwealth of Virginia. The objective of this program is to identify and eliminate health-related barriers to successful resettlement of Virginia's refugee population, while protecting the health of the U.S. population. The district provided a comprehensive health screening to 104 newcomers. Interpretation services were also provided during their initial and return visits, accounting for 89 encounters visits. Staff continues to collaborate with the resettlement agency for the Peninsula, Commonwealth Catholic Charities.

U.S. Citizenship and Immigration Status Change (USCIS) is a service for refugees seeking an immigration status change for citizenship, the District's Health Director acts as Civil Surgeon to review and sign the vaccination documentation requirements. Form **I-693** is used to report these documentation requirements to the USCIS. This examination and form submission is required to establish that an applicant is admissible to the United States on public health rounds. The Peninsula Health District verified that requirements were met for the completion of Form I-693 for 72 refugees.

Long Term Support Services (LTSS) is formerly known as Nursing Home screenings and provides the required nursing assessment of citizens who qualify or may qualify for nursing home placement or community-based home health services funded under Medicaid. Comprehensive assessments were conducted for 518 elderly residents and children.

Communicable Disease Services provides disease surveillance, investigation, prevention, and control for State mandated reportable communicable diseases of public health significance. Public health staff investigate and intervene in community outbreaks such as food, water or vector borne illnesses. Daily surveillance of hospital emergency room patient symptoms assists with the early detection and rapid response to potential biological and chemical threats.

Epidemic Control includes case contact follow-up and investigation to determine the index case for the disease and implementation of procedures to prevent further spread of contagious diseases. Throughout the district, the unit had over 3,100 reports of disease; this represents an increase from the previous fiscal year and includes conditions added to the Virginia Reportable Disease List. The Epidemic Response Team continued to meet as needed. After-hours reports from the medical community, fire, law enforcement and animal control were received through the after-hours answering service and referred to appropriate district staff. Health information and alerts were distributed to medical providers via e-mail and blast fax. Hospital emergency department and urgent care center patient symptom surveillance for bio-terrorism monitoring continues. There were 18 outbreak investigations conducted. Disease control and consultation services were provided to student health services at public and private schools, colleges and daycare facilities as needed. Additional epidemiologic consultation services and public health guidance were provided to Urgent Care Centers, Emergency Departments, Private Physician Offices, Correctional Facilities, Military Partners and laboratories for emerging infectious pathogens. The District Epidemiologist has continued to maintain partnerships with each of the Hospital Infection Preventionists and routinely participates in their Infection Prevention meetings. The District continues surveillance, prevention and control activities for a community Hepatitis A outbreak.

Tuberculosis Control provides tracking and identification of individuals with tuberculosis (TB), monitors their treatment and provides medical supervision of TB patients who do not have another source of care. Medical consultation continues to be provided to local physicians and hospitals. The staff held monthly Regional Chest Clinics with a physician to evaluate, treat, and monitor patients in the District with both active tuberculosis and tuberculosis infection. The staff conducted 455 visits using direct observe drug therapy (DOT) and 143 direct observed Preventative Therapy for TB. The staff traveled to patient homes, whether for TB medication, contact evaluation, or other case management services 272 times. Throughout the health district, 1,348 had risk assessments for TB infection and the lab technicians collected 86 T-spot blood tests for TB screening. In addition, latent TB infection became a reportable condition as of November 2018, with 133 cases of latent tuberculosis electronically reported. Surveillance of latent tuberculosis infections is evolving and an increased volume of reports and public health intervention is anticipated.

Preventive Services include screening and educational programs for health behaviors and conditions that can be mitigated or prevented by early intervention and/or behavioral changes. Adopting proper health behaviors and screening for early signs of illness can help prevent

illness, postpone clinical onset, avert debilitating complications and prevent premature death from many medical conditions. Community awareness, patient education, screening, and provider education strategies are employed to reduce cardiovascular disease, cancers, diabetes, obesity, infant mortality, childhood lead poisoning, and injuries. Through the formation of community coalitions of people and agencies with mutual interest, access to education and screening for all segments of the community is enhanced.

Cancer Detection and Prevention included participating in or coordinating 4 cancer-related educational and awareness events through the Cancer Prevention Coalition of the Peninsula. In collaboration with Riverside Health System, the District referred 20 uninsured women for screening and diagnostic services through the "Every Woman's Life" (EWL) breast and cervical cancer early detection program. In addition, multiple breast and 13 cervical screening services were coordinated through other community resources for women who did not meet "Every Woman's Life" eligibility criteria. The referrals to EWL and Komen services decreased due to the expansion of the affordable care act made it possible for many individuals to qualify for Medicaid services and able to continue services through private doctors.

Tobacco Free Efforts included 2 community educational events in collaboration with the Cancer Coalition. Brochures/cards regarding Quit Now through the state Quitline were distributed at the events and to the clients in the clinical setting. The state Quitline Fax Referral System was utilized. Smoking status is addressed with each client encounter, and the Quitline is offered as cessation assistance for smokers. Electronic referral is now available to the Virginia state Quitline.

Low Income Safety Seat Program goal is to reduce unnecessary and preventable motor vehicle injuries and fatalities to infants and children, through increased education with the distribution of free child safety seats. Classes are provided at Peninsula Health Center, twice per month and at Williamsburg Health Department site, a class is offered every other month. Classes are offered in both English and Spanish at each site. A total of 255 clients attending receiving 293 safety seats. Of the total clients served, 37 were Spanish and received 37 seats.

Maternal and Child Health (MCH)-infant mortality prevention provided 213 Pack 'n Play cribs along with safe sleep educational materials to low-income families in collaboration with Healthy Families, Smart Beginnings, Child Development Resources, Women Infant Children (WIC) and other community-based organizations. Additionally, Safe Sleep resource bags were distributed to the families that contained onesies with "I sleep safest on my back", embroidered on the front, water bottles, dental floss, pacifiers

and a variety of safe sleep and breast feeding pamphlets. Educational sessions and materials on safe sleep and SIDS were presented to community members at the Low Income Safety Seat Program, parenting classes, WIC programs, and community-based health fairs. Information was also sent via email and postal mail to any safety seat and pack-n-play referrals that were received. This includes participants receiving group and individual education as well as individual interaction on the ABC's of safe sleep and SIDS. Through these events, 1136 educational materials were distributed and 724 individuals were personally educated on safe sleep and breastfeeding. 926 women were enrolled in text4baby.

HIV/Sexually Transmitted Infections (STI) Outreach and Education efforts provide information on abstinence, safer sex, HIV/STI prevention and community resources to six community agencies and 261 participants were educated. The health department collaborated with the Delta Sigma Theta Sorority, Self-Protection Awareness (SPA) and the Community Free Clinic to provide a World AIDS Day program on the Peninsula. Condoms and educational resources on HIV and STIs were provided to local jails, detention centers, community agencies and universities. Continuous HIV/STI education provided for the Hampton- Newport News CSB, Center for Sexual Assault and HUFF Center. Update on services were provided to participants at the Minority AIDS Support Services (MASS) and Marshall-Ridley Circle events. Monthly, on the second and fourth Wednesdays, from 1-4 PM, two clinic staff are available at Marshall-Ridley Clinic to provide STI outreach and health education services.

Family Planning Outreach and Education is provided at all outreach events, including 93 participants at the Disability Awareness Event; 2 participants at Zion Baptist Church Health Event; 100 participants at the ECPI Educational Event; 40 participants at the Williamsburg Living Well Expo; 50 participants at the Christopher Newport University Health Event; and 42 participants at Newport News One City Marathon. Family Planning awareness also provided to the 255 clients attending the Virginia Department of Health Low Income Safety Seat Distribution and Education Program.

Other Partnerships, Coalitions, Community Forums and Meetings staff participated in included: Poquoson School Health Advisory Board (SHAB), Community Policy and Management Team (CPMT), Disability Awareness Event, Zion Baptist Church Health Event, Heritage High School Educational Event, ECPI Educational Event, Williamsburg Living Well Expo, Christopher Nelson University Health Event, Newport News One City Marathon.

Dental Health Services promote optimum dental health through dental treatment, screening, community awareness, and education.

Dental Clinic provided acute and emergent dental care services and some preventive services for low income, uninsured adult citizens of Newport News. There were 877 unduplicated patients with 1,330 dental visits for the fiscal year.

WIC Dental Services were provided by the Bright Smiles dental hygienist. The hygienist conducted 136 screenings, and 130 fluoride varnish treatments. There were 73 referrals to local dentists and 136 clients received patient education.

WIC (Women, Infants, and Children) Program provides nutrition education and wholesome supplemental food packages to eligible pregnant, breastfeeding and postpartum women, infants and children up to the age of five years old. The Peninsula WIC Program has four clinics that serve the citizens of Newport News, Poquoson, Williamsburg, York County and James City County.

WIC Client Participation: during FFY-2019, WIC completed dietary risk assessments, conducted high-risk evaluations, offered breastfeeding support, provided individual nutrition counseling, and taught group nutrition education classes to approximately 5,269 eligible participants.

WIC Breastfeeding promotion: WIC promotes and encourages breastfeeding as the preferred method of infant feeding. WIC provides a breastfeeding-friendly environment, complete with a designated breastfeeding room, along with positive breastfeeding images and messages throughout the clinic. At enrollment, all pregnant and breastfeeding women are referred to one of the Breastfeeding Peer Counselors for support, education and follow up. 162 pregnant women were referred to the breastfeeding Peer Counselors for support, education and follow-up.

WIC Community Outreach: involves activities to enhance collaboration with local partner agencies that serve WIC eligible families. Each WIC participant receives a *Community Resources* referral guide with detailed information on other services in the Peninsula. WIC staff participated in 7 community outreach events this year, reaching 295 potential new participants. A few of the WIC activities include:

- Collaborating with FT Eustis for the Pregnant Soldiers Class and HRCAP for the Teen Moms Support Program, to provided education on pregnancy,

breastfeeding, good nutrition, and highlighting WIC program services to participants in the classes.

- Working with the TPMG-Centering Pregnancy program to provide education on pregnancy nutrition and the benefits of the WIC program.
- The WIC Nutritionist participating in advisory meetings facilitated by Child Development Resources-Early Head Start to discuss and promote WIC services in the community.
- Working together with the Virginia Infant & Toddler Specialist Network to promote WIC program information to early childhood education providers.

Environmental Health Services protect district residents from food and waterborne diseases through mandated inspections of food establishments, swimming pools, and other entities such as a local commercial dairy. The Environmental Health staff conducts soil studies as part of the District's sewage disposal and septic tank inspection program. Other services include administration of rabies control programs, beach water quality monitoring, body art establishment regulation, elevated blood lead environmental investigations, marina inspections, and correction of shellfish program violations. Training and consultation is provided to owners and operators of food establishments and swimming pools to ensure sanitary operation and maintenance for the public. The staff investigates citizen complaints regarding environmental health issues.

Education & Training Services provided training programs and internships for 98 students totaling nearly 5,800 hours. Students were from colleges and universities (undergraduate and graduate programs), medical schools and hospital residency programs. The quarterly all-staff meeting, now combined with the Hampton Health Department, averaged 130 employees in attendance. Other training programs provided via group webinars, video conferences or on-site sessions provided 174 participants with approximately 25 hours of training.

Emergency Preparedness and Response Program provided all planning, exercise, and response activities related to the public health aspects of response within the localities under the Public Health Emergency Preparedness and Cities Readiness Initiative grants from the Centers for Disease Control, reporting to the CDC via the Virginia Department of Health. This included evaluation of all public schools as potential dispensing sites.

Review and revision of plans related to Mass Fatalities, Medical Counter Measures (antibiotics and vaccines) to support routine activities such as back-to-school and influenza vaccination programs and Foul weather response. Additional other threat specific plans included

Radiological Response related to the biennial VOPEX exercises, Continuity of Operations of Public Health Services in case personnel or facilities are impacted.

Medical Reserve Corps activities exercised these plans and responses via Rabies vaccination clinics with volunteer human resources to meet the public health need and the regulatory requirement of the provision of a clinic every two years for the locality.

Active participation in the Eastern Virginia Healthcare Coalition providing preparedness consultation and support to the hospitals, nursing homes, assisted living facilities, group homes and dialysis centers (and other congregate care facilities) in each locality. Each of these 110 (peninsula-wide) healthcare facilities are now meeting the Center for Medicare Services Emergency Preparedness Rule and requirements for annual exercises.

Provision of EMpower data and analysis; identified data by the physical address of every citizen with power-dependent needs in the locality. This is Protected Health Information that serves the response efforts within the locality on an "as needed" basis for use by Human Services and Emergency Management activities.

Administrative Services include, but are not limited to, the director's office and management staff, maintaining vital records of births and deaths, medical supply system, data processing and management information systems, accounting and revenue collection systems, health planning and program management. In accordance with **Article 5, Chapter 1 of the Health Laws of the State of Virginia, the district director is the "Local Health Director" for each of the five governments.** The director is responsible for ensuring that all state and locally mandated health department functions are accomplished.

STATE AND FEDERAL FUNDING

The Peninsula Health District has based its cooperative budget on the premise that there will be a salary increase in the district's total budget. As usual, the budget projection and request for the five local governments is prepared prior to the Virginia General Assembly. It is impossible to predict state legislative actions that will affect the budget.

ATTACHMENTS

A. District Budget Summary
B. Services Summary

District Budget Summary
Proposed for FY 2021

Expenditures	Clinical & Community Prevention Services	Environmental Services	Administrative Services	Total Budget
Personnel Cost	2,833,672.00	1,411,227.00	1,894,344.00	6,139,243.00
Contractual Services	322,901.00	151,425.00	371,980.00	846,306.00
Supplies & Materials	168,675.00	22,425.00	34,131.00	225,231.00
Transfer Payments	-	-	-	-
Continuous Charges	28,551.00	14,648.00	887,993.00	931,192.00
Equipment	12,567.00	5,000.00	5,000.00	22,567.00
Total Expenditures	3,366,366.00	1,604,725.00	3,193,448.00	8,164,539.00
Revenue	422,500.00	110,960.00	280,700.00	814,160.00

Personnel Cost: Includes expenditures for employer retirement contributions, federal old-age insurance for salaried State employees, federal old-age insurance for wage earning Statement employees, group insurance, and medical-hospitalization
Contractual Services: Includes expenditures for communication services, employee development services, health services, management and informational services, repair and maintenance services, support services, technical services and transportation
Supplies & Materials: Includes expenditures for administrative supplies, energy supplies, medical and laboratory supplies, repair and maintenance supplies, and specified use supplies
Continuous Charges: Includes expenditures for insurance-fixed assets, insurance operations, capital and operating lease payments, installment purchases and service charges
Equipment: Includes expenditures for educational, cultural, electronic, photographic, medical, laboratory, motorized, office, specific use and stationary equipment.

Budget input data

Program/Unit/District: ***Peninsula Health District***
Staff Contact: ***Martin Wheeler***
Phone Number: ***757-594-8787***

Proposed Fiscal Year 2021

COST CODE	FIPS CODE	DISTRICT/ LOCALITY	TOTAL BUDGET	100% LOCAL FUNDS BUDGETED	100% CARRY FORWARD FROM PREVIOUS FISCAL YEAR	TOTAL 100% FUNDS	NON MATCHED STATE FUNDS	TOTAL COOP BUDGET	ESTIMATED REVENUE	NET BUDGET	STATE SHARE BUDGETED	STATE SHARE PERCENT	LOCAL MATCH BUDGETED	LOCAL MATCH PERCENT	TOTAL LOCAL COMMITMENT
034	***	*Peninsula*	8,164,539	0	0	0	0	8,164,539	814,160	7,350,379	4,261,462	57.98%	3,088,917	42.02%	3,088,917
034	700	NEWPORT NEWS	5,911,126		0	0	0	5,911,126	594,336	5,316,790	3,111,917	58.530%	2,204,873	41.470%	2,204,873
034	199	YORK COUNTY	857,277		0	0	0	857,277	81,416	775,861	426,723	55.000%	349,137	45.000%	349,137
034	830	WILLIAMSBURG	314,335		0	0	0	314,335	32,566	281,769	170,276	60.431%	111,493	39.569%	111,493
034	735	POQUOSON	142,879		0	0	0	142,879	16,283	126,596	85,396	67.455%	41,201	32.545%	41,201
034	095	JAMES CITY COUNTY	938,922		0	0	0	938,922	89,559	849,363	467,150	55.000%	382,213	45.000%	382,213

Attachment A

Services Summary FY 2019

	FY 2019 CLINICAL VISITS	NEWPORT NEWS	JAMES CITY CO.	YORK CO.	WILLIAMSBURG	POQUOSON	DISTRICT	% OF VISITS
MR	ADMINISTRATION	12	1	1	0	0	15	0.09%
HM	ADULT HEALTH MANAGEMENT	9	1	1	0	0	11	0.07%
CH	CHILD HEALTH	32	3	3	1	1	40	0.24%
ED	EDUCATION - COMMUNITY SETTING	173	15	14	6	4	213	1.29%
FP	FAMILY PLANNING	1,803	162	176	68	45	2,254	13.66%
OH	OCCUPATIONAL HEALTH	16	1	1	1	0	20	0.12%
IM	IMMUNIZATION CLINIC	3,322	295	279	123	82	4,101	24.85%
LD	LEAD	32	3	3	1	1	39	0.24%
OA	OPIOD ADDICTION EDUCATION & COUNSEL	59	5	5	2	1	73	0.44%
MA	MATERNITY	30	3	3	1	1	37	0.22%
OC	OTHER COMMUNICABLE DISEASE	108	10	9	4	3	133	0.81%
NS	PRE-NURSING HOME SCREENING	452	86	94	14	9	654	3.96%
RF	REFUGEE SCREENING	229	14	13	4	1	262	1.59%
VD	SEXUALLY TRANSMITTED DISEASE	2,868	255	241	106	71	3,541	21.46%
TB	TUBERCULOSIS	2,552	227	214	95	63	3,151	19.10%
VS	VITAL STATISTICS	1,545	160	153	59	39	1,956	11.85%
	TOTALS	13,243	1,242	1,209	486	322	16,500	100.00%
94	DENTAL CLINIC	1,330				-	1,330	

Services Summary FY 2019

FY 2018 ENVIRONMENTAL HEALTH SERVICES	NEWPORT NEWS	JAMES CITY CO.	YORK CO.	WILLIAMSBURG	POQUOSON	DISTRICT TOTALS	% OF SERVICES
SEWAGE PROGRAM	64	646	152	0	0	862	7.74%
WELLS PROGRAM	27	147	50	0	8	232	2.08%
FOOD PROGRAM	2,180	1,381	646	404	169	4,780	42.94%
RABIES PROGRAM	943	415	515	54	106	2,033	18.26%
TOURIST EST PROGRAM	67	96	64	57	0	284	2.55%
LEAD PROGRAM	26	0	9	0	0	35	0.31%
SWIMMING POOL PROGRAM	349	52	89	125	0	615	5.52%
GENERAL SERVICES	1,359	132	79	65	10	1,645	14.78%
LOCAL ENVIRONMENTAL SERVICES	199	55	70	7	9	340	3.05%
SURVEY PROGRAMS	110	45	66	0	21	242	2.17%
TEMPORARY FOOD UNITS	50	8	6	0	1	65	0.58%
TOTALS	5,374	2,977	1,746	712	324	11,133	100.00%
GRAND TOTAL OF VISITS	19,947	4,219	2,955	1,198	646	28,963	

POPULATION	NEWPORT NEWS	JAMES CITY CO.	YORK CO.	WILLIAMSBURG	POQUOSON	TOTAL DISTRICT
Source: Weldon Cooper Center for Public Service July 1, 2018 Population Estimates	181,119	75,837	68,725	15,183	12,320	353,184
	51.28%	21.47%	19.46%	4.30%	3.49%	100.00%

Percentages of Services by Locality	CLINICAL SERVICES	DENTAL SERVICES	ENVIRONMENTAL HEALTH
NEWPORT NEWS	80%	100%	48%
JAMES CITY CO	8%	0%	27%
YORK CO	7%	0%	16%
POQUOSON	2%	0%	3%
WILLIAMSBURG	3%	0%	6%
	100%	100%	100%

WAAC FY21 Grant Recommendations

	FY20 Requested	FY20 Awarded	FY21 Requested	FY21 Budget-A	FY21 Budget-B
ACCORDION RENAISSANCE	$1,500	$800	$1,750	$900	$1,000
Funding Purpose: Cost of one concert during 20-21 at the WRL					
AN OCCASION FOR THE ARTS	14,000	11,500	13,000	9,500	10,100
Funding Purpose: Investing in a new Youth Art display for the show					
ART AT THE RIVER	3,000	2,200	2,500	1,800	1,900
Funding Purpose: To attract top two and three dimensional artists to the show					
AURA CURIATLAS	2,500	2,400	2,500	2,400	2,500
Funding Purpose: To support the May 2021 show at the Kimball Theatre					
CHES. BAY WIND ENSEMBLE	1,000	500	1,000	500	500
Funding Purpose: One or two concerts at Ferguson, including one in collaboration with Yorktown Chorale					
FLUTE FRENZY	3,000	2,600	3,000	2,500	2,600
Funding Purpose: Operating expenses with a focus on classes to serve beginners of all ages					
GLOBAL FILM FESTIVAL	10,000	9,500	10,000	6,400	7,200
Funding Purpose: To support live perfomances and marketing budget, including ads in local/regional outlets					
INSTITUTE FOR DANCE	3,500	2,000	3,500	2,200	2,300
Funding Purpose: The holiday show Christmas Dreams, produced entirely by the studio					
JAMESTOWN-YORKTOWN FOUNDA	0	0	7,500	2,500	2,700
Funding Purpose: To support events "American Indian Intertribal Powwow" and "After Angelo: Celebrating African American Heritage and Culture					
OPEN DOOR CONCERTS	0	0	4,500	500	500
Funding Purpose: To underwrite the first concert season featuring folk artist John McClutcheon					
OPERA IN WILLIAMSBURG	15,000	14,100	18,000	14,900	15,900
Funding Purpose: To support two fully-staged classical operas at the Kimball Theatre					
PANGLOSSIAN PRODUCTIONS	8,000	4,800	7,500	3,600	3,800
Funding Purpose: To obtain a location to store scenery and props, plus the cost of rights needed to perform					
STAGELIGHTS	2,500	2,300	2,500	2,400	2,500
Funding Purpose: Scholarships to students in need of financial support; any leftover money goes to operating expenses					
TIDEWATER CLASSICAL GUITAR	1,500	1,300	3,000	1,400	1,500
Funding Purpose: Increase marketing/advertising budget; will also offset costs of hiring the highest caliber artists					
VIRGINIA ARTS FESTIVAL	10,000	9,000	10,000	7,800	8,300
Funding Purpose: Williamsburg events (Williamsburg Live, chamber music concerts, holiday concert), plus arts education outreach held in schools and area venues					
VIRGINIA OPERA ASSOCIATION	15,000	10,100	15,000	9,700	10,300
Funding Purpose: To support 6 in-school performances, 3 performances at the WRL or alternate venues, and 150 free tickets to Jamestown HS, Lafayette HS, and Warhill HS for "Student Night at the Opera"					
VIRGINIA REGIONAL BALLET	11,000	7,500	11,000	6,100	6,500
Funding Purpose: For the production and promotion costs of "The Nutcracker" - specically the student educational performances					
VIRGINIA REPERTORY THEATRE	4,475	1,500	2,000	1,400	1,500
Funding Purpose: To subsidize costs to bring the touring productions into the Williamsburg area schools					
VIRGINIA SYMPHONY ORCHESTRA	20,000	10,900	20,000	10,600	11,300
Funding Purpose: To provide high quality performances, music education, and community outreach. Programs include the 4-part Classics series, 2 Young People's Concerts (YPCs), and 2 free ensembles for families at the WRL					

VIRGINIA STAGE COMPANY	750	600	600	600	600
Funding Purpose: To VSC's Education and Community Engagement offerings					
WHRO PUBLIC MEDIA	5,000	2,900	5,000	2,800	3,000
Funding Purpose: To support segments on Williamsburg artists and arts-related events					
WILLIAMSBURG BOOK FESTIVAL	1,400	1,300	1,500	1,400	1,500
Funding Purpose: To attract quality authors to headline the festival and extend their stay					
WILLIAMSBURG CHORAL GUILD	5,500	5,400	5,700	5,200	5,500
Funding Purpose: General operating support for the concert season, featuring four subscription concerts					
WBG. CONTEMPORARY ART CTR	12,000	11,000	12,000	10,600	11,300
Funding Purpose: To continue to support staff, to hire legal/financial experts, marketing improvements, and interior/exterior improvements to the building					
WBG. YOUTH HARP SOCIETY	0	0	3,500	1,400	1,500
Funding Purpose: For operating expenses, with an increased attention to attracting new students					
WILLIAMSBURG MUSIC CLUB	4,000	3,100	4,000	3,100	3,300
Funding Purpose: To help cover expenses for 9 morning musicales and the professional adjudicators and auditorium rental for the music student development program					
WILLIAMSBURG PLAYERS	12,000	11,000	12,000	9,800	10,400
Funding Purpose: To production and occupancy expenses; we will focus them on activities that most greatly benefit our educational mission					
WILLIAMSBURG SYMPHONY ORC	20,000	16,000	20,000	14,800	15,800
Funding Purpose: general operating support for the Masterworks, Holiday Pops, Cabararet, and Family concerts, plus education and outreach programs					
WMBG WOMENS CHORUS	2,500	2,500	2,500	2,200	2,300
Funding Purpose: To add new music for the concerts and purchase music for Youth choirs and guest musicians. Funds are also used for marketing materials and venue space.					
WMBG YOUTH ORCHESTRA	5,000	5,000	5,000	4,800	5,000
Funding Purpose: Operating expenses, including compensation for staff, coaches, and guest performers, concerto competition adjudicators, venue rentals, scholarships, marketing, and general admin.					
YOUNG AUDIENCES ARTS 4 LRNG	6,000	4,000	5,000	3,700	3,900
Funding Purpose: To bring arts-in-education programs to students, families, and educators in the service area.					
CELEBRATE YORKTOWN	*2,200*	*2,200*	*0*	*0*	*0*
MUSCARELLE MUSEUM OF ART	*6,200*	*0*	*0*	*0*	*0*
ADMIN	1,000	1,000	2,000	1,500	2,000
TOTALS	$209,525	$159,000	$217,050	$149,000	$159,000

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City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Virginia Symphony Orchestra
Contact Person	Monica Meyer
Position Title	Vice President of Marketing, Sales and PR
Email Address	mmeyer@virginiasymphony.org
Phone Number	757.729.2520
Address	150 Boush Street, Suite 201, Norfolk, VA 23510
Total City Funding Request for FY 2021	$9,250

Short description of how funding will be used:

The Virginia Symphony Orchestra will visit the campus of William & Mary to perform a free concert at The Martha Wren Briggs Amphitheater at Lake Matoaka on Thursday, September 3, 2020 at 7:30PM. Funding will be used to provide a full length performance including VSO professional musicians, production and transportation.

Agency Overview

Agency Purpose

As the region's most celebrated musical, educational and entrepreneurial arts organization, the Virginia Symphony Orchestra continues to challenge expectations and push the boundaries of what an American orchestra can be – even as it approaches its 100th anniversary in 2020.

At the heart of the VSO's narrative is innovation. In 1991 the VSO made a very bold move in appointing the gifted young American conductor JoAnn Falletta as its music director. Since then, the orchestra has received national attention for its unique mission serving a home area of 1.7 million across the diverse communities of southeastern Virginia. Through appearances at the Kennedy Center and Carnegie Hall and commitment to adventurous programming, the VSO and its musicians have been highlighted in the media including The New York Times, The Washington Post, National Public Radio and BBC Worldwide News.

As the largest arts performing organization in southeastern Virginia, the VSO and VSO Chorus present more than 150 concerts and events to educate, enlighten and entertain more than 100,000 residents and visitors each year. Recent innovations include health and wellness programs, including interactive therapeutic experiences for people living with Alzheimer's and dementia. As it approaches its Centennial year, the Orchestra and its legions of fans look forward with anticipation as the VSO conducts a worldwide search for its next music director.

Programs and Services Offered

In the 2019/2020 season, the VSO will perform over 150 concerts including 8 "Classics" Series concerts each in Newport News, Norfolk, and Virginia Beach, 5 "Pops!" Series concerts in both Newport News and Norfolk, 8 "Regional Classics" concerts each in Virginia Beach and Williamsburg, 4 "PB&J Family Fun" concerts in Virginia Beach, 4-6 "Specials" concerts to be announced during the season, and more than a dozen community concerts, including fall outdoor and spring run-out performances.

In addition to main stage performances, fourteen distinct education and community engagement programs will serve 225 public schools and 35,000 students and lifelong learners. Residents throughout Hampton Roads are positively impacted by the professional musicians of the Virginia Symphony every year. These include schoolchildren who attend concerts with their classroom teachers, budding instrumentalists who learn not only techniques but life skills working one-on-one with musician mentors, patients in memory care units whose daytime routines are brightened and brains are stimulated through music therapy based activities led by VSO musicians, and audiences of all ages who are entertained and enlightened by concerts ranging from Mozart and Danny Elfman to Star Wars and Gershwin. The VSO is a resource to the community through partnerships ranging from Senior Living Centers to hospitals to universities and local performing arts organizations ensuring that the VSO is relevant in the lives of not only traditional concert audiences but thousands of other residents and their families. As the only full-time professional symphony orchestra serving a region of almost 1.7 million people, the VSO is successfully retooling to be a vibrant and indispensable resource to our diverse communities.

Partnerships with Other Agencies or City Departments

Percent of FY 2021 Budget Provided by City

FY 2021 Funding Requests from Other Sources, if applicable.

Funding Source	Amount Requested	Amount Approved
Totals		

Please attach any additional information that will support your request for funding.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Partnership/Funding Formula/Dues

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City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Colonial Soil and Water Conservation District
Contact Person	Jim Wallace
Position Title	District Manager
Email Address	Jim.Wallace@ColonialSWCD.Net
Phone Number	757-645-4895
Address	205-C Bulifants Blvd. - Williamsburg, VA 23188
Total City Funding Request for FY 2021	$5,500

Short description of how funding will be used

Virginia Conservation Assistance Program (VCAP) Supplemental Support ($3,500) - The Colonial SWCD offers the VCAP program to residents of each of the localities it serves. Due to the structure of the program, technical and administrative support funding provided by the program does not cover all of the upfront costs incurred by the District, nor the long-term costs associated with the 10 year commitment the District has to inspect and certify each installed conservation practice. The funds requested will supplement those funds provided by the program to cover District costs.

Turf Love Program ($2,000)-

Since taking over the Turf Love Program from the Virginia Cooperative Extension Service in February 2019, the Colonial SWCD has received Turf Love applications from 3 residents living with the City of Williamsburg. Funds provided by the City will allow District staff to begin marketing and offering technical expertise and educational programming to City constituents while awaiting the outcome of the Chesapeake Bay Restoration Fund grant application.

Agency Overview

Agency Purpose

The Colonial SWCD is a political subdivision of state government, which serves the localities of Charles City, New Kent, James City, York, and Williamsburg. The District's purpose is to administer locally led, voluntary conservation initiatives by offering technical and financial incentives to residents, homeowners, businesses, farmers, and other landowners.

Funding Formula

The Colonial SWCD does not use a specific funding formula.

Summary of other funding sources

The District receives funding from the Commonwealth of Virginia, the localities it serves, and through awards of competitive grant applications. Historically, state funding represents 65-75% of the District's operating budget, while local funding represents approximately 15%. Grant awards comprise the balance of the operating budget.

Partnerships with Other Agencies or City Departments

The Colonial SWCD works closely with the United States Department of Agriculture, the Virginia Department of Conservation and Recreation, the Virginia Department of Environmental Quality, the Virginia Cooperative Extension Service, and the Virginia Master Gardener Program.

Proposed FY 2021 Programs/Services

The Colonial SWCD will continue to offer the VCAP program, which provides technical and financial assistance to homeowners, residents, schools, churches, and businesses for the installation of conservation practices aimed at reducing stormwater loads to local waterways.
Also, the District has submitted a grant to the Chesapeake Bay Restoration Fund for the expansion of Turf Love, a program started in James City County approximately 20 years ago, that provides nutrient management plans for residential and commercial turfgrass. The grant will target nutrient management plan development on 50 individual parcels within the City.

Specific Benefits to Williamsburg Residents

Through the VCAP program, residents are guaranteed a site visit to evaluate their property and determine eligibility. The site visit gives residents the opportunity to obtain valuable information from the District's highly qualified staff. In FY 2019, District staff conducted 4 site visits, which resulted in the installation of one permeable paver conservation practice. The landowner was reimbursed $5,873 by the program for eligible expenses.
Turf Love program participants receive a state certified nutrient management plan, which is specific to their lawn maintenance needs, goals, and surrounding environment; decreases the risk of environmental harm from routine lawn care, and often provides an economic benefit from reduced costs associated with over-application of nutrients.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

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City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Williamsburg Farmers Market
Contact Person	Tracy Frey
Position Title	Executive Director
Email Address	therner@williamsburgva.gov
Phone Number	757-259-3768
Address	202 Quarterpath Road, Williamsburg, VA 23185
Total City Funding Request for FY 2021	$3,800.00

Short description of how funding will be used:

Williamsburg Farmers Market uses funding from our founding sponsors to fulfill the mission of the market, offsetting the operational expenses of running a farmers market.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Agency Overview

Agency Purpose

The mission is to sustain, foster and operate a weekly Williamsburg Farmers Market in Merchants Square for growers and producers primarily of Eastern Virginia featuring fresh, seasonal food and farm products for sale directly to residents, students, businesses and visitors in the Greater Williamsburg area. Williamsburg Farmers Market fulfills this mission through the following objectives: provide healthy regionally produced food to all economic levels of the Williamsburg community; stimulate the regional farm economy and preserve agricultural land; sustain and enhance the historic role of the Williamsburg town center as a premier gathering place for markets, social, cultural, and entertainment events; and create a fun and educational venue to enhance community life in Williamsburg.

Programs and Services Offered

Music at the Market - 43 weeks of live musical entertainment from some of Williamsburg's most talented performers.
Chefs Tent - 20+ weeks of chef demonstrations geared towards preparing fresh local vegetables, fruits and meats from the market. In 2020 and 2021, the market will be focusing on simple strategies for meal prep, including different knife skills, food storage and shopping on a budget at the market. In addition, Williamsburg Farmers Market is always looking for ways to reduce plastic and is planning to go plastic free at the chefs tent with the purchase of reusable plates, ramekins, forks and spoons.
Token Program - The market has it's own currency, and it's in the form of tokens! The token program benefits both customers and vendors. There is no fee for credit card transactions, which keeps customers from having to leave the market to use the ATM, and also lets the vendors keep more of the money they make, without it going to transaction fees.
Fresh Food Fund - Since 2013, the market has accepted SNAP (the new name for food stamps). To help make food more equitable in our community, the market offers a dollar for dollar match for every dollar spent in SNAP.
POP + - This match, which is FINI grant funded, is just for children of parents who use SNAP at the market. This endows children with purchase power to choose their own fruits and vegetables at the market, while their parents shop.
Power of Produce (POP) Club - 20 weeks of programing, just for the kids! From Memorial Day through Labor Day, children participate in a two-bite challenge, cooking and fitness activities. They get rewarded with tokens they can spend with their favorite vendors.
Sustainability Initiatives - Williamsburg Farmers Market continuously seeks ways to be more environmentally friendly. This includes reusable cups, bags, and hopefully a partnership that allows us to collect compost at the market.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Target Population or Audience of the Agency's Programs/Service

Williamsburg Farmers Market was created to be inclusive to all populations of the community, including residents, students, businesses and visitors. The different programs the market runs target different audiences including children, families, and the food insecure.

Projected Number of Residents to be Served or Attendees in FY 2021

300,000

Partnerships with Other Agencies or City Departments

Williamsburg Farmers Market partners with many different organizations including the City of Williamsburg (Finance, EDA, Parks and Recreation, Public Works, Human Services), Colonial Williamsburg, Merchants Square Association, Master Gardeners, Master Naturalists, Greater Williamsburg Chamber and Tourism Alliance, SHIP, JCCDSS, YCDSS, Virginia Farmers Market Association, VA Farm Bureau, VDACS, VCE, VSU, VDSS, Farmers Market Coalition, USDA

Number of Employees in the Agency 4

Percent of FY 2021 Budget Provided by City 1.5%

Fees Charged for Services or Events

$35 application fee, 6-8% of sales.

Performance Measurement: Please explain how you measure the services you provide, such as the number of people served, quantity of service units, or other quantifiable performance measures. Depending on the purpose of your agency, measures may include customer impact/outcome (examples are: increased levels of knowledge and skills, altered attitudes and behaviors, or improved social or health concerns), increase in number of tourist, increase in sales tax, meals tax, or any other data that measures the impact of the services, programs, or events.

What are the proposed outputs (direct products/services)?

The outputs include regionally produce food, the experience of shopping at a farmers market, and learning opportunities (chefs tent, POP Club).

What are the expected outcomes (changes in knowledge, increase in service levels, increase in overnight visits, increase in patronage of City businesses, or other measures)?

The expected outcomes will be increase in local food purchases, more repeat visitors, customers who are more knowledgeable about fruits and vegetables, increased visitation of Merchants Square during farmers market hours, and the economic trickle effect of a successful farmers market in the area.

How will the outputs and outcomes be measured? How often? Describe data collection or measurement tools that will be used to track and monitor these.

The outputs are measured by tracking vendors, musicians, and programs. Sales are tracked weekly, and compared weekly, monthly and annually. Visitors are counted weekly (with a person walking through the market counting all adults once an hour) and also quarterly (with 8 volunteers counting all adults entering the market). In 2020, a new software will be piloted which will allow the market to count individual cell phone pings to hopefully alleviate natural errors that occur in counting customers in an area with multiple entrances. Surveys are done with customers quarterly to find out how frequently they are attending the market, and if they are spending money in surrounding areas. Program efficiency is done through surveys and participant tracking.

Performance Goals: Please list at least two measures of goal attainment/service impact, and benchmark measure values for FY 2021, your FY 2019 results, and the FY 2020 projected values.

Performance Measures	FY 2019 Results	FY 2020 Projected	FY 2021 Goal
Results	25000	25000	2500
Sales	$1,275,000	1,350,000	1,425,000
Customer Counts	225,000	270,000	300,000
SNAP usage at market	5,000	5,500	6,000

FY 2021 Funding Requests from Other Sources

Funding Source	Amount Requested	Amount Approved
Source	50,000	50,000
Merchants Square Association	4,000	4,000
Founders Village Apartments	2,500	
VA Farm Bureau	1,000	
Totals	7,500	4,000

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

All applicants should attach a preliminary FY 2021 comparative total agency budget that includes your FY 2020 budget and FY 2019 actual revenues and expenditures. If you have applied for funding of a single program or project, please also attach a comparative expenditure budget for that program or project. You may complete the tables below or attach separate documents.

Agency Revenues	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
City Funding	3,800	3,800	3,800
State Funding			
Federal Funding	10,000	12,000	12,000
Other Grants			
Contributions	10,550	19,250	19,250
Fees	73,021	76,924	76,924
Other (please describe)	118,962	142,000	142,000
Total Revenues	216,333	253,974	253,974
Agency Expenses	**FY 2019 Actuals**	**FY 2020 Budget**	**FY 2021 Planned**
Salaries	35,158	42,459	42,459
Benefits	3,684	5,113	5,113
Other Personnel	12,992	24,375	24,375
Total Personnel	51,834	71,947	71,947
Office Supplies	1,500	1,500	1,500
Telephone	974	1,200	1,200
Postage	335	380	380
Travel	3,245	3,200	3,200
Conferences	280	300	300
Rent	0	0	0
Printing/Publications	0	0	0
Organization Dues	459	460	460
Insurance	1,169	1,250	1,250
Marketing/Advertising	7,912	9,801	9,801
Other(please describe	136,779	163,475	163,475
Total Non-Personnel	154,153	182,027	182,027
Total Expenses	205,987	253,974	253,974

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

(Additional Information for Single Program/Project Request only)

Program Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries	50000		
Benefits	25000		
Other Personnel	50000		
Total Personnel	75000		
Office Supplies	10000		
Telephone			
Postage	10000		
Travel	10000		
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses	100000		

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Partnership/Funding Formula/Dues

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City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Hampton Roads Military and Federal Facilities Alliance
Contact Person	Rick Dwyer
Position Title	Deputy Executive Director
Email Address	rdwyer@hrmffa.org
Phone Number	757-366-4377
Address	723 Woodlake Dr, Chesapeake, VA 23320
Total City Funding Request for FY 2021	$7,591.50

Short description of how funding will be used

These funds are used to pay the salary and benefits of the Executive Director and Deputy Executive Director; consulting and lobbying services of The Roosevelt Group; travel and per diem for staff trips to Washington, Richmond and relevant professional conferences; and the normal costs associated with an office (office equipment and consumables, professional subscriptions and memberships, etc.).

Agency Overview

Agency Purpose

HRMFFA is a not-for-profit, tax-exempt corporation that promotes and protects all participating municipalities by working to attract, retain and grow Federal facilities to Hampton Roads. Working closely with Federal installation leadership, local municipalities, the Governor's staff and the entire Congressional delegation, the organization advocates and influences Federal policy, legislation and appropriations for the economic benefit of the region. The organization consists of an Executive Director, Deputy Executive Director and a consulting/lobbying firm in Washington, DC.

Funding Formula

HRMFFA is requesting $7,591.50 from the City of Williamsburg in FY2021 based on estimated 2018 population data from the Weldon Cooper Center. All 13 cities and counties that make up HRMFFA agreed at its formation in 2006 to fund this organization at a $.50 per capita rate, equally sharing the costs notwithstanding population differences.

Summary of other funding sources

The other 12 municipal members of HRMFFA also pay a $0.50 per capita rate. The 11 voting private sector board members each pay a flat $5,000 fee.

Partnerships with Other Agencies or City Departments

None.

Proposed FY 2021 Programs/Services

HRMFFA's objective is to promote and protect all participating municipalities by working to attract, retain and grow Federal facilities to Hampton Roads. HRMFFA advocates on behalf of all Federal facilities in Hampton Roads to attract, sustain and nurture this vital piece of our regional economy. The Federal presence contributes over $21B in direct spending to the Hampton Roads economy and accounts for approximately 44% of overall regional GDP. All municipalities benefit from HRMFFA's efforts on their behalf.

Specific Benefits to Williamsburg Residents

Areas of recent focus include working to ensure NASA Langley Federal funding priorities remain intact; laying the groundwork for a partnership among the private sector, NASA Langley and Joint Base Langley-Eustis to support an unmanned systems industry in the region; continuing to support the growth of the Whole of Government Center of Excellence at William & Mary; addressing veteran's transition to employment in Hampton Roads after separating from service; continuous engagement with our Congressional delegation to shape the FY2020 Federal budget to minimize the adverse impact on Hampton Roads; and continuing efforts in support of Camp Peary, Naval Weapons Station Yorktown, USCG Training Center Yorktown, Joint Base Langley-Eustis, NASA Langley Research Center, and Jefferson Lab.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Partnership/Funding Formula/Dues

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City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Hampton Roads Planning District Commission
Contact Person	Sheila Wilson
Position Title	Chief Financial Officer
Email Address	wilsons@hrpdcva.gov
Phone Number	(757) 420-8300
Address	723 Woodlake Drive, Chesapeake, VA 23320
Total City Funding Request for FY 2021	$30,252

Short description of how funding will be used

Each fiscal year, the HRPDC relies on per-capital member locality dues and special program assessments to provide planning, research and analysis for projects of mutual interest to the region including those required by federal and state regulatory agencies and other activities endorsed by the HRPDC.

Agency Overview

Agency Purpose

The purpose of the HRPDC is to encourage and facilitate local government cooperation and state-local cooperation in addressing, on a regional basis, problems of greater than local significance.

The HRPDC's mission is to:

- Serve as a forum for local elected officials and chief administrators to deliberate and decide issues of regional importance;
- Provide the local governments and citizens of Hampton Roads credible and timely planning, research and analysis on matters of mutual concern; and
- Provide leadership and offer strategies and support services to other public and private, local and regional agencies, in their efforts to improve the region's quality of life.

Funding Formula

- Member Contribution Dues are based on per capita figure of $0.80 as approved by the Commissioners. Per capita population figures are based on the latest Weldon-Copper Adjusted census figure, in this case from 07/01/18. Please note that costs are subject to change when the published, updated population estimates for 07/01/19 are received.

- Metropolitan Medical Response System (MMRS) contribution is based on a per capita figure of $0.20 as approved by the Commissioners. Dues are assessed to each member locality.

- Special program budgets are developed through the HRPDC's committees for the following work areas: Hampton Roads Regional Construction Standards Program; Coastal Resiliency Program; Regional Water and Wastewater Programs; Regional Stormwater Program; and Environmental Education Programs.

Summary of other funding sources

A breakdown of the anticipated annual revenue for FY2021:

Federal	$5,300,000
State DHCD Grant	151,943
State, Other	3,930,000
Localities Member Dues	1,381,541
Localities Programs	1,906,416

TOTAL	$12,669,900 (Estimated FY2021 Revenue)

Partnerships with Other Agencies or City Departments

With its affiliated organization, the Hampton Roads Transportation Planning Organization (HRTPO), the HRPDC is a member organization that serves all 17 localities in the region.

Proposed FY 2021 Programs/Services

Please see the attached Preliminary Local Jurisdiction Contribution spreadsheet for details by program area.

Specific Benefits to Williamsburg Residents

The HRPDC serves the entire population by being the region's resource for technical expertise on issues pertaining to economics, emergency management, housing, planning, and water resource management. The HRPDC also advances regional initiatives to improve the region's economic well being and quality of life, and serve as an advocate for the region.

HAMPTON ROADS PLANNING DISTRICT COMMISSION
Local Jurisdiction Contributions
PROPOSED FISCAL YEAR 2021 SUMMARY - SUBJECT TO CHANGE
(Revised 02-20-2020)

		100000 45400	398700 46000	670521 47100		233521 49501	242600 42201	233721 49502	235121 49500	237021 49100	237600 49100	239021 49600	234021 49500	234321 49500	235721 49500	239221 49600	239321 46600	237121 46500	237221 49100	239521 48000	239621 48000	
	CENSUS	MBR DUES	MMRS	RCS	RESILIENCY AND WATER RESOURCES PROGRAMS								ASKHRGREEN PROGRAMS									
	Weldon-Cooper 7/1/2019 Population Estimates (Published 1/27/2020)	Agency Activities Member Contributions	Metropolitan Medical Response System (MMRS)	Regional Construction Standards	Coastal Resiliency Program				Water	Stormwater		Wastewater	HRWET		H2O	HRFOG		HRSTORM		HRCLEAN		
JURISDICTION		$0.80 Per Capita	$0.20 Per Capita	Per Committee	Total Coastal Resiliency Program Per committee	Coastal Resiliency TA Per committee	USGS Subsidence Monitoring Per committee	Flood Insurance Outreach Per committee	Regional Water TA Program Per committee	Regional Stormwater Program Per committee	Regional Stormwater Program Legal Services Per committee	Regional Wastewater Program Per committee	HRWET Staff Per committee	HRWET Direct Per committee	Help 2 Others (H2O) Program Per committee	HRFOG Direct Per committee	HRFOG Consultant Per committee	Stormwater Management Education Staff Per committee	Stormwater Management askHRgreen Per committee	HRCLEAN Admin Per committee	HRCLEAN Direct Per Capita and Per committee	TOTAL
Chesapeake	245,745	196,596	49,149	9,518	44,118	32,820	4,943	6,355	16,681	44,341	0	7,094	10,036	12,908	4,040	5,067	5,096	8,897	8,696	7,061	7,967	437,265
Franklin	8,261	6,609	1,652	324	1,503	1,119	168	216	3,012	1,511	0	499	535	689	216	356	358	303	1,262	240	328	19,397
Gloucester County	37,090	29,672	7,418	1,452	6,729	5,006	754	969	3,318	6,763	0	186	748	962	301	133	134	1,357	2,174	1,077	1,265	63,689
Hampton	135,753	108,602	27,151	5,293	24,536	18,253	2,749	3,534	2,242	24,661	0	5,038	0	0	0	3,599	3,619	4,948	5,280	3,927	4,457	223,353
Isle of Wight County	29,325	23,460	5,865	1,134	5,256	3,910	589	757	2,962	5,282	0	308	501	644	201	220	221	1,060	1,917	841	1,001	50,873
James City County	75,907	60,726	15,181	2,960	13,720	10,207	1,537	1,976	7,203	13,789	0	2,692	3,449	4,435	1,388	1,923	1,933	2,767	3,393	2,196	2,518	140,273
Newport News	181,000	144,800	36,200	7,069	32,766	24,375	3,671	4,720	0	32,932	0	5,373	0	0	0	3,838	3,859	6,607	6,716	5,244	5,932	291,336
Norfolk	245,054	196,043	49,011	9,591	44,457	33,074	4,980	6,403	16,766	44,682	0	7,075	10,095	12,984	4,064	5,054	5,082	8,965	8,755	7,115	8,028	437,767
Poquoson	12,395	9,916	2,479	481	2,228	1,657	250	321	2,242	2,240	0	549	0	0	0	392	395	449	1,389	357	458	23,575
Portsmouth	94,581	75,665	18,916	3,706	17,177	12,779	1,924	2,474	9,447	17,265	0	3,584	5,008	6,441	2,016	2,560	2,574	3,464	3,996	2,749	3,138	177,706
Smithfield	8,324	6,659	1,665	329	1,527	1,136	171	220	2,915	1,535	0	329	468	601	188	235	237	308	1,266	244	333	18,839
Southampton County	17,855	14,284	3,571	697	3,229	2,402	362	465	2,414	3,246	0	138	119	154	48	99	99	651	1,563	517	638	31,467
Suffolk	93,825	75,060	18,765	3,618	16,773	12,478	1,879	2,416	7,797	16,858	0	2,456	3,861	4,966	1,554	1,754	1,764	3,382	3,926	2,684	3,065	168,283
Surry County	6,561	5,249	1,312	257	1,191	886	133	172	0	1,197	0	0	0	0	21	0	0	240	1,208	190	272	11,137
Virginia Beach	452,643	362,114	90,529	17,696	82,026	61,022	9,189	11,815	31,773	82,442	0	14,549	20,526	26,401	8,262	10,392	10,450	16,541	15,309	13,128	14,762	816,900
Williamsburg	15,383	12,306	3,077	593	2,747	2,043	308	396	3,188	2,761	0	324	658	846	265	231	232	554	1,479	440	551	30,252
York County	69,407	55,526	13,881	2,682	12,433	9,249	1,393	1,791	2,242	12,496	0	2,805	0	0	0	2,004	2,015	2,507	3,169	1,990	2,287	116,037
HRSD	0	0	0	5,000	0	0	0	0	10,629	0	0	52,001	0	0	0	37,143	37,349	0	0	0	0	142,121
HRUHCA	0	0	0	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
NN Water Works	0	0	0	2,500	0	0	0	0	30,171	0	0	0	19,413	24,969	7,815	0	0	0	0	0	0	84,868
TOTAL FY2021	**1,729,109**	**1,383,287**	**345,822**	**79,900**	**312,416**	**232,416**	**35,000**	**45,000**	**155,000**	**314,001**	**0**	**105,000**	**75,417**	**97,000**	**30,379**	**75,000**	**75,417**	**63,000**	**71,499**	**50,000**	**57,000**	**3,290,138**
TOTAL FY2020	1,726,928	1,381,541	345,387	79,901	310,034	240,034	35,000	35,000	168,752	314,003	0	121,928	73,579	96,998	27,687	75,001	73,578	61,501	71,498	50,000	47,104	3,298,492
DIFFERENCE	2,181	1,746	435	(1)		(7,618)	0	10,000	(13,752)	(2)	0	(16,928)	1,838	2	2,692	(1)	1,839	1,499	1	0	9,896	(8,354)

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - General Application

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Heritage Humane Society
Contact Person	Kimberly Laska
Position Title	Executive Director
Email Address	Kimberly@heritagehumanesociety.org
Phone Number	(757) 221-0150 ext. 1008
Address	430 Waller Mill Road, Williamsburg, VA 23185
Total City Funding Request for FY 2021	$50,000

Short description of how funding will be used:

Heritage Humane Society provides quality care for the City of Williamsburg residents when they need to surrender their pet due to no longer being able to care for it, for stray animals, and for animals siezed by Animal Control officers. This funding will go to provide for the medical care, daily care, enrichment, and so much more for the homeless pets that are in transition from their current situation to their forever homes. In addition, Heritage Humane Society provides a safe venue for families to come and adopt their next family member, community resources for people in need, and a venue for children to learn about humane education. In 2020, we will be starting our renovation of our dog runs and outdoor play yards. The next step will be our building expansion as soon as funds and permits are ready.

Agency Overview

Agency Purpose

Heritage Humane Society is a private 501(c)(3) non-profit organization that functions as an open admission high adoption animal shelter that houses and cares for stray and unwanted companion animals from the City of Williamsburg, James City County and the 1st District of York. The mission of Heritage Humane Society is as follows: The Heritage Humane Society serves as the compassionate steward of companion animals that are in transition from stray/surrender to forever homes. Heritage Humane Society will also educate the public about humane animal care and treatment, advocate animal welfare, and provide affordable adoption and spay/neuter services to measurably reduce overpopulation of unwanted companion animals.

Programs and Services Offered

Heritage Humane Society meets our client's needs by providing a healthy, safe and clean shelter for the animals in our care, enrichment and socialization for our dogs and cats, high quality food as part of a partnership with Hills Science Diet, wellness and specialized medical care for adoptable animals who require surgery or special medication, foster care for animals too young for shelter life or those in need of a hospice situation, reduced cost spay and neuter services for those in need within our communities, and offsite activities whenever possible. We partner with a contract veterinarian to provide the best possible consistent medical care for the pets at Heritage Humane Society.

Because Heritage Humane Society is an open-admission shelter, we accept every animal that comes through our doors as long as the animal is from our service area. This is especially important in a time when more local shelters are making the transition to becoming private shelters. We take not only the pets we deem adoptable, but also the sick, malnourished and injured animals. Many of the animals have significant health and behavior issues making the feasibility of adoption difficult. Even knowing this, our adoption rate remains high and euthanasia rate low. In 2018, we achieved a 95.1% live animal release rate, so the success is in the numbers!

Target Population or Audience of the Agency's Programs/Service

Our target population is community-wide. We work with families that are in crisis or just wanting to grow by adding a new pet. We work with students by providing humane education and shelter tours, college and university students on volunteer projects and research, special need individuals and groups including Colonial Behavioral Health and Eastern State Hospital, retirees that are volunteers or when we take pets to their facilities for enrichment, and with people that need services or support from the experts in our field. We strive to have a positive impact on the community-at-large.

Projected Number of Residents to be Served or Attendees in FY 2021

With our expanded building and therefore better housing for community pets, education and training center and new platforms for engagement, we anticipate doubling our impact in the community. Our goal for FY 2021 is to reach 75,000 people. We will also see an increase in our off site events such as the DoG Street Strut (located in City of Williamsburg), Holiday Bazaar (located in City of Williamsburg) and approxiamately 30 other events in the City.

Partnerships with Other Agencies or City Departments

National Night Out, City of Williamsburg Police Department, James City County Police Department, Animal Control, Parks and Recreation, Chamber of Commerce, WMBG, The Tide, WY Daily, Virginia Gazette, Economic Development, and 100's of local businesses and restaurants around our community.

Number of Employees in the Agency 21

Percent of FY 2021 Budget Provided by City 2.18

Fees Charged for Services or Events

Adoption fees range from $50 to $200 depending on the species and age of the animal. Event fees differ depending on the inclusions and exclusivity. We also charge return to owner fees and surrender fees. Dog training classes are also a fee for service.

Performance Measurement: Please explain how you measure the services you provide, such as the number of people served, quantity of service units, or other quantifiable performance measures. Depending on the purpose of your agency, measures may include customer impact/outcome (examples are: increased levels of knowledge and skills, altered attitudes and behaviors, or improved social or health concerns), increase in number of tourist, increase in sales tax, meals tax, or any other data that measures the impact of the services, programs, or events.

What are the proposed outputs (direct products/services)?

We are most focused on our live animal release rate (animals that exit our program through adoption, transfer to a breed specific rescue or return to owner) as our key measurement of success. In 2018, we acheived a 95.1% release rate, which is not something we will be able to accomplish each year. As an open-admission facility, having a release rate that is 92% or higher is a succussful outcome.

What are the expected outcomes (changes in knowledge, increase in service levels, increase in overnight visits, increase in patronage of City businesses, or other measures)?

As we continue to grow, we will have an increase in the number of students that will be able to participate in our Animal Camp program, dog training classes and helping more animals from high kill shelters from our entire region.

How will the outputs and outcomes be measured? How often? Describe data collection or measurement tools that will be used to track and monitor these.

We track our live animal release rates monthly for our board of directors. We run reports through our Animal software, PetPoint, which is used by many other shelters in the country. We submit our numbers to the Virginia State Vet which is shareable nationwide and that same data is included on our website.

Performance Goals: Please list at least two measures of goal attainment/service impact, and benchmark measure values for FY 2021, your FY 2019 results, and the FY 2020 projected values.

Performance Measures	FY 2019 Results	FY 2020 Projected	FY 2021 Goal
Live Animal Release Rate	95.1	93	93
Number of community pets sheltered	1727	1800	2100
# of animal campers	80	100	200

FY 2021 Funding Requests from Other Sources

Funding Source	Amount Requested	Amount Approved
City of Williamsburg	50,000	
James City County	125,000	
York County - District 1	25,000	
Totals		

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

All applicants should attach a preliminary FY 2021 comparative total agency budget that includes your FY 2020 budget and FY 2019 actual revenues and expenditures. If you have applied for funding of a single program or project, please also attach a comparative expenditure budget for that program or project. You may complete the tables below or attach separate documents.

Agency Revenues	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
City Funding	25482.02	25500.00	50000.00
State Funding	0	0	0
Federal Funding	0	0	0
Other Grants	29831.50	35000.00	65000.00
Contributions	576808.53	712849.00	784133.00
Fees	186936.35	210155.43	224866.31
Other (please describe)	146584.94	157050.99	1170573.55
Total Revenues	965643.34	1140555.42	2294572.86
Agency Expenses	**FY 2019 Actuals**	**FY 2020 Budget**	**FY 2021 Planned**
Salaries	568794.40	632432.00	739056.60
Benefits	52472.84	54993.10	61592.27
Other Personnel	56893.11	59576.27	66725.42
Total Personnel	678160.35	747001.37	867374.29
Office Supplies	1984.33	2000.00	3000.00
Telephone	21454.08	21500.00	25000.00
Postage	1256.81	1300.00	2000.00
Travel	0	0	2000.00
Conferences	2457.16	3800.00	4200.00
Rent	0	0	0
Printing/Publications	6627.64	11000.00	20000.00
Organization Dues	1983.64	2000.00	2500.00
Insurance	7691.94	8000.00	11000.00
Marketing/Advertising	763.63	1000.00	6000.00
Other(please describe	334363.12	342954.05	1351498.57
Total Non-Personnel	378582.35	393554.05	1427198.57
Total Expenses	1056742.70	1140555.42	2294572.86

(Additional Information for Single Program/Project Request only)

Program Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

Municipalities Report - FY19

INTAKE	FY19 Cat	FY19 Dog	FY19 Other	Total Intakes	% of total	Cost Per Municipality
City of Williamsburg	138	117	10	265	15.34	$162,152
York County	103	88	12	203	11.75	$124,215
James City County	306	266	34	606	35.09	$370,808
Other	234	110	26	370	21.42	$226,401
Not Specified	179	72	32	283	16.39	$173,166
	960	653	114	1727	100.00	

Total Cost per Animal Based on FY19 Budget	FY19 Operating Budget	Budget Per Animal
	$1,056,743	$612

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Partnership/Funding Formula/Dues

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- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Greater Peninsula Workforce Development Corporation
Contact Person	William H. Mann, Jr.
Position Title	Executive Director
Email Address	wmann@vcwpeninsula.com
Phone Number	757-826-3327
Address	11820 Fountain Way, Suite 301, Newport News, VA 23606
Total City Funding Request for FY 2021	$5,947

Short description of how funding will be used

Paramount to this effort is the delivery of adult and dislocated worker services through the Board's American Job Center (AJC) located on the campus of Thomas Nelson Community College (TNCC). Officially rebranded July 1, 2018 as the Virginia Career Works, Greater Peninsula Region, Hampton Center, Board Staff, working with other partner agencies, provide an array of workforce development services that are closely aligned with community investments in education and job training programs and strategic economic development initiatives. Additionally, the Board provides funds to support an integrated youth service delivery system, under a contract with the New Horizons Regional Education Center (NHREC). With these funds the NHREC provides high quality services for youth and young adults that begins with career exploration and guidance, continued support for educational attainment, opportunities for skills training in, "in-demand," industries and occupations, culminating with good employment opportunities.

Agency Overview

Agency Purpose

The Greater Peninsula Workforce Board is a group of community leaders appointed by local elected officials and tasked with planning and oversight responsibilities for workforce development programs and services within the seven localities that comprise the Virginia Career Works – Greater Peninsula Region. We are one of the fifteen Boards established within the Commonwealth by the Governor's Office.

As adopted by the Greater Peninsula Workforce Board's Executive Committee, the mission is, "to advance prosperity and well-being in our community by engaging stakeholders to accelerate workforce and economic development opportunities."

Based on the belief there's nothing more important to a region's economic vitality than a highly skilled workforce, the Board focuses its attention on identifying the workforce needs of the region's employers, job seekers and youth. We partner with economic development entities, educational institutions, local governments and employers to devise innovative strategies so we can develop workforce talent that benefits businesses across the board and helps establish or advance careers for people of all ages.

Funding Formula

Williamsburg's share of the member jurisdictions per capita contributions is $5,947 or 2% of the total per capita received. This is based upon a .51 levy as calculated against the last U. S. Census Bureau's records and it is this amount, $5,947, which is requested for FY 2021.

Summary of other funding sources

The Board and its program of services is primarily supported with formula funds allocated under WIOA by the U. S. Department of Labor. Currently this amounts to $3,921,520 which equates to 89% of all revenues received. The balance of the Board's funding is derived from other grants, private sector contributions, and One-Stop Career Center Partner Resource Sharing Agreements which totals $214,948 (5%) and a local per capita contribution received from the Board's seven member jurisdictions amounting to $255,226 (6%) for a grand total of $4,391,694 for the current fiscal year.

Partnerships with Other Agencies or City Departments

Board Staff partnered with a number of organizations in the delivery of local workforce development services. These partner agencies include: Region 21 Adult Education and Literacy; the VA Employment Commission; the VA Dept. of Aging and Rehabilitation Services; TNCC; Goodwill of Coastal VA; Rappahannock Community College; the NHREC; the American Association of Retired Persons; local Departments of Human Services; local Public School Divisions; local municipal and county Departments of Economic Development and the Hampton Roads Economic Development Alliance; the Peninsula, Williamsburg and Gloucester Co. Chambers of Commerce; the Peninsula Community Foundation; the Hampton Roads Workforce Council (formerly Opportunity, Inc.); local community and faith based organizations; and 25 training vendors.

Proposed FY 2021 Programs/Services

Amercian Job Center services includes labor market information, assessment, employability planning, counseling/case management, academic education, occupational skills training, supportive services and employment assistance that's designed to place job seekers, including individuals with disabilities, in upwardly mobile positions in, in-demand occupations that provide family sustaining wages. Board Staff also work closely with the City's Department of Human Services and is a collaborating partner leveraging WIOA Funds in support of the Department's Customer Services Academy.

Additionally, the Board, through its contract with NHREC, provides in and out-of-school youth with the following services: academic instruction; alternative secondary school services; work experiences; skills training leading to industry recognized credentials; concurrent class room/work based learning; leadership development; supportive services; adult mentoring; follow-up services; guidance and counseling; financial literacy training; entrepreneurial skills training; labor market information; and post-secondary education transition activities.

Specific Benefits to Williamsburg Residents

In line with its mission, the Board works to improve job and career options for Williamsburg's workers and jobseekers by utilizing its resources to support an integrated, job-driven public workforce system that links the needs of area employers for a skilled workforce with diverse talent development strategies designed to equip workers with the skills required to meet those needs. As a result, this effort supports the development of strong, vibrant regional economies where businesses thrive and where people want to live and work.

Paramount to this effort is the delivery of services through the Board's American Job Center (AJC) located on the campus of Thomas Nelson Community College (TNCC). Officially rebranded July 1, 2018 as the Virginia Career Works, Greater Peninsula Region, Hampton Center, Board Staff, working with other partner agencies, provide an array of workforce development services that are closely aligned with community investments in education and job training programs and strategic economic development initiatives.

Additionally, the Board provides funds to support an integrated youth service delivery system, under a contract with the New Horizons Regional Education Center (NHREC). With these funds the NHREC provides high quality services for youth and young adults that begins with career exploration and guidance, continued support for educational attainment, opportunities for skills training in, "in-demand," industries and occupations, culminating with good employment opportunities along a defined career pathway and or enrollment in post-secondary education.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Partnership/Funding Formula/Dues

- The request must be received by City on or before November 18, 2019, 4:30 pm
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- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Greater Williamsburg Partnership
Contact Person	Voncile "Von" Gilbreath
Position Title	Director
Email Address	vongilbreath@gwpva com
Phone Number	757-645-0687
Address	421 North Boundary Street, Williamsburg, VA 23185
Total City Funding Request for FY 2021	$14,424

Short description of how funding will be used

The Greater Williamsburg Partnership (GWP) will use funds to market the three communities (Williamsburg, James City County and York County) as the Greater Williamsburg region--a preferred business location. Emphasis will be placed on attracting new business investment; increasing industry diversification; creating high wage jobs; enhancing the entrepreneurial ecosystem and overall increasing prosperity for the region's businesses and citizens

GWP will conduct marketing outreach to the Virginia Economic Development Partnership, site selection consultants, realtors, businesses and other key stakeholders to reach these goals.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Agency Overview

Agency Purpose

The Greater Williamsburg Partnership (GWP), a regional economic development organization, markets the Greater Williamsburg area to attract new business investment; foster high wage job creation; stimulate entrepreneurialism; diversify the regional economy and overall increase prosperity for its businesses and citizens

Funding Formula

The GWP requests total funding from the City of Williamsburg of $14,424. The amount requested is based on a pre-arranged agreement between the three localities to fund the GWP at a rate of $0 95 per capital population All localities agreed to use the population number published by the Weldon Cooper Center for Public Service https://demographics coopercenter org/virginia-population-estimates/

In this case, the City of Williamsburg, as of the date of this letter, is 15,183 population The same formula will be applied to requests for funding from James City County and York County based on their population numbers.

Each locality's elected body passed a resolution committing to this funding (August 2015) and the three locality Economic Development Authorities (EDA) executed a Memorandum of Understanding committing to support the GWP at this financial level.

Currently, the GWP's total organization funding is generated by the three localities under the above cited formula and request for FY 2021 funding is as follows:

	Population	Funding Amount
City of Williamsburg:	15,183	$14,424
James City County:	75,837	$72,045
York County:	68,725	$65,289

Summary of other funding sources

No other funding sources at this time

Partnerships with Other Agencies or City Departments

The GWP is a division of the Greater Williamsburg Chamber & Tourism Alliance-Business Council. GWP partners with the local Economic Development Organizations (EDO)s in each of the three communities--Williamsburg, James City County and York County.

Proposed FY 2021 Programs/Services

GWP will continue to build relationships at the local, regional, state and national level to promote regional economic development and opportunities in Williamsburg, James City County and York County Special emphasis will be placed on conducting outreach to the Virginia Economic Development Partnership, site selection consultants, realtors, businesses, and other key stakeholders to reach targeted goals

Specific Benefits to Williamsburg Residents

GWP efforts are designed to increase prosperity for the citizens of Williamsburg and grow the region's economy by attracting businesses and creating high wage jobs Therefore, citizens can live, work and play in Williamsburg and spend their disposable dollars in the community Additionally, new business investment will generate new business tax revenue to offset the cost of City services such as schools, public safety (fire and police), road improvements, etc.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Partnership/Funding Formula/Dues

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- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Thomas Nelson Community College
Contact Person	Steven R. Carpenter
Position Title	Vice President of Finance & Administration
Email Address	CarpenterS@tncc.edu
Phone Number	757-825-2717
Address	99 Thomas Nelson Dr, Hampton VA 23666
Total City Funding Request for FY 2021	$ 23,313.15

Short description of how funding will be used

The contributions from Williamsburg and our neighboring localities provide funding for our Capital Outlay projects not covered by funding from the Commonwealth. These projects include all areas of the campus extending five (5) feet beyond our buildings. The contributions also contribute to the lease payment for the Peninsula Workforce Development Center (PWDC) in Hampton and for the rent of the Thomas Nelson Workforce Center located in Williamsburg.

Agency Overview

Agency Purpose

Thomas Nelson Community College is an institute of higher education, providing credit and non-credit classes to the citizens of Williamsburg. The contributions from Williamsburg and our neighboring localities provide funding for our Capital Outlay projects not covered by funding from the Commonwealth. These projects include all areas of the campus extending five (5) feet beyond our buildings. The contributions also contribute to the lease payment for the Peninsula Workforce Development Center (PWDC) in Hampton and for the rent of the Thomas Nelson Workforce Center located in Williamsburg.

Funding Formula

Site Improvement	$10,356
Workforce Center Lease	$ 2,457
PWDC Lease	$10,500

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Summary of other funding sources

York County	$146,801
James City County	$159,099
City of Poquoson	$ 28,837
City of Newport News	$318,356
City of Hampton	$262,742

Partnerships with Other Agencies or City Departments

York County
James City County
City of Poquoson
City of Newport News
City of Hampton

Proposed FY 2021 Programs/Services

Specific Benefits to Williamsburg Residents

1. Provide citizens the opportunity to earn Associate Degrees.
2. Provide citizens the opportunity to learn new skills or enhance existing skills for job improvement.
3. Provide just-in-time training opportunities for companies in the service region.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Partnership/Funding Formula/Dues

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- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Virginia Cooperative Extension
Contact Person	Janet Spencer
Position Title	Southeast District Director
Email Address	jaashle2@vt.edu
Phone Number	757-807-6532
Address	6321 Holland Road, Suffolk, VA 23437
Total City Funding Request for FY 2021	$7486

Short description of how funding will be used

Historically, this funding request has been used to help fund a part-time Horticulture Program Assistant whose primary focus was to provide leadership and management to the James City County/Williamsburg Extension Master Gardener Program. Due to changes with other funding sources for this position, Virginia Cooperative Extension is seeking a full-time Agricultural and Natural Resources Extension Agent position. Funding for this position will be primarily provided by Virginia Cooperative Extension, James City County, and New Kent County. Virginia Cooperative Extension will provide 50% funding for this position and James City County and New Kent County will each provide 25% funding. We are requesting funding from the City of Williamsburg to provide additional programmatic support, as the ANR Extension Agent would be responsible for providing educational opportunities to the residents of the City of Williamsburg. Areas of focus will include home horticulture and commercial horticulture with the goal of encouraging and promoting environmentally sound horticulture practices through sustainable landscape management.

Agency Overview

Agency Purpose

Virginia Cooperative Extension, established in 1914, was designed as a partnership of the U.S. Department of Agriculture, the Land-Grant Universities, and local governments. Today, Virginia Cooperative Extension provides research-based educational programs to the people of the Commonwealth through Extension Agents in 107 county and city offices. Local citizens are engaged in helping Extension agents design, implement and evaluate educational programs in the areas of Agriculture and Natural Resources, 4-H Youth Development, Family and Consumer Sciences, and Community Viability Extension programs are designed to address the educational needs of local residents.

Agriculture and natural resources (ANR) programs help sustain the profitability of agricultural and forestry production and enhance and protect the quality of our land and water resources. Within these ANR programs is the Extension Master Gardener Program, which provides research-based, unbiased information to local citizens on topics related to Environmental Horticulture. The James City County/Williamsburg Master Gardener volunteers educate, inform, and work with individuals on all aspects of horticulture to protect and enhance the environment, including turf, landscape, vegetables, trees, shrubs and pest management practices. They accomplish this through their twenty-four educational projects that touch on various topics providing best management practices for the lawn, garden and water resources. Several of their programs educate the youth by providing hands-on experiences with water conservation and wise use of natural resources while growing plants for food and beauty. They assisted many schools by creating school gardens for educational purposes. Other programs reach those who are elderly, mentally ill, lower income and in the JCC/W Youth detention center.

In 2019, the James City County/Williamsburg Master Gardeners gave leadership to answering consumer/environmental horticulture questions and volunteered over 1200 hours to the City of Williamsburg, reaching over 4600 contacts within the city. There are approximately 280 Extension Master Gardeners in the James City County/Williamsburg program, of which, 12+ are residents in Williamsburg.

Funding Formula

This funding proposal is based on the cost and services for James City County and The City of Williamsburg based on the 2010 census data:

> James City County population: 68 967 (85%)
> City of Williamsburg population: 10,267 (15%)

FY 2021 James City County Local Budget Request = $49,905

Proposed cost-share based on FY 2021 JCC Budget Request:
> James City County = $42,419
> City of Williamsburg = $7486 (15% requested to assist with ANR and Extension Master Gardener Programming in the City of Williamsburg).

Summary of other funding sources

Other funding sources for the Agricultural and Natural Resources Extension Agent position include Virginia Cooperative Extension, James City County, and New Kent County. Other sources of funding to support specific programs offered by the Extension Master Gardener volunteers may include proceeds from the annual master gardener plant sale, donations, and local in-kind contribution of resources.

Partnerships with Other Agencies or City Departments

The James City County/Williamsburg Extension Master Gardeners utilize key partnerships within the county and city to promote, coordinate, and expand programs. Partnerships with local agencies vary depending on the specific need or program, but current partnerships include the local school system, Parks & Recreation, Soil & Water Conservation District (SWCD), and Colonial Williamsburg.

Proposed FY 2021 Programs/Services

Extension Master Gardener Programs are needs-based and will address specific issues or questions from citizens within the City of Williamsburg. These programs will include, but are not limited to, Landscape Love, Turf Love, the Williamsburg Farmer's Market, the Colonial Williamsburg Garden, and Mattey's Garden (Mathew Whaley Elementary School). Specific issues addressed with these programs include soil testing, plant recommendations, diagnostic identification of pests (weeds, insects, plant diseases), urban nutrient management, water quality, and sustainable landscape development. Programs will include both adult and youth participants.

Specific Benefits to Williamsburg Residents

A variety of clinics are provided to assist residents with issues ranging from correct pruning practices, pest control, plant disease identification and treatment, to composting. JCC/W Master Gardeners work with Colonial Williamsburg and the Williamsburg Botanical Garden providing residents and tourists with information and education. They are dedicated to improving the community in which they live and to endeavor to make where they live an inviting and healthy place for future generations.

BikeWalk
WILLIAMSBURG

BikeWalkWilliamsburg.org

BikeWalk Williamsburg is a non-profit dedicated to creating and fostering a bicycling and walking friendly community in the Greater Williamsburg Area through education, communication, advocacy and encouragement.

BikeWalkWilliamsburg.org

BikeWalk
WILLIAMSBURG

SPONSORSHIP OPPORTUNITIES

Pedal the Parkway

Donor Recognition

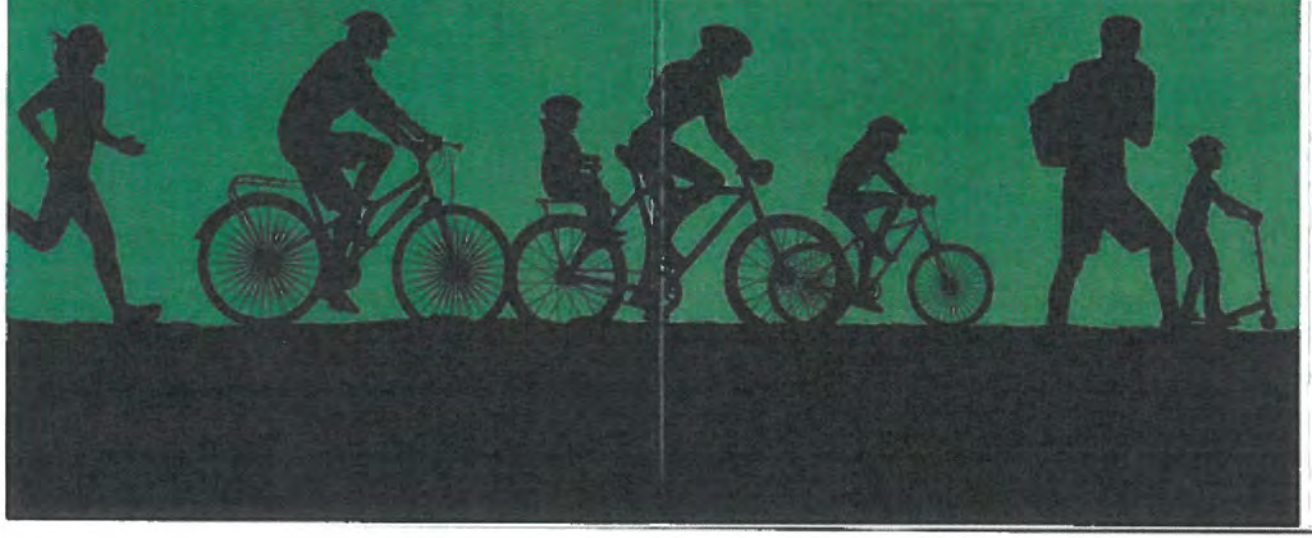
Your Gift to BikeWalk Williamsburg supports our mission to foster a bicycling and pedestrian friendly Greater Williamsburg. We do this through community outreach with programs like Pedal the Parkway, Cycling Without Age, bicycle rodeos, helmet fittings, give aways, and the installation of bike Fixit stations. We also advocate with local and state government officials for stronger infrastructure to support bikes and sneakers. We do this all with the help of our Volunteers and our Sponsors.

PLATINUM SPONSOR $2,000
All the benefits of a Gold Sponsor but we use a "Very Large" logo in our promotions and give you advance placement in our recap video and extra special shout-outs on social media.

GOLD SPONSOR $1,000
All the benefits of a Silver Sponsor but we use a "Large" logo in our promotions and you'll get credit in our recap video. We also give you a space to place a banner near the Jamestown event entrance, and you can place a staffed company tent at the Archer's Hope refreshment stop.

SILVER SPONSOR $500
We'll stick your logo on our fantastic Pedal the Parkway t-shirt and include your linked logo on our website and on some of our promotional materials.

BRONZE SPONSOR $100
We'll list your name with a link on our website, on some of our promotional materials, and we'll tag you in social media to say thanks!



Sponsorship Pledge:

I pledge to give to BikeWalk Williamsburg to support their mission. I would like to pledge a gift of:

- ☐ $2,000
- ☐ $1,000
- ☐ $500
- ☐ $100
- ☐ Other _____

Contact Name

Name of Sponsor/Business to be credited

Phone Email

Signature Date

Your gift in the form of a check may be mailed to:
BikeWalk Williamsburg
PO Box 222, Williamsburg, VA 23187-222

All inquiries, advertising information and media should be sent to: Nancy Carter, njcarter@starpower.net, 757-229-4907

BikeWalk Williamsburg is a 501(c)3, non-profit charitable organization.

A BikeWalk Williamsburg financial statement is available upon written request from the Office of Charitable and Regulatory Programs, Virginia Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond VA 23218.

BIKEWALK WILLIAMSBURG
CURRICULUM
BICYCLE SAFETY CLUB

DAY 1 (Indoors)

Introduction: Assuming 7 or 8 classes, this first class is held in the classroom. Includes introductions, discussion of bike safety and helmet fitting. If only 6 classes, this can be combined with Day 2.

DAY 2

Bike fitting. Students free ride to assess bike skills after being fitted for their bikes. Once everyone has a bike, we will go over Quick Check (ABC). Students can free ride if time remains.

DAY 3

Starting, stopping and straight line. Instructor will demonstrate. Students ride two laps with 18 inch spacing and two laps with 12 inch spacing.

DAY 4

Bike parts and gearing. Divide students into 3 groups and rotate through stations.

Station 1: bike on stand; one student shifts, one student pedals, one student watches rear derailleur, one student observes activity (depending on number).

Station 2: students take turns pumping inner tube with floor pump while the others in the group feel the tube as it expands.

Station 3: free ride practicing skills from previous class.

Following the station activities, students then practice riding in low gear (1), high gear (5) and medium gear (3). Instructors set the gear on bikes. Students do one loop in each gear to compare. Students will then ride one or two laps, shifting as they pass instructor(s). Instructors will call "high gear" or "low gear" as students pass.

DAY 5

Signaling, turning, Instructor will demonstrate. Students practice correct turn signals and stop signal, controlling the bike with one hand while signaling. Students ride 2 laps counterclockwise for left turns and 2 laps clockwise for right turns. This also reinforces starting and stopping skills.

DAY 6

Avoidance weave and crazy course. Instructor demonstrates skill to class: two laps of easy (inside the tennis balls) and 2 laps of hard (outside the tennis balls). Each student will then place two tennis balls to construct a crazy course for instructor and students to ride through forwards and backwards.

DAY 7

Graduation ride (route varies depending on the school). Bike safety talk by police officer. 22Class picture. Students return to classroom for goodie bags and certificates.

WHEN THE SHIP SCHEDULE RUNS FOR 8 WEEKS:

DAY 8 (classroom - rainy day activities - inserted when needed)

Bicycle parts - names on stickies - one to each student - they have to stick their label on the correct part. Packet of bicycle safety activities. Students can work with a partner. The crossword puzzle worked better as a full class activity. Teacher can provide crayons/colored pencils.

DAY 8 (play court - good weather - could be inserted the week before graduation)

Rock Dodge, Quick Stop, Snail Race

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Partnership/Funding Formula/Dues

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Historic Virginia Land Conservancy
Contact Person	Patrice Sadler
Position Title	Executive Director
Email Address	Patrice@HistoricVirginiaLandConservancy.org
Phone Number	(757) 565-0343
Address	5000 New Point Road, Suite 2202, Williamsburg, VA 23188
Total City Funding Request for FY 2021	$5,000.00

Short description of how funding will be used

The Historic Virginia Land Conservancy (HVLC) uses funds to enable this organization to carry out our mission of protecting and preserving significant land in the lower James, York and Rappahannock River watersheds. HVLC

Agency Overview

Agency Purpose

The HVLC mission is to protect and preserve significant historic, scenic, agricultural and natural land in the lower

Funding Formula

HVLC funding comes from individual donations, business sponsorships, grants, fundraising events and occasionally, a bequest.

Summary of other funding sources

HVLC has no other funding sources than stated above in the funding formula.

Partnerships with Other Agencies or City Departments

HVLC has enjoyed a partnership with the Colonial Williamsburg Foundation to help provide the official entry corridor to Colonial Williamsburg, by allowing a conservation easement to reflect the untouched beauty of the open space on

Proposed FY 2021 Programs/Services

HVLC engages in Walk 'n Talks designed for residents to make them aware of and to physically enjoy protected land, as well as a major fundraiser hosted annually on conserved land that is advertised to the public through various media such as WYDaily and Tide Radio, WMBG, eBlasts, local newspapers and publications like Next Door Neighbor delivered to City residents. HVLC also includes this information on all local free event calendars such as the Greater

Specific Benefits to Williamsburg Residents

With blurred City of Williamsburg and county lines, residents and visitors alike both enjoy the Virginia Capital Trail, Greensprings Trail, Church on the Main and finally, Mainland Farm, which are all historic lands for not only residents, but also people from all over greater Williamsburg and the Commonwealth and beyond. As previously mentioned, the entry corridor for Colonial Williamsburg remaining in a natural state is also appreciated by both residents and visitors, while enhancing the historical experience and bringing tourists back to the City to learn more. In fact, beauty combined with history encourages people to do more than just visit, they consider it to be a place for them to live work and play. Residents also enjoy the boost to the local economy from increased tourism, as well as the walking and biking trails providing them a place to stay healthy and restore their soul, even boosting their immune systems--the Japanese deem it 'forest bathing'! Open space makes healthier and more productive

9:13 AM
10/30/19
Cash Basis

Historic Virginia Land Conservancy
Profit & Loss Budget Overview
January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
4300 · Grants	
4302 · Unrestricted Govt Grants	6,000.00
4304 · Restricted-Realized	0.00
4300 · Grants - Other	0.00
Total 4300 · Grants	6,000.00
4600 · Membership/Contributions	
4659 · Conservers of the Land Society	13,000.00
4660 · Stewards of the Land Society	11,000.00
4662 · Business Support	
4662.1 · Business Leadership	2,500.00
4662.2 · Business Patron	4,000.00
4662.3 · Business Sponsoring	1,500.00
4662.4 · Business Supporting	100.00
4662.5 · Business Community Partner	4,000.00
4662.6 · Business Event Title Sponsor	5,000.00
Total 4662 · Business Support	17,100.00
4663 · Aldo Leopold Society	10,000.00
4664 · John Muir Society	25,000.00
4672 · Civic Support	500.00
4699 · Individual Support	
4699.1 · Gold Leaf	5,575.00
4699.2 · Silver Leaf	6,000.00
4699.3 · Bronze Leaf	7,000.00
4699.4 · Oak Leaf	1,600.00
Total 4699 · Individual Support	20,175.00
Total 4600 · Membership/Contributions	96,775.00
4700 · Miscellaneous Collections	
4701 · Misc. & Other Income Received	6,000.00
Total 4700 · Miscellaneous Collections	6,000.00
4765 · Special Rent Contribution	6,000.00
4800 · Stewardship Revenue	
4800.1 · Easement Acquisition	40,000.00
4800.3 · DCR Contribution	12,500.00
Total 4800 · Stewardship Revenue	52,500.00
4900 · Special Projects	
4950 · Conservancy Challenge	
4954 · C.C. Tournament Players	4,500.00
4956 · C.C. Raffle	3,200.00
4957 · C.C. - FCCC Raffle	500.00
4958 · C.C Other	300.00
4950 · Conservancy Challenge - Other	2,700.00
Total 4950 · Conservancy Challenge	11,200.00

Historic Virginia Land Conservancy
Profit & Loss Budget Overview
January through December 2019

	Jan - Dec 19
4973 · Creekside Conservancy Celeb	3,500.00
Total 4900 · Special Projects	14,700.00
4985 · Interest and Dividends	500.00
Total Income	182,475.00
Gross Profit	182,475.00
Expense	
Ask My Accountant	0.00
6000 · Operating Expenses	
6010 · Advertising/Marketing	
6020 · Newsletters	
6028 · Newsletter Production	2,000.00
6020 · Newsletters - Other	1,500.00
Total 6020 · Newsletters	3,500.00
6043 · Ad/Display	500.00
6010 · Advertising/Marketing - Other	100.00
Total 6010 · Advertising/Marketing	4,100.00
6100 · Annual Meeting	1,250.00
6300 · Education/Programs	
6330 · Educational Materials	200.00
6300 · Education/Programs - Other	1,500.00
Total 6300 · Education/Programs	1,700.00
6500 · Land/Easement Maintenance	
6515 · Easement Acquistition	0.00
6520 · Land Stewardship	4,200.00
6521 · Real Estate Tax	4,500.00
Total 6500 · Land/Easement Maintenance	8,700.00
6700 · Member Retention & Recruitment	
6710 · Prospect Networking	1,000.00
6715 · Special Events	2,000.00
Total 6700 · Member Retention & Recruitment	3,000.00
6800 · Special Projects	
6803 · Conservancy Challenge Event	8,600.00
6815 · Creekside Conservancy Celeb	8,500.00
6800 · Special Projects - Other	500.00
Total 6800 · Special Projects	17,600.00
Total 6000 · Operating Expenses	36,350.00
7000 · Overhead Expenses	
7101 · Bank Charges/Fees	3,000.00
7202 · Credit Card Fees	100.00
7300 · Insurance	
7310 · Commercial Liability Insurance	2,000.00
7320 · Officers/ Directors Insurance	1,500.00
7330 · Terrafirma Insurance	3,000.00
7335 · Workman's Comp	500.00

Historic Virginia Land Conservancy
Profit & Loss Budget Overview
January through December 2019

	Jan - Dec 19
7340 · Umbrella Liability Coverage	600.00
Total 7300 · Insurance	7,600.00
7400 · Miscellaneous/Contingencies	
7410 · Board & Committee Meetings	750.00
7400 · Miscellaneous/Contingencies - Other	250.00
Total 7400 · Miscellaneous/Contingencies	1,000.00
7500 · Office Expenses	
7505 · Internet	700.00
7510 · Computer Hardware	300.00
7515 · Computer Software	3,000.00
7520 · Dues and Subscriptions	5,250.00
7525 · Electric	1,000.00
7530 · Gas	400.00
7540 · Maintenance Contract	1,250.00
7545 · Office Supplies	2,000.00
7547 · Offsite Storage	1,000.00
7550 · Postage & Delivery	2,000.00
7555 · Printing/Reproduction	2,000.00
7560 · Rent	12,000.00
7565 · Repairs	100.00
7575 · Telephone	1,500.00
7500 · Office Expenses - Other	3,300.00
Total 7500 · Office Expenses	35,800.00
7600 · Payroll Expenses	
7601 · Payroll Taxes	6,000.00
7600 · Payroll Expenses - Other	74,000.00
Total 7600 · Payroll Expenses	80,000.00
7710 · Prof. Fee-Legal	2,000.00
7720 · Prof. Fee-Accounting	8,200.00
7730 · Prof. Fee-Consulting	2,500.00
7800 · Registration Fees	
7820 · Other	3,000.00
7830 · SCC	25.00
Total 7800 · Registration Fees	3,025.00
7900 · Travel	
7910 · Lodging	1,200.00
7920 · Meals	500.00
7930 · Mileage Reimbursement	1,200.00
7935 · Parking	0.00
Total 7900 · Travel	2,900.00
Total 7000 · Overhead Expenses	146,125.00
Total Expense	182,475.00
Net Ordinary Income	0.00
Other Income/Expense	

Historic Virginia Land Conservancy
Profit & Loss Budget Overview
January through December 2019

	Jan - Dec 19
Other Income	
8100 · RESTRICTED CONTRIBUTIONS	
8105 · VEE Grant	0.00
8120 · Land Stewardship	
8125 · Grantor Contributions	30,000.00
Total 8120 · Land Stewardship	30,000.00
Total 8100 · RESTRICTED CONTRIBUTIONS	30,000.00
8200 · Stewardship Investment Income	
8201 · Investment Dividends	2,300.00
8202 · Realized Gain/(Loss) Stewdshp	17,500.00
8203 · Unrealized Gain/(Loss) Stewdshp	0.00
Total 8200 · Stewardship Investment Income	19,800.00
8250 · MPLT Income	0.00
8300 · Endowment Investment Income	
8301 · Investment Dividends	1,000.00
8302 · Realized Gain/(Loss) Endowment	0.00
8303 · Unrealized Gain/(Loss) Endowmnt	0.00
Total 8300 · Endowment Investment Income	1,000.00
Total Other Income	50,800.00
Net Other Income	50,800.00
Net Income	**50,800.00**

Virginians For High Speed Rail

5101 Monument Ave.
Richmond, Virginia 23230
P: 804.864.5193 | F: 804.864.5194
VHSR.com

*Linking Virginia with **fast, frequent, safe,** and **reliable** passenger rail service*

November 14, 2019

Ms. Barbara Dameron
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, Virginia 23185

Dear Ms. Dameron:

On behalf of my board of directors, I want to thank you again for the opportunity to request funding from the City of Williamsburg. Enclosed with our application for funding you will find our FY 2020 information packet, our latest passenger rail report, our Summer Newsletter, our priorities for 2019-2020, one of our recent op-eds, and an impact overview of our passenger rail trains.

Since our founding we have helped to expand the number of round-trip trains serving Virginians by **42 percent**, increase the ridership on our trains by **75 percent**, and extend passenger rail service to **1.6 million** more Virginians. Our trains and the investments we've made to improve them have generated **$20.7 billion** in economic benefits and created/sustained over **211,337** jobs while also reducing roadway traffic by over **10 billion** passenger miles traveled. This in return has lowered fuel consumption by **211 million** gallons and stopped the release of **1.9 million** metric tons of CO^2.

Your generous support has helped us to fight for funding used to sustain Virginia's Amtrak Regional trains, including the two that serve the Williamsburg station; advance the DC-Richmond high speed rail corridor which will lead to improved service to Williamsburg; and promote construction projects that will improve reliability, increase tourism, and reduce travel times to and from Williamsburg.

With continued capacity constraints on our roadways and at our airports, passenger rail is playing an increasingly expanded role in moving our citizens. This is no doubt why Williamsburg residents love their trains. Ridership in Williamsburg has grown **44 percent** over the last decade, and the Williamsburg-Newport News Regional trains are the **second most successful Regional train** corridor in Amtrak's entire network.

Over the last year, Virginia's passenger trains removed 517 million passenger miles from our roadways, reduced the burning of fuel by 11.6 million gallons, and eliminated the release of 104,000 metric tons of greenhouse gas emissions. Furthermore, they helped to generate nearly $775 million in economic benefits which created/sustained over 7,000 jobs. **Our Amtrak trains also generated $7.3 million in tourism spending in Greater Williamsburg which created/sustained hundreds of tourism related jobs.**

Our Amtrak Regionals are the foundation of our vision for intercity passenger rail in the Commonwealth, which is why we've released our latest report Virginia's Passenger Trains: Building on Success. Our vision for the Peninsula is to increase service by 300 percent to Williamsburg and

Newport News; improve their on-time performance to above 90 percent; and reduce their travel time from Williamsburg to Washington by nearly an hour and to New York to less than 6 hours for the total trip.

If our vision had already been implemented, rail travelers to Williamsburg and Newport News would have saved over 142,000 hours of travel time last year alone.

To advance our vision during FY 2021 we are aggressively working to protect the funding dedicated to our Regional trains; advocate for the completion of the Long Bridge (railroad bridge over the Potomac River connecting Virginia and DC) study so that we can expand the infrastructure capacity necessary to add more passenger trains; work to make our trains more attractive and accessible to families and tourist by improving their reliability, lower tickets prices, and improve our stations; and work on identifying funding to complete the federal high speed rail study for the Richmond to Hampton Roads corridors which will determine how Virginia can expand and enhance service to Williamsburg and Newport News.

The success of Virginians for High Speed Rail is only made possible by the generous support of localities like the City of Williamsburg who fund our work to connect Virginia with fast, frequent, and reliable intercity passenger rail. We could not do what we do, without your support. I hope that you will renew your support for $4,500 for FY 2021.

Regards,

Danny Plaugher
Executive Director

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Partnership/Funding Formula/Dues

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Virginians for High Speed Rail
Contact Person	Danny Plaugher
Position Title	Executive Director
Email Address	Danny@vhsr.com
Phone Number	804-864-5193
Address	5101 Monument Ave., Richmond, VA 23230
Total City Funding Request for FY 2021	$4,500.00

Short description of how funding will be used

As the only organization in the state who works to protect, expand, and improve Virginia's passenger rail service; Williamsburg's funding will go towards our efforts to ensure the continued operation of the Williamsburg Amtrak Regional trains, as well as our work to improve and expand passenger rail service along the Peninsula.

Agency Overview

Agency Purpose

Virginians for High Speed Rail (VHSR) is a 501 (C) (3) non-profit association of citizens, localities, economic development agencies, community organizations, and businesses that educate and advocate for the improvement and expansion of fast, frequent, and reliable passenger rail service linking Virginia and the east coast. We were founded in 1994 as a partnership between the Greater Richmond Chamber of Commerce and the Future of Hampton Roads.

Funding Formula

Our request is based on the average ridership at the Williamsburg Station over the last five years and run through our membership formula. Williamsburg's ridership has averaged 59,981 over the last five years which places the City in our 50,000-100,000 membership level whose annual dues request is $5,000.

Summary of other funding sources

We receive funding from hundreds of individuals; other localities, economic development agencies, and governmental entities (VA. Dept. of Rail and Public Transportation, Virginia Beach, James City County, Fredericksburg, Norfolk, Richmond, New River Valley), and the corporate community (Dominion, Altria, Caterpillar).

Partnerships with Other Agencies or City Departments

Amtrak and VA Department of Rail and Public Transportation

Proposed FY 2021 Programs/Services

-Protect Williamsburg's Amtrak Regional Trains;
-Advance the Long Bridge project (which is one of the projects needed to add more service to Williamsburg);
-Advance the Commonwealth Corridor study (which we envision will connect Hampton Roads and Williamsburg to Roanoke/New River Valley on an east-west corridor);
-Work to secure additional state/federal funding to improve our station's.

Specific Benefits to Williamsburg Residents

With tourism and higher education major industries for the City of Williamsburg, our efforts to bring about enhanced passenger rail service are critically important to the local economy. VHSR serves as the primary advocate for passenger rail at the Virginia General Assembly and at Congress representing the interests of our local governments. No other organization has taken on the task of pulling together rail interests from across the state to build the support that is required for public funding of enhanced and improved intercity passenger rail service. Our board members from the area are Ted Maslin, Jack Tuttle, Thomas G. Tingle, and Sean Driscoll who have been tireless workers on behalf of rail transportation improvements.

In 2018, Williamsburg's Amtrak station was the 135th (out of 526 total stations) largest station by passenger volume in the US and served by the 2nd (out of 28) most successful Regional corridor in Amtrak's network. The City's passenger rail service helped to remove 13 million passenger miles from our roadways, eliminate the need to burn over 390,000 gallons of fuel, and prevent the release of 7.7 million pounds of greenhouse gas emissions. Further, Williamsburg's Amtrak passengers helped to generate $28 million in economic benefits for the region including $7.3 million in tourism spending.

With the cost of building a new highway lane mile in Virginia ever increasing, the residents of Williamsburg are benefited by having greater access to communities along the east coast and improved intercity mobility.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - General Application

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Williamsburg Area Transit Authority
Contact Person	Barbara Creel
Position Title	Budget and Grants Administrator
Email Address	bcreel@gowata.org
Phone Number	757-220-5574
Address	7239 Pocahontas Trail Williamsburg VA 23185
Total City Funding Request for FY 2021	$375,975

Short description of how funding will be used:

The funding provided by the City will be used to provide public transportation services in the Williamsburg area. Services include fixed-route bus transit and complementary paratransit services as required by the Americans with Disabilities Act. A large segment of WATA's expenditures are used on operating salaries and benefits, vehicle maintenance, and fuel. A majority of WATA's operating and capital expenditures are financed through federal and state sources on a reimbursable basis. Local contributions provide the matching funds needed to take advantage of these federal and state sources. In the recent past, WATA has been able to leverage funding sources to obtain $2 for every $1 contributed by local taxpayers. This year's funding request is level from last fiscal year and has not increased since Fiscal Year 2017.

Agency Overview

Agency Purpose

WATA is a public transportation agency with a mission to provide safe, efficient, and accessible public transit to residents and visitors in the Williamsburg Area.

WATA provides a critical component of the community's infrastructure by connecting people to jobs, health care, attractions, shopping, and other everyday conveniences and necessities.

Programs and Services Offered

Services include fixed-route bus transit and complementary paratransit services as required by the Americans with Disabilities Act. In FY2019, WATA provided over 86,000 hours of fixed-route service and over 7,000 hours of paratransit service. Services are operated seven days a week with most routes running from 6 a.m. to 9 p.m Monday through Saturday and 8 a.m. to 6 p.m. on Sunday. WATA also partners with The Colonial Williamsburg Foundation to provide vehicles used in transporting its visitors around the historic area and other tourist sites.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Target Population or Audience of the Agency's Programs/Service

As a public transportation agency, WATA provides service to all without regard to race, color, national origin, religion, age, or gender. WATA is utilized by residents that may be identified as transit dependent for a number of reasons and by residents that may not choose to own or operate a personal vehicle. To these persons, WATA is the means by which they can have transportation to employment, shopping, recreation, or health care. WATA provides mobility to persons with disabilities that further provides them independence and a greater quality of life. WATA looks forward to increasing its outreach and services to the college population and to tourists, each group being such a large part of the economic and social life of this area.

Projected Number of Residents to be Served or Attendees in FY 2021

WATA's services are available to all residents of the City of Williamsburg. WATA provided over 840,000 trips over fixed-route services in FY2019 and over 11,000 trips within its ADA paratransit services. These numbers includes any residents and visitors that utilized the service. Given recent trends, WATA projects that fixed route numbers will remain relatively flat and the goal is to provide 850,000 to 900,000 trips. Paratransit numbers are projected to increase about 20% to just over 13,000. Through our partnership with The Colonial Williamsburg Foundation, we project that about 1.2 million visitors and tourists will be transported about the area.

Partnerships with Other Agencies or City Departments

The Authority is governed by a Board of Directors that is comprised of three local governments - the City of Williamsburg, James City County, and York County - and one private sector member - The Colonial Williamsburg Foundation. Also, involved on the governing body as significant stakeholders but non-voting members are the College of William and Mary and the Virginia Department of Rail and Public Transportation. WATA also serves sections of Surry County and the City of Newport News. WATA has recently become more involved with the Williamsburg Police Department and other local law enforcement by participating in emergency management planning and exercises.

Number of Employees in the Agency: 78

Percent of FY 2021 Budget Provided by City: 3%

Fees Charged for Services or Events

WATA BUS AND TROLLEY FARES
One-Ride Fare
Standard Fare $1.50
Reduced Fare
(ID Required) $0.75
WJCC/York
Students
(ID Required)
$0.75
William & Mary
(ID Required)
Free
(Pre-Paid)
Children Free
WATA BUS AND TROLLEY PASSES
All-Day 7-Day 30-Day
Standard Fare $3.00 $15.00 $45.00
Reduced Fare
(ID Required) $1.50 $7.50 $22.50
Paratransit service is $3.00 per trip

Performance Measurement: Please explain how you measure the services you provide, such as the number of people served, quantity of service units, or other quantifiable performance measures. Depending on the purpose of your agency, measures may include customer impact/outcome (examples are: increased levels of knowledge and skills, altered attitudes and behaviors, or improved social or health concerns), increase in number of tourist, increase in sales tax, meals tax, or any other data that measures the impact of the services, programs, or events.

What are the proposed outputs (direct products/services)?

WATA proposes to operate over 63,000 hours and 1,000,000 miles of fixed-route service and over 8,000 hours and 120,000 miles of ADA paratransit service. This requires professional and dedicated transit operators and WATA must recruit and retain these qualified individuals. Also, WATA will continue to maintain and improve its vehicle fleet to provide safe and reliable service. Finally, WATA will also continue to invest in its Intelligent Transportation System program that improves the access to and provision of WATA services.

What are the expected outcomes (changes in knowledge, increase in service levels, increase in overnight visits, increase in patronage of City businesses, or other measures)?

WATA proposes a goal to provide 850,000 to 900,000 trips on fixed-route service (about 2% above current levels) and 13,000 trips on ADA paratransit service (about 20% above current levels). WATA will recruit and maintain a full complement of transit operators by offering competitive pay and benefits and a hospitable working environment. WATA will improve the average age of its vehicle fleet through the purchase of new transit buses. WATA will improve public access to real-time bus arrival information and trip planning by implementing new and more user-friendly solutions.

How will the outputs and outcomes be measured? How often? Describe data collection or measurement tools that will be used to track and monitor these.

The number of trips provided will be measured by automatic passenger counter data for fixed-route service. The number of trips provided on ADA paratransit service is obtained from the paratransit scheduling software. These figures are obtained on a monthly basis. The average age of WATA's vehicle fleet is obtained from the Transit Asset Management Plan and an online data tool called TransAM. This is normally tracked annually. Staffing levels are measured against the annual staffing plan. The use of customer-facing technology will be measured by tools within the applications themselves.

Performance Goals: Please list at least two measures of goal attainment/service impact, and benchmark measure values for FY 2021, your FY 2019 results, and the FY 2020 projected values.

Performance Measures	FY 2019 Results	FY 2020 Projected	FY 2021 Goal
Fixed-Route Passenger Trips	842,000	850,000	865,000
ADA Paratransit Trips	11,600	13,000	15,000
Average Age - Vehicle Fleet	3.7		

FY 2021 Funding Requests from Other Sources

Funding Source	Amount Requested	Amount Approved
James City County	$708,761	
York County	$381,000	
Newport News	$45,000	
Surry County	$40,000	
Totals		

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

All applicants should attach a preliminary FY 2021 comparative total agency budget that includes your FY 2020 budget and FY 2019 actual revenues and expenditures. If you have applied for funding of a single program or project, please also attach a comparative expenditure budget for that program or project. You may complete the tables below or attach separate documents.

Agency Revenues	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
City Funding			
State Funding			
Federal Funding			
Other Grants			
Contributions			
Fees			
Other (please describe)			
Total Revenues			
Agency Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

(Additional Information for Single Program/Project Request only)

Program Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - General Application

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	An Occasion for the Arts
Contact Person	Nancy Wigley
Position Title	President
Email Address	AOFTANancy@gmail.com
Phone Number	540-808-7697
Address	PO Box 363, Williamsburg, VA 23187
Total City Funding Request for FY 2021	$20,000

Short description of how funding will be used:

Advertising
- Digital & social media advertising
- Expanded regional radio & print ads
- Development of an email collection process

Youth Art
- New Youth Art display panels and lighting
- Additonal youth and community art activities

Consultants
- Professional media and public relations consultants
- Continue with Executive Director position

Programming
- Saturday evening event - Rock the Occasion

Agency Overview

Agency Purpose

For over 50 years,An Occasion for the Arts has been committed to making the arts accessible to all Williamsburg residents and guests. Police estimate 20,000 to 25,000 patrons of the arts attended the 2019 show, making it the third largest community event behind only the celebrations of the 4th of July and the Grand Illumination. One hundred and forty jury-selected artists from 24 states displayed and sold their art, resulting in nearly $500,000 in gross sales and most spent a minimum of 2 nights in hotels.

All Williamsburg James City County public schools (K-12), and many area private schools from surrounding counties participate in the Youth Art Show resulting in more than 700 creative pieces of the art on display from our schools. We also invite artists from The ARC of Williamsburg to display their art alongside the Youth Art Show. 27 musical or performance groups performed over the weekend.

We are run by an all-volunteer board with one paid part-time Executive Director

Programs and Services Offered

During the course of the art show, we offer:
- access to free performing artists
- opportunity for local students to display art
- opportunity for participants in the ARC of Williamsburg to display art
- opportunity for community engagement in art activities

We also contribute to an arts-based grant managed by the Williamsburg Community Foundation.

We provide volunteer opportunities serving on our Board of Directors and during the weekend of the event.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Target Population or Audience of the Agency's Programs/Service

All Williamsburg residents of any age or demographic and all visitors to Williamsburg the weekend of the event

Projected Number of Residents to be Served or Attendees in FY 2021

25,000

Partnerships with Other Agencies or City Departments

Colonial Williamsburg
William and Mary
The Chamber & Tourism Alliance
The Williamsburg Contemporary Art Center
The ARC of Williamsburg
Williamsburg/James City County Schools
Junior Women's Club
Merchants Square Association
Muscarelle Museum of Art
Williamsburg Area Arts Commision

Number of Employees in the Agency: 1 AOFTA is made up of 20 volunteer board members

Percent of FY 2021 Budget Provided by City: 15%

Fees Charged for Services or Events

An Occasion for the Arts is free and open to the public. There are no fees to participate in any activities.

Performance Measurement: Please explain how you measure the services you provide, such as the number of people served, quantity of service units, or other quantifiable performance measures. Depending on the purpose of your agency, measures may include customer impact/outcome (examples are: increased levels of knowledge and skills, altered attitudes and behaviors, or improved social or health concerns), increase in number of tourist, increase in sales tax, meals tax, or any other data that measures the impact of the services, programs, or events.

What are the proposed outputs (direct products/services)?

Services are measured by a detailed artist survey - 93 of 144 artists responded.

- Estimated gross sales - over $575,000 generating over $40,000 in sales tax
- Over 200 room nights just from artists who responded
- 144 artists, most with a partner, ate, on average, seven meals at local establishments.

What are the expected outcomes (changes in knowledge, increase in service levels, increase in overnight visits, increase in patronage of City businesses, or other measures)?

We know the majority of the 145 artists will spend at least two nights in a local hotel and eat meals at local restaurants. Visitors will also purchase meals in downtown the event. Merchants Square stores also benefit from additional sales.
We also know that 30 local elementary, middle and high schools will exhibit art created by hundreds of students in the ONLY annual opportunity to display student art.

How will the outputs and outcomes be measured? How often? Describe data collection or measurement tools that will be used to track and monitor these.

Feedback from artists is collected in detailed artist survey which tracks sales and general impressions about the crowds and the quality of the show.
This year, we plan to develop methods to collect information from guests which will allow us to send a follow up email requesting demographic information, purchase data, and overall show satisfaction following the show.

Performance Goals: Please list at least two measures of goal attainment/service impact, and benchmark measure values for FY 2021, your FY 2019 results, and the FY 2020 projected values.

Performance Measures	FY 2019 Results	FY 2020 Projected	FY 2021 Goal
Artists sales			
Guest email response/feedback	N/A	100 responses	150 responses

FY 2021 Funding Requests from Other Sources

Funding Source	Amount Requested	Amount Approved
Williamsburg Area Arts Commission	$13,000	
Individual Donations - Anticipated	$8,000	
Corporate Sponsorship - Anticipated	$20,000	
Totals	$41,000	

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

All applicants should attach a preliminary FY 2021 comparative total agency budget that includes your FY 2020 budget and FY 2019 actual revenues and expenditures. If you have applied for funding of a single program or project, please also attach a comparative expenditure budget for that program or project. You may complete the tables below or attach separate documents.

Agency Revenues	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
City Funding			
State Funding			
Federal Funding			
Other Grants			
Contributions			
Fees			
Other (please describe)			
Total Revenues			
Agency Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

(Additional Information for Single Program/Project Request only)

Program Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

MEMORANDUM

Date:	November 18, 2019
To:	City of Williamsburg Finance Department
From:	Kevin Crossett, vice president of Strategic Communications
	Robert Underwood, vice president of Operations
RE:	City of Williamsburg FY21 Outside Agency Request for Funding

The Colonial Williamsburg Foundation's application for FY21 funding follows. The $2.8 million funding request focuses exclusively on tangible projects to help the Foundation share America's enduring story. Through this partnership, the Foundation and the City of Williamsburg can ensure world-class experiences for residents, out-of-region guests and overnight visitors that will lead to increased tax revenue for the city.

The Foundation recognizes that the entire community benefits when the Foundation and the City work together toward a common purpose. The Foundation also recognizes that the funding request represents a significant investment and considers it a major donation supporting Foundation operations. If awarded, the Foundation will strive to recognize the city's investment through appropriate channels, including public recognition of the partnership.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding – General Application for Colonial Williamsburg – This information will be maintained as confidential by the City of Williamsburg, Virginia under FOIA, pursuit to § 2.2-3705.6 subsection 3 of the Code of Virginia.

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	The Colonial Williamsburg Foundation
Contact Person	Kevin Crossett and Robert Underwood
Position Title	Vice President, Strategic Communications; Vice President, Operations
Email Address	kcrossett@cwf.org and runderwood@cwf.org
Phone Number	(757) 220-7286 and (757) 220-7408
Address	301 First Street, Williamsburg, VA 23185
Total City Funding Request for FY 2021	$2,828,000

Short description of how funding will be used:

Colonial Williamsburg will use the funding provided by the City of Williamsburg to produce tangible benefits for the citizens of the city through investments in the following areas:

Independence Day logistics and fireworks
Grand Illumination logistics and fireworks
Summer Breeze concert series
Holiday entertainment
WiFi expansion in the Historic Area
Security enhancements
Streetscape improvements
Parking lot improvements
Bus transportation upgrades (poorly rated by visitors)
Potable water for guests (poorly rated by visitors)
Public facilities upgrades (poorly rated by visitors)

This investment will benefit both the Foundation and the City of Williamsburg by creating a world-class experience for residents, out-of-region guests and overnight visitors, and by generating revenue through sales taxes on goods and services.

Agency Overview

Agency Purpose

Founded in 1926, the Colonial Williamsburg Foundation is a private, not-for-profit educational, historic and cultural institution that receives no regular state or federal funding. It owns and operates one of the largest and best-known museum complexes in the world.

The Foundation's mission is "to feed the human spirit by sharing America's enduring story" through preserving and restoring 18th-century Williamsburg, Virginia's colonial capital, and by engaging, informing and inspiring people to learn about this historic capital, the events that occurred there and the diverse people who helped shape a new nation.

Today, Colonial Williamsburg is the largest living history museum in the U.S., with annual ticketed visitation of more that 550,000 people more than 30 percent of whom are 12 or under).

Programs and Services Offered

The centerpiece of Colonial Williamsburg is the Historic Area - the 301-acre restored colonial capital with 88 original buildings and 525 buildings reconstructed to how they appeared in the 18th century through extensive archaeological, architectural and documentary research. The Historic Area is staffed by highly trained costumed "interpreters" and expert tradespeople who bring the 18th century to life.

The Foundation also owns and operates two world-class museums, the DeWitt Wallace Decorative Arts Museum and the Abby Aldrich Rockefeller Folk Art Museum (known jointly as the Art Museums of Colonial Williamsburg). The Art Museums currently are undergoing a $42 million, donor-funded expansion and upgrade to add exhibition spaces as well as a new entrance, shop and cafe. The expanded Art Museums are scheduled to open in 2020.

Target Population or Audience of the Agency's Programs/Service

Colonial Williamsburg's target audience comprises the 7 million individuals in the out-of-region market of Northern Virginia/Washington,DC/Maryland as well as the 3.3 million individuals in the local/regional market of Greater Williamsburg, Greater Richmond and Hampton Roads.

Projected Number of Residents to be Served or Attendees in FY 2021

Colonial Williamsburg's open campus means that residents can stroll freely along historic Duke of Gloucester Street and engage in the charm of 18th-century life through encounters with interpretive staff and visits to all of its restored and reconstructed buildings, gardens and the Art Museums. Each day, 300 to 500 local residents, including students from William & Mary whose Collegiate Pass provide them with free admission, walk through the Historic Area. The annual 4th of July and Grand Illumination events each attract 15,000 to 35,000 visitors, with the majority coming from Greater Williamsburg, Greater Richmond and Hampton Roads. Nearly 9,000 local residents also take advantage of the deeply discounted $20 Good Neighbor pass, which provides them with a full year of admission. Good Neighbor passes are available to residents in the following zip codes: 23089, 23090, 23127, 23168, 23185, 23186, 23187, 23188.

Partnerships with Other Agencies or City Departments

Colonial Williamsburg leverages the work of the Virginia Tourism Corporation and the Williamsburg Tourism Council to engage fully with potential overnight visitors in this lucrative market. The Foundation also works in partnership with City Administration, Economic Development Authority, the Architectural Review Board, and Safety and Security among others to create a seamless transition between city and Colonial Williamsburg services.

Number of Employees in the Agency | ~1,900

Percent of FY 2021 Budget Provided by City | 1%

Fees Charged for Services or Events

Colonial Williamsburg has several admission options for visitors in the Historic Area and Art Museums. Prices start at $14.99 for a single-day ticket to the Art Museums of Colonial Williamsburg and continue through a tiered pricing strategy to $74.99 for an Annual Pass that provides access to the Art Museums, as well as Historic Area buildings and special programming. Some programming and events require additional fees.

Events such as the July 4 and Grand Illumination programs and fireworks, the Summer Breeze concert series and others are offered free of charge to the public, though the Foundation does offer premium services at additional cost to guests to help support the Foundation's non-profit operations.

Performance Measurement: Please explain how you measure the services you provide, such as the number of people served, quantity of service units, or other quantifiable performance measures. Depending on the purpose of your agency, measures may include customer impact/outcome (examples are: increased levels of knowledge and skills, altered attitudes and behaviors, or improved social or health concerns), increase in number of tourist, increase in sales tax, meals tax, or any other data that measures the impact of the services, programs, or events.

What are the proposed outputs (direct products/services)?

Sales and meals taxes (impacted by Merchants Square sales, taverns and CW restaurants, and other taxable products and programs)

Increased Net Promoter Scores highlighting guest satisfaction with Historic Area, Art Museums and Merchants Square amenities

Community engagement

What are the expected outcomes (changes in knowledge, increase in service levels, increase in overnight visits, increase in patronage of City businesses, or other measures)?

Increased service levels resulting in higher levels of guest satisfaction and favorable social media comments

Increased overnight visits from Northern VA/DC/Maryland target areas and beyond

Increased day visitors from Greater Richmond, Hampton Roads and Greater Williamsburg

Increased patronage of City businesses

How will the outputs and outcomes be measured? How often? Describe data collection or measurement tools that will be used to track and monitor these.

Taxes collected and paid to the City by CW and other businesses in Merchants Square and around the Historic Area.

Attendance during free events (4th of July, Grand Illumination, Summer Breeze concerts, and other free programming)

Attendance during free community activities (Farmers Market, Occasion for the Arts, Art on the Square, Second Sunday)

Guest satisfaction reported through the use of Net Promoter Scores (NPS). An NPS measures the loyalty of customers to a company. Colonial Williamsburg's overall NPS is 74.5. The Foundation is developing questions to be included in its guest satisfaction survey to address the following: Restroom/Bathroom facilities, parking, streets and pathways, signage, shuttle/buses. Using existing data, the foundation established a baseline NPS for restrooms, transportation and water availability.

Performance Goals: Please list at least two measures of goal attainment/service impact, and benchmark measure values for FY 2021, your FY 2019 results, and the FY 2020 projected values.

Performance Measures	FY 2019 Results	FY 2020 Projected	FY 2021 Goal
Restroom NPS	27.6	40	50
Transportation NPS	62.2	65	75
Water NPS	45	50	55

FY 2021 Funding Requests from Other Sources

Funding Source	Amount Requested	Amount Approved
Federal Transit Administration	400,000	
Totals	400,000	

All applicants should attach a preliminary FY 2021 comparative total agency budget that includes your FY 2020 budget and FY 2019 actual revenues and expenditures. If you have applied for funding of a single program or project, please also attach a comparative expenditure budget for that program or project. You may complete the tables below or attach separate documents.

Agency Revenues	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
City Funding	See 2017 990 form, attached		
State Funding			
Federal Funding			
Other Grants			
Contributions			
Fees			
Other (Hospitality, Real Estate, Endowment, Other)			
Total Revenues			
Agency Expenses	**FY 2019 Actuals**	**FY 2020 Budget**	**FY 2021 Planned**
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

(Additional Information for Single Program/Project Request only)

Program Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

COLONIAL WILLIAMSBURG FUNDING REQUESTS

Project	Cost	Notes
Independence Day logistics and fireworks	$ 90,000	Accommodations and onsite facilities for up to 40,000 guests
Grand Illumination logistics and fireworks	$ 120,000	Accommodations and onsite facilities for up to 40,000 guests
Summer Breeze Concert series	$ 50,000	Includes performance fees and onsite guest facilities
WiFi expansion	$ 100,000	One year funding. Details included in funding request packet.
Public facilities upgrades	$ 700,000	For expanding existing men's and women's restrooms in Market Square and providing multiple family style restrooms and a nursing/quiet room.
Streetscape improvements	$ 200,000	Three year funding at $200,000 per year. Details included in funding request packet.
Holiday entertainment	$ 100,000	This includes decorations, lighting and all holiday program materials (such as cressets) for Merchants Square and the Historic Area.
Bus transportaion upgrades	$ 200,000	Market Square bus stop paving
Security enhancements	$ 450,000	Phase 1 of 5: Duke of Gloucester and Nassau Streets ($210K), Queen Street ($60K), North Notetrout and Francis Streets ($180K)
Potable water for guests	$ 100,000	8-10 water fountains (not refrigerated)
Parking lot improvements	$ 718,000	Lot P4 requires significant repairs. Details included in funding request packet.
Total	$ 2,828,000	

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - General Application

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	CultureFix
Contact Person	Steve Rose
Position Title	Founder
Email Address	steve@williamsburgeventrentals.com
Phone Number	757-592-4289
Address	4403 Ironbound Rd., Williamsburg, VA 23188
Total City Funding Request for FY 2021	$290,000

Short description of how funding will be used:

CultureFix has been delivering creative placemaking events in the City of Williamsburg for the last three years. Annual events and monthly placemaking offerings draw thousands of attendees to the City from locations near and far.
The funds will be used to continue this current event calendar of over 30 events. It will also allow us to add a New Years Eve event, build on the Scrumptious event, and add a Fourth of July event. Creating an efficient, focused team to execute this robust schedule will be a priority.

Agency Overview

Agency Purpose

Vision:
Our vision is to see the Greater Williamsburg community as a creative, vibrant community rooted in history and blossoming with culture.
Mission:
Our mission is to promote and enhance the cultural energy and vitality of our community by creating e xperiences and educational opportunities that encourage visitation and enrich the lives of those who live here.
Goals:
To produce unique arts and cultural events for the greater Williamsburg area;
To support and collaborate with local artists, organizations, and businesses that are mission-aligned and foster mutually beneficial relationships;
To work towards an art-inspired communal space and an enhanced arts infrastructure;
To capture arts and culture grant money that is designated for livability and creative placemaking
Creative Placemaking:
An evolving field of practice that intentionally leverages the power of the arts, culture and creativity to serve a community's interest while driving a broader agenda for change, growth and transformation in a way that also builds character and quality of place.

Programs and Services Offered

Winter Blues Jazz Fest- 10 events
Scrumptious Weekend- 6 event
Second Sundays- 10 events
Summer Breeze- 12 events
July 4th Celebration
Chowderfest
Noktoberfest
New Years Eve Celebration
Pop up concerts based on availability of unique artists
Grant Program offered to local individuals or groups to further their cultural growth.
Making grants for musical instruments, camp enrollment, training classes and other associated costs.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Target Population or Audience of the Agency's Programs/Service

We have two distinct markets. Local residents, who encompass an area from Richmond to Virginia Beach. Tourists from throughout the US and World. Those traveling to see our world class history museums often need the motivation to make that trip, and our events set a date and create the urgency.

Projected Number of Residents to be Served or Attendees in FY 2021

Local residents (encompassing Hampton Roads Area): 25,100

Out of Town Tourists: 5900

Partnerships with Other Agencies or City Departments

Culturefix has already established a very strong partnership with the Business Council, Tourism Council, and Economic Development Authority. Our intention is to continue to work with these organizations in determining the most effective events to both create an enhanced quality of life for residents and to achieve the city's goal of attracting out of town guests to stay overnight and spend money in the local economy. With the City's funding, we would be in a strong position to leverage further support from neighboring jurisdictions and to enhance our relationships with the Virginia Tourism Corporation, the Mid Atlantic Arts Commission, the Virginia Commission for the Arts, and other funding sources.

Number of Employees in the Agency: Goal of creating 3 part time positions

Percent of FY 2021 Budget Provided by City: 41%

Fees Charged for Services or Events

CultureFix collects revenue for the sale of food and beverages, ticket sales to annual events, and merchandise sales. CultureFix also contracts with Merchants Square Association for event management of the Summer Breeze Concert Series.

Performance Measurement: Please explain how you measure the services you provide, such as the number of people served, quantity of service units, or other quantifiable performance measures. Depending on the purpose of your agency, measures may include customer impact/outcome (examples are: increased levels of knowledge and skills, altered attitudes and behaviors, or improved social or health concerns), increase in number of tourist, increase in sales tax, meals tax, or any other data that measures the impact of the services, programs, or events.

What are the proposed outputs (direct products/services)?

A strong calendar of events, specifically geared to both residents and tourists that deliver quality experiences that enhance the cultural offerings to our community. Almost 50% are offered free to the public and therefore encourage inclusion for all based on no financial barrier. Data is collected from all events including attendance, repeat attendance, guest spending. Surveys are given to measure attendees satisfaction of events. Past data for events is limited as we have been a strictly volunteer organization. With our new team in place our ability to track data will be greatly enhanced and become a priority.

What are the expected outcomes (changes in knowledge, increase in service levels, increase in overnight visits, increase in patronage of City businesses, or other measures)?

Enhanced quality of life for local residents through many cultural offerings. Extremely positive promotion of the Williamsburg area by attendees of our events from outside the area. Residual spending in local restaurants and shops. We plan our events to be in close proximity to the downtown area and work with businesses to establish offers and deals to encourage patronage. Timing on many events is planned not to compete but to enhance the guests ability to experience local merchants. Quarterly surveys will be conducted with city merchants to establish the benefits/ negatives of any of our activities.

How will the outputs and outcomes be measured? How often? Describe data collection or measurement tools that will be used to track and monitor these.

Our events are split into two categories when it comes data collection. Free and ticketed.
For our free events we do physical counts at the event and keep data relevant to food/alcohol purchases. Random surveys are taken to establish the mix of locals versus tourists.
For our ticketed events we use the Eventbrite ticket platform. This allows us to track all purchases.
We track:
Attendee residence- city/state
Guest age when offered
Type of accommodations staying in: Hotel/Motel, with friends or family, timeshare
How they heard of the event
Years Attending/ repeat customers
Ticket sale growth from year to year
We are also able to track all of our events for marketing metrics. For this we use Google, Facebook, and Instagram analytics.

Performance Goals: Please list at least two measures of goal attainment/service impact, and benchmark measure values for FY 2021, your FY 2019 results, and the FY 2020 projected values.

Performance Measures	FY 2019 Results	FY 2020 Projected	FY 2021 Goal
Total Annual Event Attendees	26,000	31,000	35,000
Total Ticket Sales	$103,377	120,000	130,000

FY 2021 Funding Requests from Other Sources

Funding Source	Amount Requested	Amount Approved
Private Sponsorship Packages	25,000	
Private Grants	30,000	
Totals	60,000	

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

All applicants should attach a preliminary FY 2021 comparative total agency budget that includes your FY 2020 budget and FY 2019 actual revenues and expenditures. If you have applied for funding of a single program or project, please also attach a comparative expenditure budget for that program or project. You may complete the tables below or attach separate documents.

Agency Revenues	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
City Funding	0	0	0
State Funding	0	0	0
Federal Funding	0	0	0
Other Grants	0	0	0
Contributions	0	0	0
Fees	0	0	0
Other (please describe)	PLEASE	SEE	ATTACHED
Total Revenues			
Agency Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries	0	0	0
Benefits	0	0	0
Other Personnel	0	0	0
Total Personnel	0	0	0
Office Supplies	0	0	0
Telephone	0	0	0
Postage	0	0	0
Travel	0	0	0
Conferences	0	0	0
Rent	0	0	0
Printing/Publications	0	0	0
Organization Dues	0	0	0
Insurance	0	0	0
Marketing/Advertising	0	0	0
Other(please describe	PLEASE	SEE	ATTACHED
Total Non-Personnel	0	0	0
Total Expenses	0	0	0

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

(Additional Information for Single Program/Project Request only)

Program Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

CultureFix
FY19 Actuals and FY20-21 Budget
July 1 - June 30

	FY2019 Actuals	FY2020 Budget	FY2021 Budget
Revenue			
Income			
Ticket Sales	$103,376.90	$120,000.00	$130,000.00
City Funding	75,000.00	185,000.00	290,000.00
Other Government Grants	17,600.00	20,000.00	25,000.00
Event Management	71,795.50	85,000.00	90,000.00
2nd Sundays Revenue	47,094.99	60,000.00	60,000.00
Alcohol Sales	35,817.94	40,000.00	45,000.00
Sponsorship Packages	10,736.00	15,000.00	25,000.00
Private Sector Grants	10,000.00	20,000.00	30,000.00
Donations	3,326.11	5,000.00	6,000.00
Merchandise Sales	1,940.24	2,500.00	3,000.00
Total Income	**$ 376,687.68**	**$ 552,500.00**	**$ 704,000.00**
Expenditures			
Salaries	$0.00	$30,000.00	$110,000.00
Benefits	0.00	3,000.00	11,000.00
Office Space	0.00	0.00	12,000.00
Advertising & Marketing Expense	36,103.46	45,000.00	50,000.00
Alcohol Expense	31,920.84	35,000.00	40,000.00
Audio Production Expense	40,133.28	60,000.00	70,000.00
Bank Charges & Fees	810.95	1,500.00	1,750.00
Charitable Donations	1,000.00	1,000.00	1,000.00
Entertainment Expenses	92,772.89	130,000.00	140,000.00
Event Support Services	545.00	750.00	1,000.00
Food & Beverage Expense	15,901.45	20,000.00	22,500.00
Grant assistance	1,000.00	5,000.00	5,000.00
Insurance Expense	4,126.80	7,500.00	8,500.00
Job Supplies	5,627.52	7,500.00	8,500.00
Legal & Professional Services	2,525.00	3,000.00	3,500.00
Meals & Staff Entertainment	2,653.39	3,000.00	3,500.00
Merchandise Expenses	3,266.00	3,500.00	4,000.00
Merchant Card Fees	7,869.28	10,000.00	11,000.00
Office Supplies & Software	1,373.17	1,500.00	1,750.00
Production Expense	28,155.75	35,000.00	37,500.00
Rental Expenses	114,125.44	125,000.00	130,000.00
Security & Staffing Expenses	13,829.25	17,500.00	20,000.00
Taxes & Licenses	244.20	500.00	750.00
Total Expenditures	**$ 403,983.67**	**$ 545,250.00**	**$ 693,250.00**
Net Operating Revenue	**-$ 27,295.99**	**$ 7,250.00**	**$ 10,750.00**

Friday, Nov 15, 2019 11:42:16 AM GMT-8 - Cash Basis

November 7, 2019

City of Williamsburg
Attn: Barbara A. Dameron
401 Lafayette St.
Williamsburg, VA 23185

Dear Ms. Barbara,

On behalf of the LPGA Tour, Escalante Golf Inc. and Kingsmill Resort, we would like to express a sincere thank you for your continued support of the Pure Silk Championship. This event would not be possible without great partners like the City of Williamsburg.

The 2019 Pure Silk Championship proved to be once again a favorite stop on tour amongst the players, as 9 of the top 10, and 85 of the top 100 money list participated in this year's tournament. 24 year old, LPGA Professional, Bronte Law from England, shot a 4-under 67 and held off a series of challengers Sunday to win the Pure Silk Championship *presented by Visit Williamsburg*. She won by two shots to claim her first career victory on the LPGA Tour. She held her share after four rounds and finished with a 17-under 267. Tied for second, Madelene Sagstrom, Brooke Henderson and third-round co-leader Nasa Hataoka followed close behind. Sagstrom shot 66, Henderson 68 and Hataoka 69. It was an amazing tournament week with an exciting finish!

This event continues to give back to the local community in both charitable contributions and economic impact. At this time, we would like to request a sponsorship of $15,000 for the 2021 Pure Silk Championship. The specific dates have yet to be determined, but will be released in the Fall/Winter of 2020. We will be sure to share those dates with you at that time.

Once again, thank you for your continued support in making the Pure Silk Championship a major success for the players, volunteers and our fans. We look forward to working with you again in 2021 and beyond.

Sincerely,

Kristen C. Ward

Kristen Ward
Partnership Manager
Pure Silk Championship

1010 KINGSMILL ROAD, WILLIAMSBURG, VIRGINIA 23185
PHONE (757) 253-3990 FAX (757) 253 - 8264
WWW.PURESILKCHAMPIONSHIP.COM

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Sponsorship

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Pure Silk Championship
Contact Person	Kristen Ward
Position Title	Partnership Manager
Email Address	kristen.ward@kingsmill.com
Phone Number	757-253-3990
Address	1010 Kingsmill Rd. Williamsburg, VA
Total City Funding Request for FY 2021	$15,000

Short description of how funding will be used:

On behalf of the LPGA Tour, Escalante Golf Inc., and Kingsmill Resort, we would like to express a sincere thank you for your continued support of the Pure Silk Championship. This event would not be possible without great partners like you, the City of Williamsburg. The funds requested will help support the marketing efforts of the event & the City of Williamsburg.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Agency Overview

Agency Purpose

The 2019 Pure Silk Championship proved to be once again a favorite stop on tour amongst the players, as 9 of the top 10, and 85 of the top 100 money list participated in this year's tournament. This event continues to give back to the local community in both charitable contributions & economic impact. This event is the largest professional golf event in the state of Virginia and the purpose is to help drive tourism to the area.

Programs and Services Offered

The Pure Silk Championship offers an array of events throughout the week. We offer two Pro-Am events hosted on Monday & Wednesday, a Women's Day event hosted on Tuesday, family friendly activities hosted on the weekend such as a healthy start breakfast, a junior clinic and a family fun zone (all family activities are free to attend). The official tournament starts on Thursday and runs through Sunday. The event does offer complimentary tickets to children 17 & under, military (active duty, reserve and retired) as well as first responders all week long. Access to the event is complimentary on Monday & Tuesday.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Partnerships with Other Agencies or City Departments

Visit Williamsburg - partner in 2019 but has not been approved for 2020 and beyond.
Sports Williamsburg - partner in 2019, but has not been approved for 2020 and beyond.

Percent of FY 2021 Budget Provided by City

FY 2021 Funding Requests from Other Sources, if applicable.

Funding Source	Amount Requested	Amount Approved
Totals		

Please attach any additional information that will support your request for funding.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - General Application

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	Virginia Arts Festival
Contact Person	J. Scott Jackson
Position Title	General Manager
Email Address	sjackson@vafest.org
Phone Number	757-282-2806
Address	440 Bank Street, Noroflk, VA 23510
Total City Funding Request for FY 2021	$80,000

Short description of how funding will be used:

On behalf of the Board of Directors of the Virginia Arts Festival, we respectfully request underwriting support from the City of Williamsburg for FY2021 in the amount of $80,000 in support of FY2021 Virginia Arts Festival programming in Williamsburg.

Programming will include the two-day Williamsburg Live event, two chamber concerts at the Hennage Auditorium-Art Museums of Colonial Williamsburg, a December holiday concert at St. Bede Catholic Church and arts education for Williamsburg-James City County public school students. The marketing plan for these events will highlight Williamsburg's cultural opportunities, excellent lodging and fine dining. Through these performances, the Festival will focus national PR exposure on the Historic Triangle as a premier destination for the music lover and cultural tourist.

Agency Overview

Agency Purpose

The Festival is a leading cultural tourism destination and one of the largest presenting arts organizations between Washington D.C. and Atlanta. A key part of the Festival's success is its extensive arts education outreach program which now reaches over 40,000 students, teachers and chaperones through over 100 events annually.

The Festival is built on a four-part foundation.

• Bringing impactful artistry into Williamsburg – Most performers are craftsmen – but a very few are truly artists – Bruce Hornsby, Sheryl Crow, Alison Kraus and Rhiannon Giddens – When they perform, they demand the audience pay attention, they inspire us, they teach us about being human; when the performance is over, they stay with us. Bringing this artistry into Williamsburg is one of the cornerstones of the Festival.

• Impacting the lives of children – The Festival's goal is that every child in Williamsburg experiences the Festival at least once during their school years. Many artists who perform as part of the Festival will participate in arts education programming as part of their residency.

• Leaving Something Behind – Commissioning great art by the finest artists for our future generations, to include world premieres and the debut of promising young artists as a part of the Festival line-up. The Festival isn't just finding the world's greatest artists; it is creating impactful art and sharing it with the world.

• Making a difference for Williamsburg: Currently, 50% of the audience at our Williamsburg event comes from out of town, contributing over $1,000,000 annually to the economy.

Programs and Services Offered

In 2021, the Virginia Arts Festival will celebrate its 25th season with major events throughout the region. Williamsburg will be a significant part of this celebration. The 25th Annual Virginia Arts Festival will be held from April 9 – June 19, 2021, with at least two days of Virginia Arts Festival programming to be held in Williamsburg either Friday, June 18 through Saturday, June 19, 2021, serving as the signature event closing the 2021 season. We will feature a diverse line-up of world-renowned artists and positively impact students through the arts through student matinées, in-school performances, workshops and master classes.

The re-branded Williamsburg Live, produced solely by the Virginia Arts Festival in 2019 attracted 6,459 patrons, which included 3,966 out-of-town ticket buyers (61% of Williamsburg Live patrons were from out-of-town). Visitors came from 34 states, plus Washington D.C. and 5 foreign countries. North Carolina, Maryland, Pennsylvania, and New Jersey were the highest producing states outside of Virginia. Visitors from foreign countries included Canada, Belgium, Brazil, Sweden and the United Kingdom.

Williamsburg Live 2019 included 11 food vendors, a significant increase over last year. M. Price was our distributor for beer and wine and our exclusive brews were from two Williamsburg based breweries.
Food Vendors included:
• Colonial Williamsburg – Williamsburg, VA
• Food A Tude – Williamsburg, VA
• Cast Iron Catering Co. – Virginia Beach, VA
• Little Piggys Wurst Nightmare Prost!- Gloucester, VA
• Capt'n Crabby – Virginia Beach, VA
• Prost! –Williamsburg, VA
• Malchsticks BBQ – Toano, VA
• Chesapeake Concessions – Chesapeake, VA
• Joysicles – Virginia Beach, VA
• State Fair Kettle Corn – Williamsburg, VA

Exclusive Brews provided by:
• Billsburg Brewery - Williamsburg
• Alewerks Budweiser – Williamsburg

The Virginia Arts Festival calculated an estimated economic impact of Williamsburg Live 2019 based on out-of-town ticket buyers. Williamsburg Live attracted 3,966 out-of-town ticket buyers who booked a total of 2,106 total rooms (includes artist and production staff rooms). We estimated that out-of-town patrons spent $650 per party. Based on these calculations, the total estimated spending by out-of-town patrons to Williamsburg Live 2019 was $1,074,125 This figure does not include spending by local resident ticket buyers. Of note, and included in the above calculations, the Festival sold 710 2-day packages resulting in 318 room nights. Of those, 133 were from outside the region and 92 from states other than Virginia.

In 2021, Williamsburg Live will continue to feature a varied and high profile artist roster that will attract an increased number of out-of-town visitors and create more media buzz for the Historic Triangle. The Festival will also:

• Create a marketing plan to increase attendance and out of town visitation
• Create a food and beverage "experience", in addition to the performance experience, by focusing on distinct and gourmet food vendors, local craft breweries and Virginia wine vendors.
• Continue our partnerships with Colonial Williamsburg and the Greater Williamsburg Chamber and Tourism Association (GWCTA)
• Advertise event/hotel packages through Marriott.com (Colonial Williamsburg's Lodge is now being managed by the Marriott Hotel Corporation.)
• The DeWitt Wallace Decorative Arts Museum will partner with this event so that ticket buyers will also receive entrance to the museum with a special ticket package.
• GWCTA will facilitate marketing and public relations initiatives to promote the event.

Working in partnership with the City of Williamsburg, as well as other public and private entities, the Virginia Arts Festival wants 2021 to be another transformational year which will set a new bar for arts entertainment for decades to come.

The 2021 Williamsburg Live will feature the following performances:

• Mainstage Concert with well-known headline artist
Large tent in the green space at DeWitt Wallace Decorative Arts Museum or
another appropriate Williamsburg venue
June 18, 2021

• Mainstage Concert with well-known headline artist

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Target Population or Audience of the Agency's Programs/Service

The Virginia Arts Festival's Greater Williamsburg target audience includes:
- Greater Williamsburg residents
- Hampton Roads residents visiting Williamsburg to attend events, dine in restaurants, shop and utilize city parking
- Out-of-town of town cultural tourists visiting Williamsburg to attend events, stay overnight in hotels, dine in restaurants, shop and utilize city parking
- the K-12 Williamsburg-James City County student population

In 2019, out-of-region visitors came to Festival events in Williamsburg from 34 states, plus Washington D.C. and 5 countries. North Carolina, Maryland, Pennsylvania, and New Jersey were the highest producing states outside of Virginia. Visitors from foreign countries included Canada, Belgium, Brazil, Sweden and the United Kingdom.

Projected Number of Residents to be Served or Attendees in FY 2021

In FY19, the Festival reached 1,622 youth and 7,860 adults through its programming in and for Williamsburg.

Our goals for FY21 are to reach 1,785 youth and 9,000 adults.

Partnerships with Other Agencies or City Departments

The Festival has nurtured long-term partnerships with local arts and community organizations to include Greater Williamsburg Chamber and Tourism Alliance, Colonial Williamsburg Foundation, Williamsburg-James City County Public Schools, Merchant Square, Yankee Candle Village Williamsburg, Virginia Symphony Orchestra, and many others.

Number of Employees in the Agency

Full-time: 33; Part-time: 4; Contract & Seasonal: 22; Active volunteers: 325; Total volunteer hours: 4,997

Percent of FY 2021 Budget Provided by City

We expect the City of Williamsburg funding to represent approximately 12% of the FY21 VAF Williamsburg budget

Fees Charged for Services or Events

Ticket prices for chamber concerts are typically $20, Williamsburg Live tickets range from $45-$237(2 day GOLD VIP pass), and holiday concert tickets are $28-$65.

Discounts for the chamber concert and holiday concert are 10% off for seniors/military, 15% off for AAA members and 25% off for students.

Performance Measurement: Please explain how you measure the services you provide, such as the number of people served, quantity of service units, or other quantifiable performance measures. Depending on the purpose of your agency, measures may include customer impact/outcome (examples are: increased levels of knowledge and skills, altered attitudes and behaviors, or improved social or health concerns), increase in number of tourist, increase in sales tax, meals tax, or any other data that measures the impact of the services, programs, or events.

What are the proposed outputs (direct products/services)?

The Festival's proposed outputs for Williamsburg include: (1) presenting an exciting and high profile Williamsburg Live two-day event (2) presenting two high caliber chamber music concerts at Hennage Auditorium-Art Museums of Colonial Williamburg, (3) presenting a holiday concert at St Bede Catholic Church (or similar venue) and (4) reaching 1,785 area students through arts education outreach events held in schools, community settings and area venues.

The overall Festival's outcomes include: (1) bringing world-class performing arts to our citizens and visitors, (2) positively impacting the lives of students through outstanding year-round educational programs, (3) commissioning works of national and international significance, and (4) making a tangible difference in southeast Virginia with regional partnerships and the positive economic impact generated by cultural tourism.

The success of the Festival is measured by the following:
- Quality of the artistic line-up presented.
- Number of local arts and community partners we collaborate with each season.
- Occupancy of hotels and motels during the weeks of the Festival.
- Amount of media coverage of the Festival, locally, nationally and internationally.
- Number of local residents who attend Festival performances.
- Amount of admission taxes and parking fees paid to the cities in which we host performances.
- Number of area residents who attend Virginia Arts Festival performances and eat in local restaurants.
- Number of area students that are reached each season, as well as the depth and breadth of the Festival's arts-in-education programs through long-term engagement with artists.

What are the expected outcomes (changes in knowledge, increase in service levels, increase in overnight visits, increase in patronage of City businesses, or other measures)?

The Festival's outcomes include: (1) bringing world-class performing arts to our citizens and visitors, (2) positively impacting the lives of students through outstanding year-round educational programs, (3) commissioning works of national and international significance, and (4) making a tangible difference in Williamsburg with regional partnerships and the positive economic impact generated by cultural tourism.

How will the outputs and outcomes be measured? How often? Describe data collection or measurement tools that will be used to track and monitor these.

The success of the Festival is measured by the following:
- Quality of the artistic line-up presented.
- Number of local arts and community partners we collaborate with each season.
- Occupancy of Williamsburg hotels and motels during the weeks of the Festival.
- Amount of media coverage of the Festival, locally, nationally and internationally.
- Number of Williamsburg residents who attend Festival performances.
- Amount of admission taxes and parking fees paid to the City of Williamsburg.
- Number of Greater Williamsburg residents who attend Virginia Arts Festival performances and eat in Williamsburg restaurants.
- Number of Williamsburg-James City County Public Schools students that are reached each season, as well as the depth and breadth of the Festival's arts-in-education programs through long-term engagement with artists.

Performance Goals: Please list at least two measures of goal attainment/service impact, and benchmark measure values for FY 2021, your FY 2019 results, and the FY 2020 projected values.

Performance Measures	FY 2019 Results	FY 2020 Projected	FY 2021 Goal
WJCC Public School Students Reached	1,622	1,700	1,785
Adults Reached through VAF Wmsbg Events	7,860	8,500	9,000

FY 2021 Funding Requests from Other Sources

Funding Source	Amount Requested	Amount Approved
Government Support (non-City of Wmsbg)	10,000	pending-usually hear in June
Corporate Support & Individual Giving	82,635	pending-usually hear Oct-Dec
Concert Income	392,000	pending-after event in June
Other (concessions, endowment, in-kind)	113,000	endowment approved ($20K), all else pending
Totals	597,635	

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

All applicants should attach a preliminary FY 2021 comparative total agency budget that includes your FY 2020 budget and FY 2019 actual revenues and expenditures. If you have applied for funding of a single program or project, please also attach a comparative expenditure budget for that program or project. You may complete the tables below or attach separate documents.

Agency Revenues	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
City Funding			
State Funding			
Federal Funding			
Other Grants			
Contributions			
Fees			
Other (please describe)			
Total Revenues			
Agency Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

(Additional Information for Single Program/Project Request only)

Program Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

CITY OF WILLIAMSBURG
GRANT APPLICATION FOR FISCAL YEAR 2021

Budget and Summary Financial Statement of Grant Applicant & Proposed Project Budget

	FINANCIAL INFORMATION			
	ACTUAL LAST FISCAL YEAR 19	ESTIMATED CURRENT FISCAL YEAR 20	ESTIMATED NEXT FISCAL YEAR 21	PROPOSED PROJECT BUDGET
I. REVENUE - Do not include donated or in-kind services, materials, facilities, or income legally restricted for acquisitions or capital expenditures. For in-kind categories, see Section II.				
A. Revenues - Contributions:				
1. City of Williamsburg	80,000	80,000	80,000	80,000
2. Membership Fees	N/A	N/A	N/A	N/A
3. Other Grants				
Municipal	1,666,820	1,652,463	1,707,312	
State	125,300	111,600	113,832	10,000
Federal	10,000	10,000	10,000	0
4. Individual Contributions	839,281	830,000	846,600	27,635
5. Corporate Contributions	758,487	740,000	754,800	55,000
6. Other (specify)				
Foundations	584,161	588,318	600,084	0
Exceptional Gifts	1,202,000	632,000	644,640	0
B. Revenues - Program Generated				
7. Admissions/Ticket Sales	1,880,584	1,822,400	1,858,848	392,000
8. Concessions/Product Sales	55,731	47,000	47,940	50,000
9. Interest	23,397	0	0	
10. Other (specify)				
Performance fees/Contracted services				
Co-Production	46,230	15,000	15,300	
Commissions				
Endowment/Investment Income	59,000	574,210	585,694	20,000
C. Revenues - Net Profits from Fund Raising:				
(Net Profits) (Specify)				
Special Event #1 Symphony Event	158,679	273,000	278,460	N/A
Special Event #2 Panfest	22,506	20,000	20,400	N/A
Special Event #3 NATO	29,396	24,937	25,436	
Special Event #4 2019 Comm-Premier	25,000	0	0	
Special Event #5 Tattoo Theme		25,000	25,500	
D. Revenues - Other Sources (specify)				
VAF Management	304,961	354,265	361,350	
20th Season Celebration	0	200,000		
II. IN-KIND CONTRIBUTIONS				
A. Services (Advertising/Promotion)	343,462	410,000	418,200	28,000
B. Goods and Materials	442,847	415,000	423,300	
C. Space (Facility usage)	53,000	25,000	25,500	15,000
Other (specify)				
TOTAL REVENUES:	8,710,840	8,850,193	8,843,196	677,635

	FINANCIAL INFORMATION			
	ACTUAL LAST FISCAL YEAR 19	ESTIMATED CURRENT FISCAL YEAR 20	ESTIMATED NEXT FISCAL YEAR 21	PROPOSED PROJECT BUDGET
III. EXPENSES				
A. Salaries/Wages/Honoraria - (include fringe benefits and payroll taxes)				
1.a. Administration - Directors	265,098	228,076	232,638	0*
1.b. Administrative - Support (Salaries & Benefi	2,229,742	2,286,123	2,331,846	20,000
2. Guest Artist and Composer Fees	1,224,905	1,256,000	1,281,120	287,500
3. Consultants, Legal, Insurance & Interest	31,100	80,000	81,600	5,000
4. Other (Please specify)	0	0	0	
B. Non-Personnel				
1. Office Rent (Bldg Expenses)	46,123	45,000	45,900	
2. Utilities/Phone	92,880	86,600	88,332	
3. Insurance/Bonding	60,207	65,000	66,300	12,000
4. Office Supplies, Materials & Equipment	49,106	56,000	57,120	1000
5. Travel & Lodging	146,980	145,000	147,900	20,000
Meals	54,409	52,000	53,040	10,000
6. Materials		500	510	
7. Printing and Duplicating			0	
8. Postage and Delivery	2,110	2,000	2,040	135
9. Advertising/Marketing (includes in-kind)	696,994	707,000	721,140	75,000
10. Equipment Purchase				
11. Equipment Rental	9,401	9,000	9,180	125,000
12. Repairs and Maintenance	24,554	25,000	25,500	
13. Facility Rental-Performance & Reheasal	41,977	47,000	47,940	in-kind
14. Real Estate Taxes	4,659	4,128	4,209	
15. Other Taxes	3,312	3,000	3,060	
16. Interest Expenses			0	
17. Bank Service Charges & Credit Card Fees	54,666	60,000	61,200	7,000
18. Admission Taxes	108,153	110,000	112,200	
19. Fundraising Expenses	195,522	160,000	163,200	
20. Other				
Tattoo Production	868,648	900,000	918,000	
Education	151,527	170,000	173,400	20,000
VAF Management Expenses	251,029	322,200	328,644	
Special Event #1 Symp	186,698	273,000	278,460	
Special Event #2 Trinid	0	75,000	76,500	
Special Event #3 Panfe	71,431	80,000	81,600	
Special Event #4 NATC	173,994	175,000	178,500	
Special Event #5 2019	25,105	60,000	61,200	
Production, House & Stagehands	666,222	517,566	343,917	80,000
Professional Development & Dues				
Debt Service	0			
20th Season Celebration Expenses	0			
Non-Cash	843,084	850,000	867,000	15,000
TOTAL EXPENSES (excluding depreciation)	8,579,639	8,850,193	8,843,196	677,635

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - Sponsorship

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	WHMA in conjunction with VistaGraphics Publishing
Contact Person	Ron Kirkland | Eileen Sperry
Position Title	Executive Director of WHMA | Account Executive
Email Address	ron.kirkland@widomaker.com | eileen@vgnet.com
Phone Number	757-220-3330 | 757-773-4075
Address	1001A Richmond Road Suite 2E Williamsburg, VA
Total City Funding Request for FY 2021	$11,000

Short description of how funding will be used:

For the past five years The City of Williamsburg Map has been a prominent feature in the GoWilliamsburg Visitors Guide helping visitors to more easily find their way in and around the city. The Map is a heavily discounted 2-page map in the 500,000+ copies of the goWilliamsburg Visitor's Guide and online at goWilliamsburg.com. This map is a service to the millions of visitors the city entertains annually but is also a huge, complimentary service to the

Agency Overview

Agency Purpose

The purpose of the Williamsburg Area Hotel & Motel Association is to promote Williamsburg, VA as an overnight

Programs and Services Offered

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Partnerships with Other Agencies or City Departments

WHMA and goWilliamsburg proudly partner with: The Williamsburg Tourism Council, The Williamsburg Business Council, Greater Williamsburg Chamber & Tourism Alliance, Williamsburg Area Restaurant Associaition (WARA), Heritage Humane Society, Alzheimers Association of SE Virginia, Community of Faith Mission, William & Mary Global Film Festival.

Percent of FY 2021 Budget Provided by City: less than 5%

FY 2021 Funding Requests from Other Sources, if applicable.

Funding Source	Amount Requested	Amount Approved
n/a		
Totals		

Please attach any additional information that will support your request for funding.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding - General Application

- The request must be received by City on or before November 18, 2019, 4:30 pm
- To be considered for funding, Agency's taxes and fees to the City must be current
- Please do not alter form; however, you may attach pages if additional space is required
- Return form by email to bdameron@williamsburgva.gov with the subject line, **"Outside Agency FY21 Funding Request and name of the agency"**, or mail to:

City of Williamsburg
Finance Department
401 Lafayette Street
Williamsburg, Virginia 23185
Attention: Finance Director

Agency Name	William & Mary Global Film Festival
Contact Person	Adam Stackhouse
Position Title	Producer
Email Address	adam@theAVAdventure.com
Phone Number	540-718-2343
Address	Morton Hall 141 100 Ukrop Way Williamsburg
Total City Funding Request for FY 2021	$25,000

Short description of how funding will be used:

The funding will be used to support the Global Film Festival's (GFF) special guest and programming budgets. Having special guests such as directors, producers, actors, and other industry professionals speak and facilitate workshops offers more opportunities for attendees to learn about the art of filmmaking and draws a bigger audience. The programming budget covers screening fees, venue rental, and print materials such as the festival program.

Agency Overview

Agency Purpose

The purpose of the GFF is to promote art as a powerful global medium of expression and communication. The GFF's goals include: 1) Showcase international, student, alumni, and American produced film and artistic works that feature diverse perspectives and cultures, 2) Offer professional development and networking opportunities to attendees, 3) Contribute to William & Mary's priorities as a public liberal arts university, in particular: internationalization, undergraduate experience-based learning, and community engagement, and 4) Serve as a destination tourism attraction for the region and beyond.

Programs and Services Offered

Programs include screenings of international and domestic films, often with special guest speakers, in Kimball Theatre. Free screenings of films with a William & Mary connection in Tucker Theater. Free professional workshops facilitated by festival guests and alumni working in the arts. All programs are open to both William & Mary students and the general public. Additionally, a youth filmmaking workshop is offered to middle and high school students each fall.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

Target Population or Audience of the Agency's Programs/Service

The GFF targets all ages by offering a wide range of programs that cover a variety of themes.

Projected Number of Residents to be Served or Attendees in FY 2021

The projected number of attendees is 3,200. This projection is based on attendance of the 2019 GFF. The 2020 GFF is scheduled for January 30 - February 2.

Partnerships with Other Agencies or City Departments

Numerous partnerships help make the GFF a success. In addition to the City, the Williamsburg Area Arts Commission, Williamsburg Community Foundation, and Canon Virginia, Inc. fund the event. William & Mary departments also support the GFF, including the Charles Center, Reves Center for International Studies, Cohen Career Center, Confucius Institute, Muscarelle Museum, Film and Media Studies, among others.

Number of Employees in the Agency: N/A; W&M staff and 2 contractors support the event

Percent of FY 2021 Budget Provided by City: 29%

Fees Charged for Services or Events

GFF events are free, $5, or $10 for the general public. All events are free for William & Mary students. Ensuring GFF programs are accessible to all members of the community is a priority. Grant funds subsidize the majority of operational costs. Additionally, the festival is operated on a break-even basis.

Performance Measurement: Please explain how you measure the services you provide, such as the number of people served, quantity of service units, or other quantifiable performance measures. Depending on the purpose of your agency, measures may include customer impact/outcome (examples are: increased levels of knowledge and skills, altered attitudes and behaviors, or improved social or health concerns), increase in number of tourist, increase in sales tax, meals tax, or any other data that measures the impact of the services, programs, or events.

What are the proposed outputs (direct products/services)?

The GFF's impact is measured by the number of tickets issued, number of programs, number of alumni and special guest presenters, and hotel bookings.

What are the expected outcomes (changes in knowledge, increase in service levels, increase in overnight visits, increase in patronage of City businesses, or other measures)?

The expected outcomes include an increased understanding of film as an art form, practical knowledge of how to have a career in the arts through the workshop series, and an increase in overnight visits during the festival.

How will the outputs and outcomes be measured? How often? Describe data collection or measurement tools that will be used to track and monitor these.

The GFF tracks ticketing through Eventbrite and the Kimball Theatre box office. The producers track programming metrics from year-to-year. Several hotels make special offers to festival attendees and report back the number of rooms booked. After the 2020 festival, attendees will receive a survey to track additional metrics such as how much they spent dining while in town for the festival.

Performance Goals: Please list at least two measures of goal attainment/service impact, and benchmark measure values for FY 2021, your FY 2019 results, and the FY 2020 projected values.

Performance Measures	FY 2019 Results	FY 2020 Projected	FY 2021 Goal
Attendees	2,800	3,000	3,200
Hotel Bookings	$9,712	$10,000	$10,200

FY 2021 Funding Requests from Other Sources

Funding Source	Amount Requested	Amount Approved
W&M Charles Center	$12,500	Pending
W&M Reves Center	$10,000	Pending
Williamsburg Area Arts Commission	$9,500	Pending
Totals	$32,000	Pending

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

All applicants should attach a preliminary FY 2021 comparative total agency budget that includes your FY 2020 budget and FY 2019 actual revenues and expenditures. If you have applied for funding of a single program or project, please also attach a comparative expenditure budget for that program or project. You may complete the tables below or attach separate documents.

Agency Revenues	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
City Funding	$25,000	$25,000	$25,000
State Funding			
Federal Funding			
Other Grants	$57,350	$51,500	$55,000
Contributions			
Fees	$5,288	$5,500	$5,750
Other (please describe)			
Total Revenues	$87,638	$82,000	$85,750
Agency Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries	--	--	--
Benefits	--	--	--
Other Personnel	$30,000	$31,500	$31,500
Total Personnel	$30,000	$31,500	$31,500
Office Supplies	--	--	--
Telephone	--	--	--
Postage	--	--	--
Travel	$6,002	$6,500	$6,500
Screening Fees*	$6,650	$7,000	$7,000
Speaker Fees*	$4,100	$4,000	$4,500
Venue Rental*	$6,016	$6,000	$6,000
Guest Accommodations*	$7,139	$7,200	$7,200
Production & Supplies*	$9,467	$8,500	$9,500
Marketing/Advertising	$16,949	$11,300	$13,550
Other(please describe			
Total Non-Personnel	$56,323	$50,500	$54,250
Total Expenses	$86,323	$82,000	$85,750

Please note the original text of the 'Agency Expenses' categories with an asterisk was edited.

THE CITY OF WILLIAMSBURG

Fiscal Year 2021 Outside Agency Request for Funding

(Additional Information for Single Program/Project Request only)

Program Expenses	FY 2019 Actuals	FY 2020 Budget	FY 2021 Planned
Salaries			
Benefits			
Other Personnel			
Total Personnel			
Office Supplies			
Telephone			
Postage			
Travel			
Conferences			
Rent			
Printing/Publications			
Organization Dues			
Insurance			
Marketing/Advertising			
Other(please describe			
Total Non-Personnel			
Total Expenses			

CITY OF WILLIAMSBURG
Public Works & Utilities Department

UTILITY FUND
WATER AND SEWER RATE ANALYSIS
FY21-25

The FY21-25 internal water rate review looks at the financial viability of the Utility Fund in terms of projected expenses and revenues and year end working capital for each year of the next five year period. The water rate was not increased last year remaining at $5.30/1000 gallons. The City does not have a separate rate for sewer.

A. Expenses Outlook:

1. Capital Budget

a. Water System – The proposed 5 year capital expenses for the water system amount to approximately $3.4 million. The large projects include water main improvements along redeveloped Monticello Avenue and Capital Landing Road and improvements to Waller Mill Dam. Capital debt service is the other driver in capital expenses affecting the water rate. The City has a long-term water supply agreement with Newport News Waterworks (NNWW). The 2009 agreement is a 50 year contract with 25 year renewals thereafter. Williamsburg contracted for 2 million gallons of water per day (mgd). The purchase cost is based on $12.5 million per 1 mgd of water thus making our total commitment $25 million for 2 mgd. The City paid $12.5 million initially and the remaining $12.5 million is due in June 2024. However, the City can opt out of the second $12.5 million payment at which time our allotment would drop to 1 mgd. The City's strategy for the first $12.5 million payment was to pay $2.5 million from the Utility Fund cash balance and borrow the remaining $10 million using a 15 year bank qualified loan. The $10 million loan was refinanced in 2012 for another 15 years i.e. thru 2027. So there would be a 3 year overlap in financing should the city decide to purchase the other 1 mgd in FY24. In addition to the capital expense to reserve the water, money is budgeted for the cost of purchasing the water, if needed. Capital debt service plus water purchase expenses together cost the City approximately $.7 million per year. Given a Utility Fund budget of roughly $7 million, that cost has an impact and is ongoing through at least 2027 and beyond should the city opt in for another 1 mgd.

b. Sewer System - On the sanitary sewer capital side of the Utility Fund, a major swing in responsibilities from the City to HRSD has occurred. HRSD and the 14 jurisdictions in the HRSD service areas have signed a MOU in regards to Sanitary Sewer Overflows (SSO's). The agreement puts HRSD responsible for dealing with large cost items to control overflows in the entire service area of HRSD. HRSD will

develop and implement the long range Regional Wet Weather Management Plan (RWWMP). In response to developing the RWWMP, the District has embarked on the Safe Water Initiative for Tomorrow (SWIFT) project. Essentially highly treated wastewater is pumped into the ground instead of being discharged to the rivers and eventually to the Chesapeake Bay. This initiative potentially solves several issues including making more groundwater available, helping to reduce land subsidence and substantially reducing nutrients to our rivers. This is a long term costly project but with tremendous benefits. Rates established by HRSD will continue to increase for the foreseeable future.

While HRSD is assuming responsibility for controlling sewer overflows region-wide, the City will still need to budget for capital expenses needed to keep the infrastructure in good repair.

2. Operating Budget

On the operating side, the Utility expects to provide a modest increase (2%/year) in expenses over the next 5 year planning period due to regulatory requirements primarily aimed at water treatment at the Plant, an aging infrastructure, and personnel expenses. Regulatory requirements continue to affect Water Plant operations as more and more testing is mandated and in some cases Plant procedures need to be modified. The aging infrastructure calls for more attention and the city is active in maintaining and repairing/replacing infrastructure. And expansion of the water and sewer systems e.g. High Street, Quarterpath at Williamsburg and York County development requires more effort to operate and maintain.

B. Revenue Outlook:

1. Growth in Water Demand - Water demand has remained relatively flat over the past several years as a result of emphasis on water conservation by way of water saving fixtures.

We are projecting level water demand over the 5 year study period. Water conservation has tempered residential and commercial activity in the city and demand has been flat to a modest decrease. 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 in the average range. An increase in availability fees is not recommended for FY21.

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.

Finally 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 FY21 since the fees are representative of actual costs of constructing water and sewer service connections. The City's connection fees are in line with other water and sewer purveyors in the region.

Rate Analysis:

Working capital projections were developed for the next 5 year period through 2025. 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 flat revenue and a 2%/year increase in expenses over the 5 year period. Capital improvement expenses are based on recently submitted FY2021-2025 CIP budget figures. Debt service along with estimated water purchase costs are shown for the long-term water contract with NNWW.

As shown, Exhibit 1 shows adequate working capital balances each year over the study period. Therefore, a rate increase is not recommended for FY21. 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. Since future year rate analysis will be primarily impacted on whether the city purchases another 1 mgd, the city should start negotiations with NNWW to see if

there is an alternate arrangement on the cost that was established some 12 years ago.

No rate increase is proposed for FY21 but we anticipate rate increases will be necessary in the next 5 year period to continue a viable Utility Fund enterprise, particularly in light of the potential cost of securing more water for the future. 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 FY21. Proposed FY21 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 2. Although the other localities are also in the process of evaluating rates for FY21, rates currently in place (FY20) are used for comparison purposes. Williamsburg remains well below all other Hampton Roads communities.

Dan Clayton

Daniel G. Clayton III
Director

R: Utilities/Utility/Utility Fund FY2021-2025 4.19.2020

CITY OF WILLIAMSBURG
WATER & SYSTEM OPERATIONS-CASH FLOWS

	Fiscal Year Ending June 30:						
	2019	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
	Actual	Estimated	Proposed	Projected	Projected	Projected	Projected
Revenue under existing rates:							
Water	4,702,919	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000
Sewer	2,063,225	2,200,000	2,200,000	2,211,000	2,222,055	2,233,165	2,244,331
Total Revenue Under Existing Rates	6,766,144	6,900,000	6,900,000	6,911,000	6,922,055	6,933,165	6,944,331
Additional Water Revenues:							
Effective Date / Rate Increase / Proposed Rate / Months Effective							
July 1, 2021 / 0.00% / $5.30 / 12	0	0	0	0	0	0	0
July 1, 2022 / 0.00% / $5.30 / 12	0	0	0	0	0	0	0
July 1, 2023 / 0.00% / $5.30 / 12	0	0	0	0	0	0	0
July 1, 2024 / 0.00% / $5.30 / 12	0	0	0	0	0	0	0
July 1, 2025 / 0.00% / $5.30 / 12	0	0	0	0	0	0	0
Subtotal, Additional Revenue from Increases	0	0	0	0	0	0	0
Total Revenue from User Charges	6,766,144	6,900,000	6,900,000	6,911,000	6,922,055	6,933,165	6,944,331
Other Utility Income	1,141,932	470,644	473,900	670,000	670,000	670,000	670,000
Total Operating Revenues	7,908,076	7,370,644	7,373,900	7,581,000	7,592,055	7,603,165	7,614,331
Operation and Maintenance Expenses							
Water and Sewer Expenses	-6,329,400	-6,600,000	-6,961,009	-7,100,229	-7,242,234	-7,387,078	-7,534,820
Add back depreciation expense	837,624	830,000	830,000	830,000	830,000	830,000	830,000
Total Direct Operation & Maintenance Expenses	-5,491,776	-5,770,000	-6,131,009	-6,270,229	-6,412,234	-6,557,078	-6,704,820
Operating Income	2,416,300	1,600,644	1,242,891	1,310,771	1,179,821	1,046,087	909,511
Add Interest Income-Operations	94,973	93,600	70,000	70,000	70,000	70,000	70,000
Net Income from Operations	2,511,273	1,694,244	1,312,891	1,380,771	1,249,821	1,116,087	979,511
Major Capital Improvements							
Capital Improvements Expenses	-390,000	-730,000	-295,000	-955,000	-1,260,000	-375,000	-150,000
Balance - Fiscal Year Operations	2,121,273	964,244	1,017,891	425,771	-10,179	741,087	829,511
Newport News Water Agreement Expenses:							
Debt Service-Principal	-537,630	-480,535	-362,700	-379,080	-397,800	-421,200	-442,260
Debt Service-Interest	-130,349	-183,661	-155,669	-137,124	-117,702	-97,227	-75,641
Operating Costs/Purchase of Water	0	0	-100,000	-100,000	-100,000	-100,000	-100,000
Total Water Agreement Expenses	-667,979	-664,196	-618,369	-616,204	-615,502	-618,427	-617,901
Working Capital - Beginning of Year	6,076,764	7,530,058	7,830,106	8,229,628	8,039,195	7,413,514	7,536,174
Working Capital - End of Year	7,530,058	7,830,106	8,229,628	8,039,195	7,413,514	7,536,174	7,747,784

Assumptions:

0.0% Growth in Water Consumption for FY 2022 thru FY 2025

2.0% Growth in Operating Expenses for FY 2022 thru FY 2025

EXHIBIT 2

HAMPTON ROADS WATER AND SEWER RATES COMPARISON (FY2019)			
LOCALITIES	**WATER**	**SEWER**	**TOTAL**
Williamsburg	$5.30/1000 Gallons	Included	$5.30/1000 Gallons
JCSA	0-15 $4.10/1000 Gallons 15-30 $8.10/1000 Gallons 30+ : $19.24 Fixed Quarterly Charge $10.56	$3.11/1000 Gallons Fixed Quarterly Charge $5.95	$7.21/1000 Gallons + Fixed Charges
Newport News	$4.93/1000 Gallons (est) Fixed Monthly fee $5	$4.50/1000 Gallons (est) Fixed Monthly fee $5	$9.43/1000 Gallons + (est) Fixed Charges
Portsmouth	$5.48/1000 Gallons Fixed Monthly fee $5	$4.28/1000 Gallons	$9.76/1000 Gallons + Fixed Charges
VA Beach	$4.90/1000 Gallons Fixed Monthly fee $4.41	Fixed Monthly fee $30.81	$4.90 + $30.81 Fixed Charges
Norfolk	$7.07/1000 Gallons	$5.98/1000 Gallons	$13.05/1000 Gallons
HRSD	N.A.	$7.83/1000 Gallons	$7.83/1000 Gallons

R:Water/Hampton Roads Water and Sewer Rates Comparison 2020