



City of Poquoson, Virginia
Adopted Annual Financial Plan
Fiscal Year July 1, 2010 – June 30, 2011

Photo by: E.B. Dashiell, Poquoson, VA

**CITY OF POQUOSON, VIRGINIA
PROPOSED ANNUAL FINANCIAL PLAN
FISCAL YEAR 2011**

TABLE OF CONTENTS

<u>Title</u>	<u>Pages</u>
GFOA DISTINGUISHED BUDGET PRESENTATION AWARD RESOLUTION AND ORDINANCES ORGANIZATIONAL CHARTS	
EXECUTIVE SUMMARY	i
GENERAL INFORMATION	
The Budget Process in Poquoson	xix
FY 2011 Budget Calendar	xxv
SUMMARIES	
Summary of Tax Rates and Fees	1
Personnel Positions	2
Summary of Revenues and Transfers In by Fund.....	4
Summary of Expenditures and Transfers Out by Fund	5
Summary of Revenues and Expenditures by Category	6
Summary of Fund Balance or Net Assets/Liability	8
GENERAL FUND	
Summary	9
General Fund Revenue Summary	12
General Fund Expenditure Summary	22
City Council	24
City Manager	26
Legal Services	28
Independent Auditor	30
Commissioner of the Revenue	32
Assessor/Equalization Board	34
Treasurer	36
Finance	38
Technology	40
Risk Management	42
Registrar/Electoral Board	44
Courts and Sheriff	46

TABLE OF CONTENTS (Continued)

<u>Title</u>	<u>Pages</u>
Police	48
Fire	50
Corrections & Detentions	52
Inspections	54
Animal Control	56
Engineering	58
Public Works	60
Street Lights	62
Facilities and Grounds	64
Health Department	66
Mosquito Control	68
Mental Health	70
Welfare/Social Services	72
School Contribution	74
School Capital Contribution	76
Parks and Recreation	78
Library	80
Planning	82
Planning/BZA/Wetlands/ARB	84
Economic Development	86
Community Development	88
Community Relations	90
Non-Departmental	92
Department of Motor Vehicles	94
Transfer to Other Funds	96
 DEBT SERVICE FUND	
Summary	99
Revenue	101
Expenditures	102
Long-Term Debt Obligations	105
Amortization of Long-Term Debt	108
 CAPITAL PROJECTS FUND	
Summary	111
Revenue	114
Expenditures	115
CIP Plan Summary	116

TABLE OF CONTENTS (Continued)

<u>Title</u>	<u>Pages</u>
SPECIAL REVENUE FUND	
Summary	119
Revenue	123
Expenditures	124
SOLID WASTE FUND	
Summary	127
Revenue	130
Expenditures – Garbage and Recycling	132
Expenditures – Bulky Item and Landscaping	134
UTILITIES FUND	
Summary	137
Revenue	140
Expenditures	142
CIP Plan Summary	144
PARKS AND RECREATION FUND	
Summary	145
Revenue	149
Expenditures – Field	152
Expenditures – Pool	154
Expenditures – Special Events	156
FLEET MANAGEMENT FUND	
Summary	159
Revenue	162
Expenditures	163
APPENDIX.....	A1
GLOSSARY	G1
FREQUENTLY USED ACRONYMS & ABBREVIATIONS	G5

The Government Finance Officers Association of the United States and Canada (GFOA) presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year Beginning July 1, 2009. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications medium.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Poquoson
Virginia**

For the Fiscal Year Beginning

July 1, 2009

President

Executive Director

ORDINANCE NO. 1364

**AN ORDINANCE TO LAY A \$.81 LEVY PER \$100.00 ASSESSED
VALUE ON ALL REAL ESTATE IN THE CITY OF POQUOSON,
VIRGINIA, FOR THE GENERAL OPERATION OF THE VARIOUS
DEPARTMENTS OF THE CITY GOVERNMENT**

WHEREAS, after careful consideration of the operation of the various departments of the City government of Poquoson for the Fiscal Year 2010-2011, it is deemed necessary that a levy of \$.81 on each \$100.00 of assessed property values be laid on all real estate within the City of Poquoson, Virginia for the support of said departments.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Poquoson, Virginia:

Section 1: That on and after the 1st day of July 2010, all real estate, situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance is, subject to levy in the sum of \$.81 on each \$100.00 of assessed valuation of all such property standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, Virginia as of the 1st day of July 2010.

Section 2: That all revenues collectible as a result of this ordinance shall be collected by the agent or agents of the City of Poquoson, Virginia, in the same manner and subject to the same penalties as is now provided by law, and any amendment thereof, and all revenues collected by the agents of the City of Poquoson, Virginia, by levies shall be remitted to the Treasurer of the City of Poquoson, Virginia, and used for the purpose of supporting the various departments and functions of the City of Poquoson, Virginia.

Section 3: That all fines collected under this ordinance shall go into the General Fund of the City.

Section 4: That this ordinance shall be in effect on and after July 1, 2010.

ADOPTED: May 10, 2010

TESTE: Judy F. Wiggins
City Clerk

ORDINANCE NO. 1365

**AN ORDINANCE TO LAY A \$4.15 LEVY ON ALL PERSONAL PROPERTY,
A \$1.50 LEVY ON ALL WATERCRAFT, A \$1.50 LEVY ON ALL PRIVATELY
OWNED CAMPING TRAILERS AND MOTOR HOMES,
AND A \$.81 LEVY ON ALL VEHICLES WITHOUT MOTIVE POWER,
USED OR DESIGNED TO BE USED AS MANUFACTURED HOMES
IN THE CITY OF POQUOSON, VIRGINIA,
FOR THE GENERAL OPERATION OF THE VARIOUS
DEPARTMENTS OF THE CITY GOVERNMENT**

WHEREAS, after careful consideration of the operation of the various departments of the City government of Poquoson for the Fiscal Year 2010-2011, it is deemed necessary to lay a levy of \$4.15 on each \$100.00 of assessed value on all Tangible Personal Property and Machinery and Tools, a levy of \$1.50 on each \$100.00 of assessed value on all watercraft, a levy of \$1.50 on each \$100.00 of assessed value on all camping trailers and motor homes, and a levy of \$.81 on each \$100.00 of assessed value on all vehicles without motive power, used or designed to be used as manufactured homes, within the City of Poquoson for the support of said departments.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Poquoson, Virginia:

Section 1: That on and after the 1st day of January 2011 all Tangible Personal Property and Machinery and Tools situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of \$4.15 on each \$100.00 of assessed valuation of all such Tangible Personal Property, Machinery, Tools and Public Service Corporations standing in the name of all individuals, firms or corporation, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1st day of January 2011.

Section 2: That on and after the 1st day of January 2011, all watercraft situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of \$1.50 on each \$100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1st day of January 2011.

Section 3: That on and after the 1st day of January 2011, all privately owned camping trailers and motor homes as defined in Section 46.2-100 of the Code of Virginia (1950), as amended which are used for recreational purposes only situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of \$1.50 on each \$100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1st day of January 2011.

Section 4: That on and after the 1st day of January 2011, all vehicles without motive power, used or designed to be used as manufactured homes as defined in Section 36-85.3 of the Code of Virginia (1950), as amended situated within the Corporate Limits of the City of Poquoson, Virginia shall be and by this ordinance are, subject to levy in the sum of \$.81 on each \$100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1st day of January 2011.

Section 5: That all revenue collectible as a result of this ordinance shall be collected by the agent or agents of the City of Poquoson, Virginia, in the same manner and subject to the same penalties as is now provided by law, and any amendment thereof, and all revenues collected by the agents of the City of Poquoson, Virginia, by levies shall be remitted to the Treasurer of the City of Poquoson, Virginia, and used for the purpose of supporting the various departments and functions of the City of Poquoson.

Section 6: That all fines collected under this ordinance shall go into the General Fund of the City.

Section 7: That the tax rates established herein shall continue until changed by City Council.

Section 8: That this ordinance shall be in effect on and after July 1, 2010.

ADOPTED: May 10, 2010

TESTE: Judy F. Wiggins
City Clerk

ORDINANCE NO. 1366

**AN ORDINANCE TO APPROPRIATE FUNDS TO THE VARIOUS
GOVERNMENTAL FUNDS OF THE CITY OF POQUOSON, VIRGINIA
FOR FY 2010-2011**

BE IT ORDAINED by the Council of the City of Poquoson, Virginia:

Section 1: That this ordinance shall be known as the Budget Appropriation Ordinance for the City of Poquoson for FY 2010-2011.

Section 2: That the following sums be and the same hereby are appropriated to the following governmental funds for FY 2010-2011.

GENERAL FUND

Revenue and Transfers In	<u>\$22,811,814</u>
Expenditures and Transfers Out	
Legislative	66,271
General Administration	1,788,707
Elections	134,228
Public Safety	5,856,244
Public Works	1,557,609
Health & Welfare	1,071,448
Parks, Recreation & Cultural	983,115
Community Development	578,567
Non-Departmental	135,382
Contribution to Poquoson City Schools	8,516,601
Transfers Out – Debt Service Fund	2,042,842
Transfers Out – Parks & Recreation Fund	<u>80,800</u>
TOTAL APPROPRIATION	<u>\$22,811,814</u>

DEBT SERVICE FUND

Revenues and Transfers In	<u>\$2,042,842</u>
Expenditures	<u>\$2,042,842</u>

CAPITAL FUND

Revenues and Transfers In	<u>\$392,000</u>
Expenditures	<u>\$392,000</u>

SOLID WASTE FUND

Revenues and Transfers In	<u>\$851,299</u>
Expenditures	<u>\$851,299</u>

UTILITIES FUND

Revenues	<u>\$2,618,823</u>
Expenditures and Transfers Out	<u>\$2,618,823</u>

PARKS AND RECREATION FUND

Revenues	<u>\$416,220</u>
Expenditures	<u>\$416,220</u>

FLEET FUND

Revenues	<u>\$633,569</u>
Expenditures	<u>\$633,569</u>

Section 3: That of the total sum of \$22,811,814 appropriated in the General Fund, \$22,681,814 shall be appropriated from the General Fund Revenues and \$130,000 shall be transferred in from the City's Utilities Fund.

Section 4: That of the total sum of \$2,042,842 appropriated in the Debt Service Fund and shall be transferred in from the City's General Fund.

Section 5: That of the total sum of \$392,000 appropriated in the Capital Fund, \$392,000 shall be appropriated from Capital Fund Revenues.

Section 6: That of the total sum of \$851,299 appropriated in the Solid Waste Fund, \$793,100 shall be appropriated from Solid Waste Fund Revenues, and \$58,199 shall be used from the Unrestricted Net Assets.

Section 7: That of the total sum of \$2,618,823 appropriated in the Utilities Fund, \$1,635,132 shall be appropriated from Utilities Fund Revenues and \$983,691 shall be used from the Unrestricted Net Assets.

Section 8: That of the total sum of \$416,220 appropriated in Parks and Recreation Fund, \$318,295 shall be appropriated from Parks and Recreation Fund Revenues, \$80,800 shall be transferred in from the City's General Fund and \$17,125 shall be used from the Parks and Recreation fund balance.

Section 9: That of the total sum of \$633,569 appropriated in the Fleet Fund, \$633,569 shall be appropriated from Fleet Fund revenues.

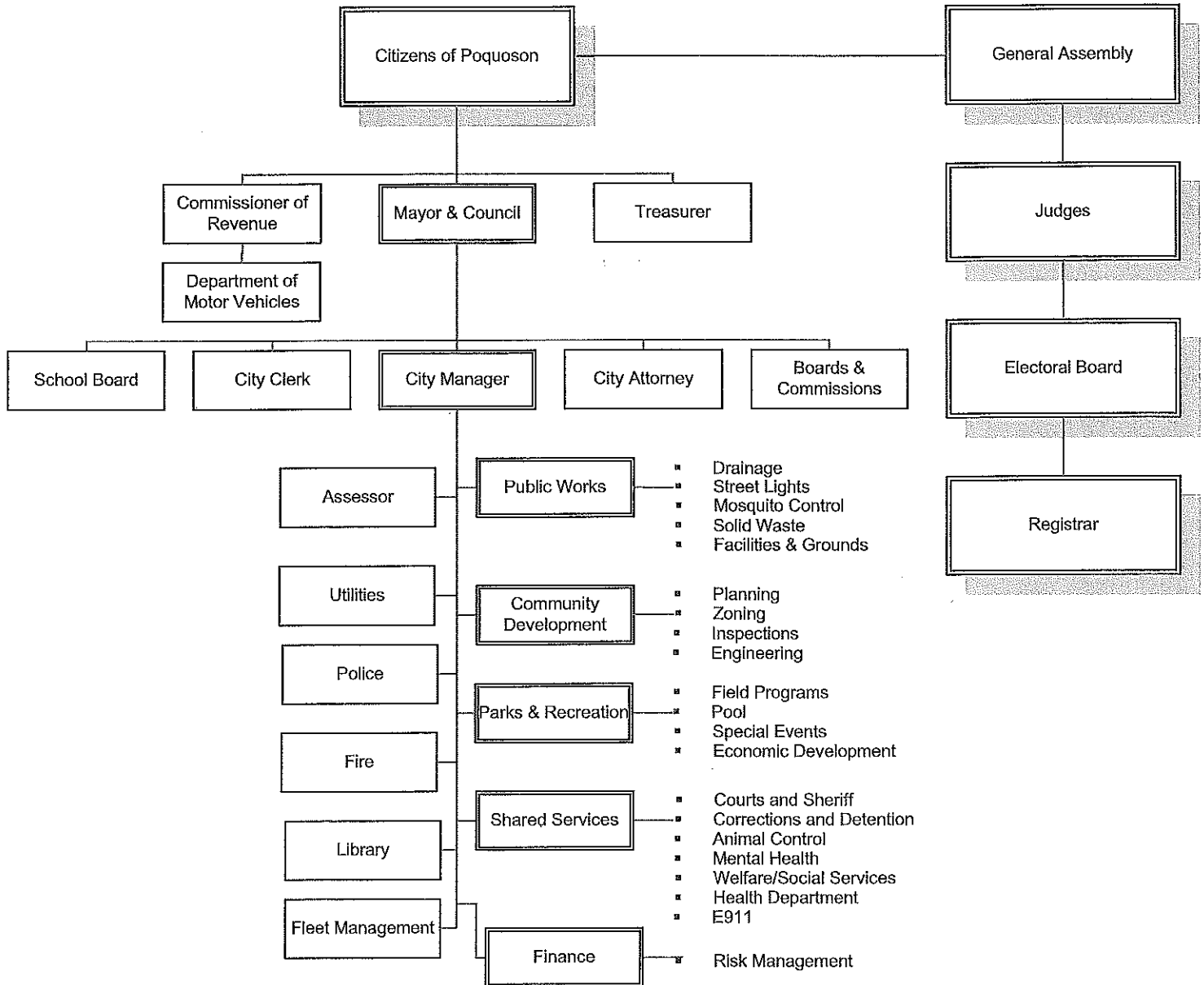
Section 10: That this ordinance shall be in effect on and after July 1, 2010.

ADOPTED: May 10, 2010

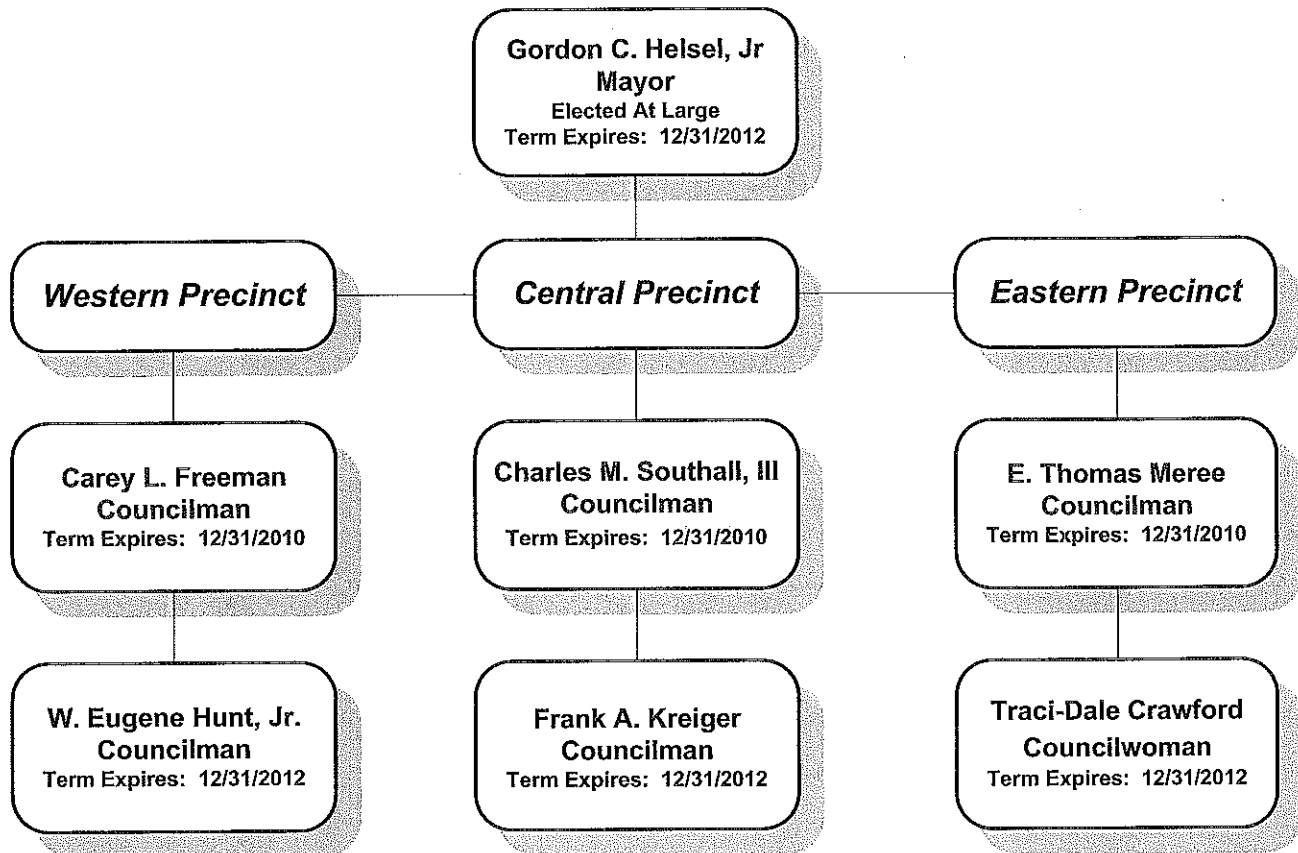
TESTE: Judy F. Higgins
City Clerk

CITY OF POQUOSON, VIRGINIA

CITY GOVERNMENT ORGANIZATION CHART



POQUOSON CITY COUNCIL



The Executive Summary is a general overview of the Annual Financial Plan for Fiscal Year 2011 for the City of Poquoson. The summary provides a quick overview of the fiscal plans of the City for the upcoming fiscal year. It highlights some of the more significant items in the City's budget and addresses some of City Council's goals. The information following the Executive Summary has a considerable amount of detail for those who desire a more thorough review of the budget document.

The General Fund is the primary focus of the Executive Summary. This is the primary operating fund of the City and is used to account for most of the City's financial resources. The spending requirements of this fund determine the rates of local taxation.

In addition, budgets have been prepared for the Debt Service Fund, the Capital Projects Fund, the Special Revenue Fund, the Solid Waste Enterprise Fund, the Utilities Enterprise Fund, Parks and Recreation Enterprise Fund, and the Fleet Management Internal Service Fund.

The adopted budget is available for public review in the City Manager's Office, the City Library, and online at www.poquoson-va.gov.



- **Introduction**
- **Council Goals**
- **The Budget in Brief**
 - **General Fund**
 - **Debt Service Fund**
 - **Capital Projects Fund**
 - **Special Revenue Fund**
 - **Solid Waste Fund**
 - **Utilities Fund**
 - **Parks & Recreation Fund**
 - **Fleet Management**
- **Unbudgeted Needs**
- **GFOA Distinguished Budget Award**
- ♦ **Summary**

Executive Summary

Fiscal Year July 1, 2010 to June 30, 2011

May 10, 2010

Introduction

Honorable Mayor and Members of City Council
Poquoson, Virginia:

Thank you for the opportunity to present the City of Poquoson's Adopted Budget for Fiscal Year (FY) 2011, submitted in accordance with Article V of the City Charter.

The FY 2011 budget year is the third in a series of difficult budget years that began in the Fall of 2008. Poquoson, like most localities in Virginia, has been significantly impacted by the State and National recession. In FY 2010 the City Council and School Board made many difficult decisions to balance the budget including operational and programmatic reductions, pay freezes and the elimination of 25.5 positions. These reductions, as difficult as they were, stabilized the City's financial situation and established a firm foundation on which to build the FY 2011 Adopted Budget.

As we look forward to FY 2011, local revenues have largely stabilized. Regrettably, the State's fiscal situation continues to erode and this year and for years to come, the City faces the prospect of a series of reductions in State support for education, transportation, public safety, human services, Constitutional Offices and the Library. Reduction in State support are the most significant factors affecting the FY 2011 Budget and represent a fundamental shift of the responsibility for funding essential government services from the State to localities.

As I worked with you to develop the Adopted Budget, we utilized five guiding principles to assist us in our deliberations. These were:

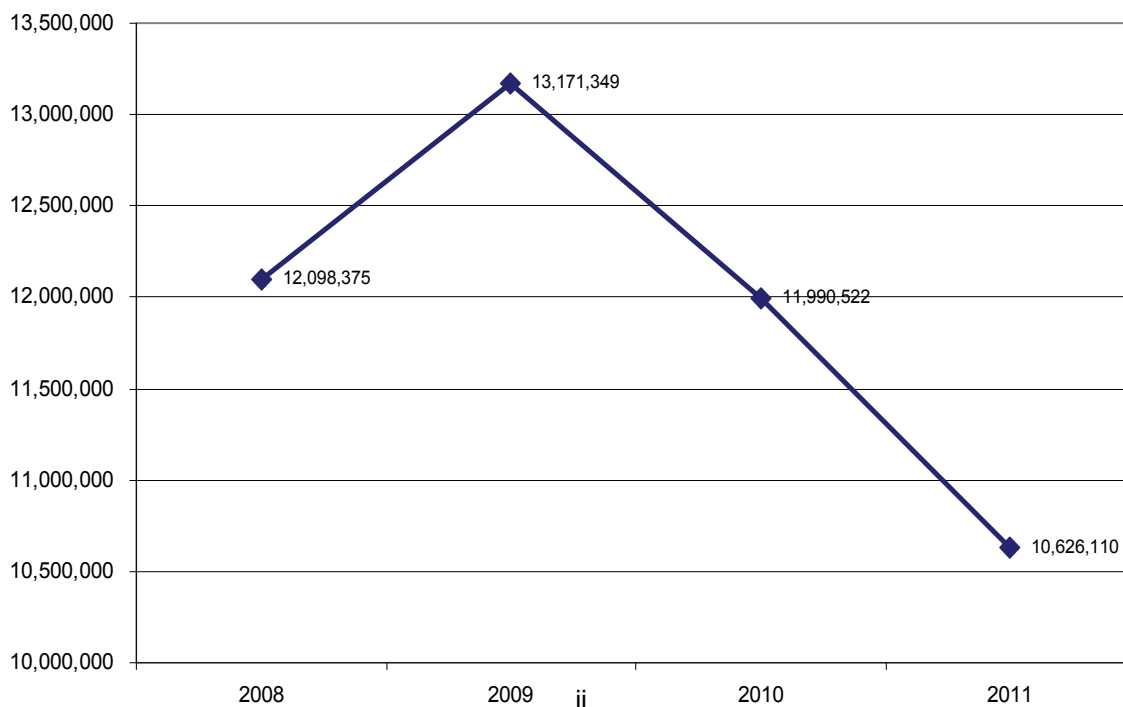
- Maintain essential government services
- Increase local funding for Schools
- Maintain compensation and benefit levels for City staff
- Protect the jobs of existing City personnel
- Maintain compliance with the City's adopted fiscal management guidelines

Introduction (Continued)

Utilizing these principles we carefully reviewed every area of the City budget and have made a series of reductions in the base budget that, when combined with the City Council's recently approved capital debt refinancing, has allowed the City to adopt a budget that meets each of these principles. Accomplishing this was not an easy task and many areas of the budget have been reduced. In addition to those items that have been reduced several important priorities for new funding such as additional Police, Fire & Rescue and Public Works personnel, and pay increases for City staff could not be included. Of all the priorities that could not be addressed in this budget, perhaps the most significant is the need to update the City's compensation and pay plan. This plan has not been updated in more than a decade. As the region emerges from the recession and neighboring communities resume hiring, this priority will become critical as we seek to hire and retain qualified staff.

At the same time the City government completed its deliberation, the Superintendent and School Board planned for the impacts of significant State reductions for the second consecutive year. As the Council will recall, State reductions and non-discretionary cost increases required the School Board to reduce its FY 2010 budget by \$1,200,000. In FY 2011 the School Division experienced an additional shortfall of approximately \$900,000, in spite of an increase in local funding of \$182,571. To address this shortfall the School Board has proposed significant reductions in Administration & Support, Transportation and Instruction, including the elimination of 12 positions. This would bring the total number of position reductions in the School system over the two year period to 24. The reductions in State support for education will have significant impacts on the quality of education provided by the Poquoson City School System. The chart below depicts the magnitude of the reductions in State Aid to Education we are experiencing.

State Funding for Schools



Introduction (Continued)

In recognition of the difficult fiscal situation being faced by the City, the School Board did not request an increase in local support as part of their Recommended Budget. However, the School Board did express appreciation for any additional funding the City may be able to provide to help offset the significant impacts of the State reductions on education. These impacts are State driven, but it is our community and its children that will be impacted. This problem is compounded by the fact that the School Division is forecasting an additional shortfall in FY 2012 of \$700,000.

Long term there is concern about the continued State reductions impacting both the City Government and Schools. Initial out-year estimates suggest that the State's budget problems will continue through at least FY 2013 and FY 2014. This means that the prospect that current State cuts will be restored is unlikely and that further, continued reductions can be anticipated. Additionally, the City will be impacted by the removal of the State's hold harmless provision on the School Composite Index in FY 2013 and the anticipated increase in the School-related Virginia State Retirement System rates which have been temporarily lowered for the coming biennium. Once these rates are normalized the annual impact on the School Division could be as much as \$1,000,000 or more.

Council Goals

During various City Council meetings and work sessions, Council was made aware of the pending reductions in state funding and the budget gap faced by the City.

Based on this, members of Council have articulated the following goals for FY 2011.

Minimize Tax and Fee Increases:

With no growth in assessments, members of Council expressed a desire to develop a budget keeping the real estate tax rate and other fees as low as possible. This budget has been adopted with the real estate tax rate of \$.81 per \$100 assessed value. In FY 2008 it was recommended by our financial advisors to increase the real estate tax rate two cents which would have completed the financing plan for the construction projects. The debt affordability analysis plan encompassed all City and School debt. A facility user fee is recommended in the Parks and Recreation department to defray the costs of lighting and staff for non-City sponsored athletics. All other taxes and fees have been held level.

Address Operating Needs:

Due to minimal increases in population and a decrease in revenues, members of Council have asked staff to review the staffing and equipment needs of all departments. Between FY 2008 and FY 2010, 15.2 FTE positions were eliminated. Included were Deputy Emergency Management Coordinator, Appraiser, 4 Police Dispatchers and 1 Clerical position in the Police Department, and staff from Parks and Recreation and Community Relations, Solid Waste, and Fleet Management. The 4 dispatchers were eliminated as part of the consolidation of the E911 Center with York County.

Address Use of Cash Reserves:

FY 2009 was the first full year of the new Solid Waste container/cart program. In FY 2010, the Solid Waste program has proposed increased fees to help minimize the transfer from the General Fund. More details of this program, are located under the Solid Waste section of the summary.

The Utilities Fund has had large fluctuations in cash over the last few years. Several years ago the City extended sewer and it became mandatory for citizens to connect to the system. Sewer extension was costly to the City and increased the debt service of that fund significantly, as well as increased operational costs. The debt service and increased operational costs of this fund have made it more difficult to balance this budget. Planned use of excess cash reserves has been allowed to keep utility fees as low as possible. For FY 2011, it is proposed to use reserves to offset non-cash depreciation and amortization charges as well as a small portion to cover the costs of the required DEQ consent order.

Council Goals (Continued)

Address Use of Cash Reserves (continued):

The Parks and Recreation Enterprise Fund has been experiencing on-going deficits. Council's goal is to keep recreational fees affordable for all citizens while maintaining existing recreational programs; however, historically this fund incurs deficits each year. The FY 2011 budget provides a \$80,800 transfer from the General Fund to the Parks and Recreation Fund. Of that, \$43,506 will help supplement user fees for programs and \$37,450 for pool operations.

Maintain Quality Schools While Controlling School Spending:

Poquoson prides itself in maintaining quality schools and having test scores that are top in the State. The Council has committed to continue to provide basic funding for school operations. This budget addresses the School's decrease in funding from the State while keeping instruction at the highest level. The FY 2011 proposed local funding of \$8,516,601 is an increase from the previous year of \$119,113.

Budget Policies:

A brief summary of the City's Financial Planning, Revenue, Expenditure, Fund Balance Reserve, Debt, and Investment Policies are included in the General Information section describing the budget process. These policies guide the City in the development of the City's Annual Financial Plan.

The Budget in Brief

The total revenue budgeted for FY 2011 by fund is as follows:

General Operating Fund	\$22,811,814
Debt Service Fund	2,042,842
Capital Projects Fund	392,000
Solid Waste	793,100
Use of Solid Waste Fund Bal	<u>58,199</u>
Solid Waste Fund	851,299
Utilities	1,635,132
Use of Utilities Fund Bal	<u>983,691</u>
Utilities Fund	2,618,823
Parks & Recreation	399,095
Use of Parks & Rec Fund Bal	<u>17,125</u>
Parks and Recreation Fund	416,220
Fleet Management Fund	<u>633,569</u>
Revenues & Transfers In	29,766,567
Less Interfund Transfers	<u>(2,253,642)</u>
Total Revenues	<u>\$27,512,925</u>

The total expenditures budgeted for FY 2011 by fund is as follows:

General Operating Fund	\$22,811,814
Less Interfund transfers:	
Debt Service	(2,042,842)
Parks and Rec	<u>(80,800)</u> (2,123,642)
Debt Service Fund	2,042,842
Capital Projects	392,000
Solid Waste Fund	851,299
Utilities Fund	2,618,823
Less Interfund transfers:	
General Fund	<u>(130,000)</u> (130,000)
Parks and Recreation Fund	416,220
Fleet Management Fund	<u>633,569</u>
Total Expenditures	<u>\$27,512,925</u>

General Fund

Revenues by Category:

The General Fund derives its revenue from a variety of sources as the pie chart on page vi illustrates. The largest source is from general property taxes, which includes real estate taxes, personal property taxes, public service corporation taxes, delinquent taxes, and penalties and interest.

The City expects to receive \$13,487,930 in real estate tax revenue in FY 2011. Real estate taxes are projected to increase \$33,635 or 0.2% over the FY 2010 estimate. The following factors make up the change in real estate:

- Growth projections for FY 2011 are based on twenty homes valued at \$350,000 and other improvements to be built throughout the year, or \$8,400,000 new residential assessments. Growth will bring approximately \$28,900 of additional tax revenue during FY 2011.

General Fund (Continued)

Revenues by Category: (Continued)

Public services corporation taxes is expected to be \$140,000, an increase of \$30,000.

Personal property taxes and the State Personal Property Tax Relief Act (PPTRA) are projected to be \$3,953,435, a \$120,000 or 3.1% increase from the FY 2010 estimate. PPTRA established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assembly sessions made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at \$950 million annually. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,435.

The City adopted the “specific relief” method of computing and reflecting tax relief. The “specific relief” method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 55% for calendar year 2010.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 51.3% of personal property tax in FY 2011. FY 2011 budget for local tax is \$2,030,000 and State non-categorical aid remains level at \$1,923,435.

The proposed personal property tax rate is \$4.15 per \$100 of assessed value, which is the same rate since FY 2008.

The General Fund also realizes revenue from a variety of smaller local taxes such as local sales tax, communication sales and use tax, meals tax, consumer utility tax, and business licenses. The total of \$2,461,000 other local taxes accounts for 11% of total general fund revenues and is expected to decrease by \$45,000 or 1.8% from the FY 2010 budget.

Other local revenue totals \$641,100 and includes permits; licenses and fees; fines and forfeitures; interest on investments; rental of property; charges for services; and miscellaneous revenue.

The total of all local revenue of taxes, licenses and fees is \$19,509,030.

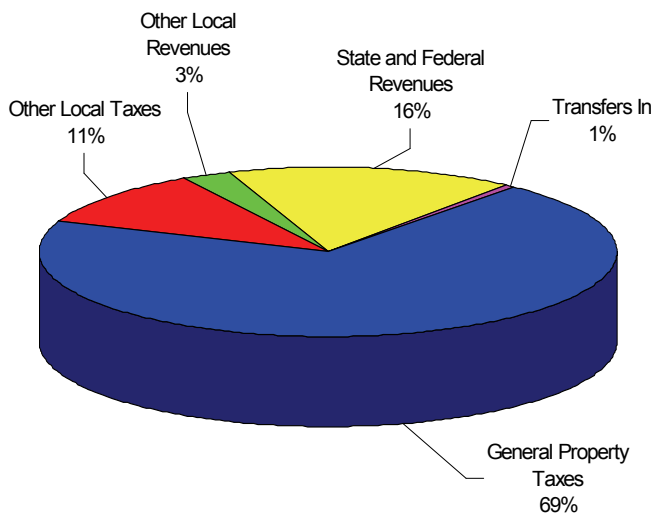
General Fund (Continued)

Revenues by Category: (Continued)

State and Federal revenue is expected to be \$3,682,724 in FY 2011, a \$250,123 or 6.3% decrease from the FY 2010 budget. The decrease in state revenue is mostly due to a decrease in shared expenses for Constitutional Officers, State 599 funds, Street & Highway Maintenance, Library Aid, Comprehensive Services Act and Fire and EMS grants. Federal funding will decrease from FY 2010 due to ending of various federal grants.

Transfers include \$130,000 from the Utilities Fund. The Utilities Fund reimburses the General Fund for services that are provided by the staff of the Engineering, Public Works, and Finance Departments.

The FY 2011 budget proposes to use no funds from the General Fund Unappropriated Fund Balance.



GENERAL FUND SOURCES OF REVENUE

General Property Taxes	\$15,896,930
Other Local Taxes	2,461,000
Other Local Revenues	641,100
State and Federal Revenues	3,682,784
Transfers In	<u>130,000</u>
Total Revenues	<u>\$22,811,814</u>

- **Proposed Real Estate Rate \$0.81 per \$100 Assessed Value**
- **Proposed Personal Property Tax Rate \$4.15 per \$100 Assessed Value**

General Fund (Continued)

Expenditures By Category:

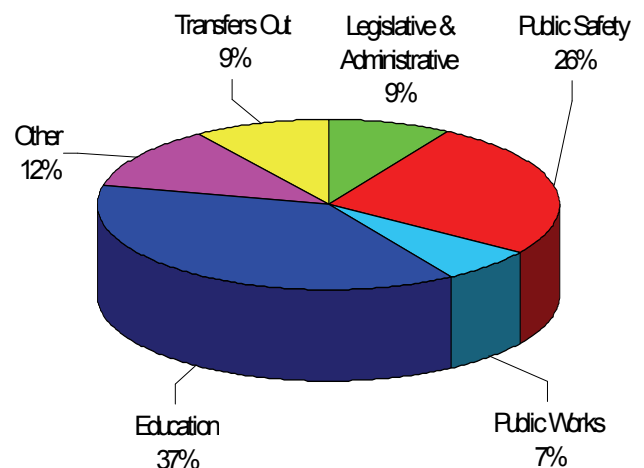
School Expenditures: The contribution to Schools accounts for 37% of the total General Fund budget. The proposed FY 2011 budget includes a \$8,516,601 contribution to Schools. The School's budget is based on an average daily membership of 2,294 students for the FY 2011 school year.

In the past the School has had unspent money at the end of the year which is returned to the City. At the end of FY 2009, there was \$63,398 in unspent funds. These unspent funds were reappropriated to the School division. If there are unspent Funds at the end of FY 2010, they may be reappropriated in FY 2011.

City Personal Services: Employee salaries and overtime account for personal services. City personal services are proposed to be \$7,841,876 in FY 2011, a \$100,228 or 1.2% decrease. Employee benefits account for 29.7% of personal services. Salaries in all departments were budgeted with no merit or cost-of-living increase for a second year. There is an overall increase of .65 FTE in part time salaries. This is due to decrease funding in the Planning Department offset by converting contracted janitorial services to part time positions in the Inspection Department. There is no increased in funds for conversion of contracted to part time positions.

GENERAL FUND EXPENDITURE USES

Legislative & Administrative	\$1,989,206
Public Safety	5,856,244
Public Works	1,557,609
Education	8,516,601
Other	2,768,512
Transfers Out	<u>2,123,642</u>
Total Expenditures	<u>\$22,811,814</u>



General Fund Expenditure Uses

Uses	FY 2010	FY 2011	\$ Inc/(Dec)	% Inc/(Dec)
School	\$ 8,397,488	\$ 8,516,601	\$ 119,113	1.4%
City	15,038,006	14,295,213	(742,793)	(4.9%)
Total	\$23,435,494	\$22,811,814	\$ (623,680)	(2.7%)

General Fund Contribution to Schools

Category	FY 2010	FY 2011	\$ Inc/(Dec)	% Inc/(Dec)
Operations	\$ 8,334,090	\$ 8,516,601	\$ 182,511	2.2%
Capital Outlay	63,398	-	(63,398)	(100%)
Total	\$ 8,397,488	\$ 8,516,601	\$ 119,113	1.4%

General Fund City Expenditures by Category

Category	FY 2010	FY 2011	\$ Inc/(Dec)	% Inc/(Dec)
Personal Services	\$ 7,942,104	\$ 7,841,876	\$ (100,228)	(1.2%)
Operations/Transfers	4,432,037	4,171,937	(260,100)	(5.9%)
Debt Service	2,411,481	2,042,842	(368,639)	(15.3%)
Capital Outlay	252,384	238,558	(13,826)	(5.5%)
Total	\$ 15,038,006	\$ 14,295,213	\$ (742,793)	(4.9%)

Expenditures By Category: (Continued)

City Operations/Transfers: The City's operational costs and transfers are proposed to be \$4,171,937 in FY 2011, a \$260,100 or 5.9% decrease.

Debt Service: In FY 2011, the City will transfer \$2,042,842 to the Debt Service Fund, a 15.3% or \$368,639 decrease. The change is explained in the Debt Service Fund section.

Capital Outlay: The City's proposed capital outlay for FY 2011 is \$238,558, a \$13,826 or 5.5% decrease from FY 2010. This category consists of smaller capital outlay in various departments, including library books, computers, equipment, tools and fire hose.

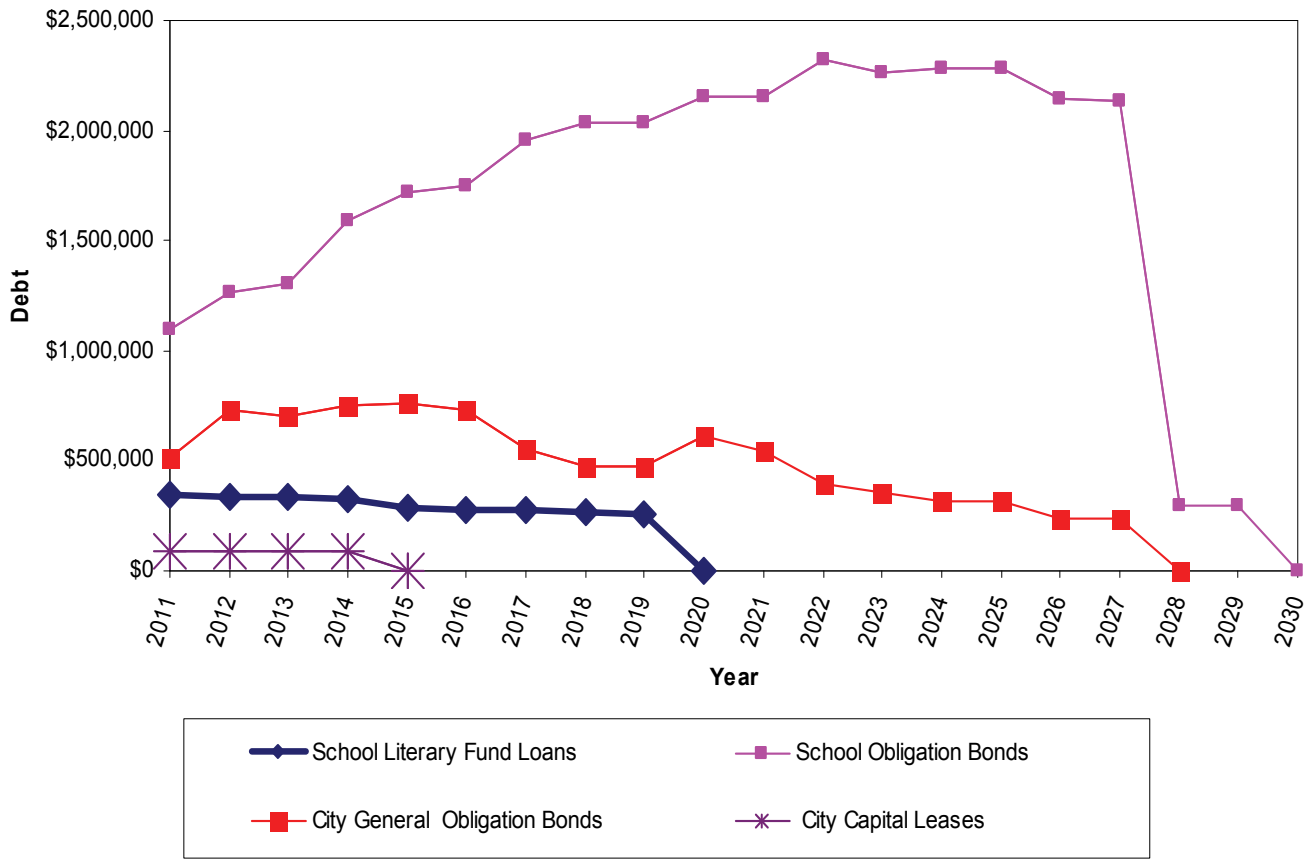
Expenditures By Category: (Continued)***Debt Service Fund***

DEBT SERVICE FUND USES	
School Debt	\$1,442,135
City Debt	<u>600,707</u>
Total	<u>\$2,042,842</u>

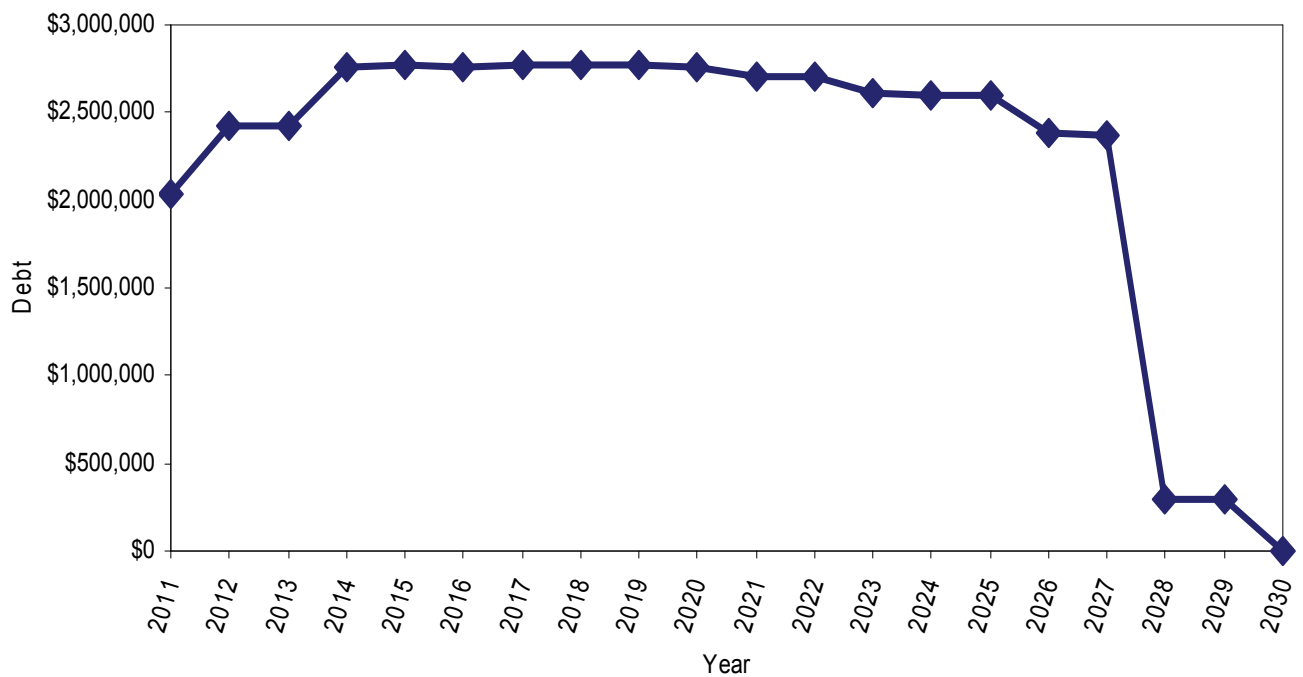
Debt Service Fund projected expenditures in FY 2011 are \$2,042,842, which is transferred from the General Fund.

The graphs on the next page depict the City's debt service over the years. The City's largest outstanding debt is for School Obligation Bonds which were used for School construction projects. The City also has other bonds and notes which have been used to pay for various School and City projects. Debt Service was recently restructured. Total Debt Service is relatively level through FY 2027.

Debt Service By Type



Total Debt Service Obligations



Capital Projects Fund

The Capital Projects Fund accounts for financial resources used for the acquisition or construction of major City or School capital facilities, infrastructure, and equipment other than those financed by proprietary funds.

Capital Project revenues include \$392,000 in State Highway Funds for street and drainage improvements. The FY 2011 - Beyond FY 2015 CIP prepared by staff was presented to the Poquoson Planning Commission on November 25, 2009. The Planning Commission held a Work Session and Public Hearing on December 21, 2009 for document review. The Planning Commission adopted the CIP Plan on December 21, 2009. The Plan was submitted to City Council on January 25, 2010 for their consideration and adopted March 22, 2010.

Total current year expenditures for the Capital Projects Fund are proposed to be \$392,000. Unspent funds from FY 2010 are allowed to be carried forward to FY 2011 and beyond until the project is completed. If there are any unspent funds when the project is completed, funds revert to the General Fund.

CAPITAL PROJECTS FUND REVENUE SOURCES

State Funds	<u>\$ 392,000</u>
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CAPITAL PROJECTS FUND EXPENDITURE USES

Street Paving	\$ 198,000
Drainage Projects	<u>194,000</u>
Total	<u>\$ 392,000</u>

Special Revenue Fund

The Special Revenue Fund accounts for revenues and expenditures related to state and federal grants for community development and public safety. The City received three Federal Hazard Mitigation Grant Program (HMGP) grants for the purpose of raising houses above flood elevation to prevent future flooding. The grant was a shared grant with 75% funding coming from the Federal Government, 20% from the State and 5% from the City using a transfer from the General Fund. The City also received two Community Development Block Grants (CDBG) to elevate homes. At this time, it is expected that the City may receive additional funds for HMGP and CDBG in FY 2011.

The City is the fiscal agent for the Poquoson Museum Grant and the local match has been provided by the Museum.

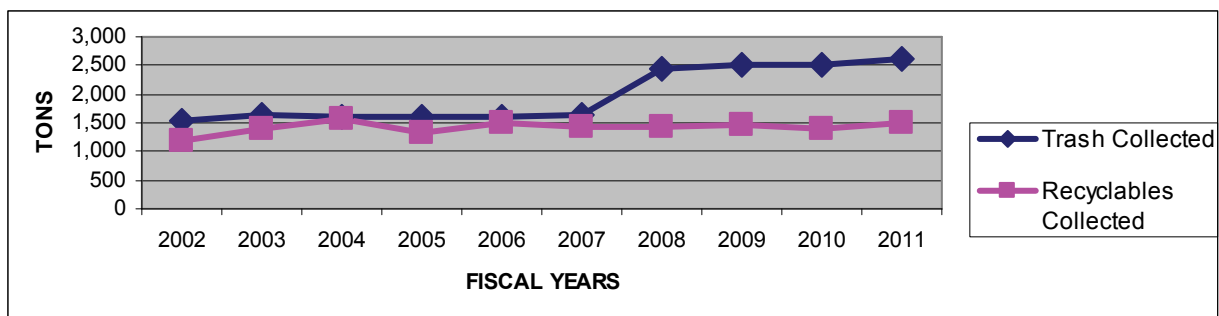
Solid Waste Fund

The Solid Waste Fund is an enterprise fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris. The proposed revenues for FY 2011 are \$851,299 which is \$39,019 more than the FY 2010 budget. Revenues include the use of net assets of \$58,199. There is no fee increase proposed for the cart/container plan chosen by homeowners.

The City provides curbside pickup services for woody waste for \$30 per pickup. The fee is intended to cover a small portion of the labor cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$68,360 to operate the composting/disposal facility in FY 2011. Residents may also take their landscaping debris to the VPPSA regional composting facility located at York County Landfill at no charge to the resident.

In FY 2010 bulky item pickup rate was changed to free for the first pickup only and \$30 per subsequent pickup. There is no increased rate change for FY 2011. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation.

As noted on the graph below, trash tons collected have increased while recyclables have been level. We anticipate more citizens will participate and pay for the container/cart program than purchased the trash bags resulting in increased tonnage of disposed items. Citizens have the option to select a container/cart size and will be billed bi-monthly along with the sewer service fee. Trash bags will still be available for those residents who exceed the capacity of their trash cart/container.



Solid Waste Fund (continued)

SOLID WASTE

SOURCES OF REVENUE

Solid Waste Fees	\$704,100
Bag Fees	25,000
Landscaping & Bulky Item Charges	19,000
Miscellaneous Revenue	45,000
Use of Net Assets	<u>58,199</u>
 Total	 <u>\$851,299</u>

SOLID WASTE

EXPENDITURE USES

Personal Services	\$54,392
Garbage Disposal	393,390
Recycling	165,845
Bulky Item/Landscaping	108,360
Hazardous Material	30,900
Depreciation	28,257
Other Costs	<u>70,155</u>
 Total	 <u>\$851,299</u>

Utilities Fund

The Utilities Fund is operated as an enterprise fund and provides for the maintenance of sewer lines and pump stations. The FY 2011 budget is proposed to be \$2,618,823, which is \$319,137 or 13.9% more than the FY 2010 budget. This is primarily due to the costs of complying with the DEQ mandated Consent Order.

Each household that is available to sewer pays a fee whether connected to the system or not unless a waiver is granted by City Council. This fund had a series of small preplanned increases to the sewer fees that were necessary for several years. The sewer service fee is \$50 bi-monthly for FY 2011, which is the same rate since FY 2006. The sewer availability fee is \$6,000 for newly created lots. Commercial users also pay a fee based on water consumption. The consumption fee is \$1.75 hcf. The consumption fee increased in FY 2008 having not been adjusted since FY 1999, which will help fund capital and operating expenditures. The use of reserves is budgeted to offset non-cash depreciation and amortization expenditures.

Approximately 35% of the expenditures in the Utilities Fund covers debt service on various improvements and extension of the sewer system. Personal services accounts for 10% of expenditures and includes salaries and benefits for 4 full time employees for FY 2011. Depreciation and amortization accounts for 23% of the budget. Depreciation and amortization is the process of allocating the cost of property and debt issuances against the fiscal year's revenues; however, the costs have already been paid for in previous periods and capitalized. Since these are expenses that have a non-cash effect in FY 2011 (already paid for in previous years), and since the desire is to keep the fees as low as possible, use of net assets is budgeted to offset depreciation and amortization charges.

- ◆ **Sewer Fee \$50 Bi-monthly**
- ◆ **Availability Fee \$6,000 for new lots**
- ◆ **Commercial consumption fee \$1.75 hcf**

UTILITIES SOURCES OF REVENUE

Sewer Service Fees	\$1,491,132
Sewer Availability Fee	120,000
Other	24,000
Use of Reserves	<u>983,691</u>
Total	<u>\$2,618,823</u>

UTILITIES EXPENDITURE USES

Personal Services	\$251,883
Operating Expenses	673,420
Depreciation and Amortization	603,876
Debt Service	935,994
Capital Outlay	23,650
Transfer to General Fund	<u>130,000</u>
Total	<u>\$2,618,823</u>

Parks and Recreation Fund

The Parks and Recreation Fund accounts for parks and recreational activities which are financed by user fees. Field activities include sport programs, instructional classes and senior programs. The pool includes use of pool, swim team, swimming lessons and contracted use of pool. Special events include the Poquoson Seafood Festival and other special events that receive donations or have user fees. The budget for FY 2011 expenditures is \$413,720 which is \$32,110 more than the FY 2010 budget. This budget includes a \$78,300 transfer from the General Fund to help supplement user fees for various activities and \$17,125 use of Parks and Recreation unappropriated fund balance.

PARKS AND RECREATION SOURCES OF REVENUE

Field	\$118,195
Pool	69,550
Special Events	130,550
Transfer from General Fund	80,800
Transfer from Fund Balance	<u>17,125</u>
Total	<u>\$416,220</u>

PARKS AND RECREATION EXPENDITURE USES

Field	\$161,701
Pool	123,969
Special Events	<u>130,550</u>
Total	<u>\$416,220</u>

Fleet Management Fund

The Fleet Management Fund is used to account for financing the costs of vehicle parts, vehicle contracted services, gas and oil, and labor for all City and School vehicles and equipment. Costs are charged to City departments and the School Division for the services of the Fleet Management Fund. The budget is projected to be \$633,569 in FY 2011, a 11.6% decrease from the FY 2010 budget. Decreases are expected in gas and oil prices, vehicle parts, contracted services, and overtime.

FLEET MANAGEMENT SOURCES OF REVENUE

Parts and Contracted Services	\$165,846
Garage Labor and Overhead	251,723
Gas and Oil Revenues	<u>216,000</u>
Total	<u>\$633,569</u>

FLEET MANAGEMENT EXPENSE USES

Personal Services	\$229,067
Fuel and Lubricants	216,000
Parts and Contractors	165,846
Other	<u>22,656</u>
Total	<u>\$633,569</u>

Unbudgeted Needs

There are a number of items which have not been included in the budget. Some of the more important items include:

Personnel: The Fire Department needs additional firefighter/paramedics although none have been proposed. The City is still well below National Fire Protection Association recommendations for staffing of firefighter/paramedics. The Police Department requested a full time detective to allow the City to actively participate in the Tri-Rivers Drug Task Force on a full time basis. This position is not funded in the budget. They also requested a full time civilian position to maintain various information systems that are critical to police operations and investigation. Although, a full time position is not funded, a part time position is funded to minimize the impact to the Police Department. Staffing may not be adequate in Public Works and Mosquito Control for drainage and street repair. However, we were not able to fund the positions due to limited funding. Also, this budget does not include a cost-of-living or merit increase for employees for a second year. This budget tried to limit the impact of increased health insurance premium costs to the employees and the City. Training and travel included in the budget are for employees who are required to have training to continue with the certifications necessary to perform their jobs. Finally, most of the surrounding localities in Hampton Roads cost-share in health insurance with retirees. The City of Poquoson offers retirees health insurance, but does not pay for any of the costs. This is a highly desired benefit for employees and retirees.

Capital: Capital Project revenues include \$392,000 in State Highway Funds for street and drainage improvements. The FY 2011 - Beyond FY 2015 CIP prepared by staff was presented to the Poquoson Planning Commission on November 25, 2009. The Planning Commission held a work session and public hearing on December 21, 2009 for document review. The Planning Commission adopted the CIP Plan on December 21, 2009. The Plan was submitted to City Council on January 25, 2010 for consideration and was adopted on March 22, 2010. Citizens have been voicing their concerns about the lack of recreational facilities and gyms in the City. The majority of the capital outlay funds in this budget are for library books, AV materials and street materials, curb and gutter repair, and periodical subscription. The plan does not budget for replacement of any police vehicles, other vehicles, or small computer equipment to the extent needed by the departments.

GFOA Distinguished Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA), a national organization, each year nationally recognizes budgets which meet certain rigorous standards. GFOA presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year Beginning July 1, 2008. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications medium. This award is valid for a period of one year only. After receiving the award for twenty consecutive years, we believe our current budget continues to conform to the program requirements. We have tried to incorporate comments for improvement in this document, and will submit this FY 2010 Annual Financial Plan to the GFOA to determine eligibility for another award.

Summary

In closing, I would like to thank those staff members who participated in the development of this budget. I particularly want to thank the Finance Department staff for the many hours of work in review of the departmental budgets and preparation of the budget document. In particular, thanks to Theresa Owens, Robin Bellamy, Valerie Smith and Jessica Wood for thoughtful and dedicated work on the budget. I also want to thank the City department heads, Constitutional Officers, School officials and agencies who prepared well thought out budget requests.

Respectfully,



James R. Wheeler
City Manager

THE BUDGET PROCESS IN POQUOSON

The Commonwealth of Virginia requires each municipality in Virginia to adopt an annual budget which conforms to certain minimum standards. The purpose of this requirement is to ensure accountability for the public funds entrusted to the City's elected officials. While accountability is certainly an important element, our approach to budget development in Poquoson goes beyond accounting.

The Annual Financial Plan is one of the most important accomplishments by City Council during any fiscal year. Expressed in very simple terms, this budget document is the City's "Plan of Action" for the next year. The document tells the reader where and in what priority the City will apply its resources and what the City expects to accomplish. If we have been successful in our efforts, a reading of this document should give our citizens a fairly good idea of the financial status of our City as well as the progress being made in many service areas.

The Budget Document adopted in May is the culmination of a process which begins in the preceding fall with Council work sessions to review the status of City services and to set priorities for City funding.

In early February, the Finance Department provides City Council with estimates of the yields expected from our major sources of revenue for the next fiscal year assuming existing tax rates. The Finance Department also provides information on the City's financial status based on certain key indicators.

Departmental budget and agency requests are submitted to the Finance Department in mid-January. The Finance Department reviews the budget with the Departments. Every line item in a departmental budget must be fully justified. The City does not simply take what a department currently receives and add some percentage increase to it, but rather each department head must justify the current budgeted amount.

The City Manager and Director of Finance meet with department heads as necessary to review requests. Inevitably, revenue estimates fall short of total departmental requests. It is the responsibility of the City Manager to prepare a budget in which available revenues are budgeted with the proposed expenditures of City departments, regional agencies and the local funding of the School system. In order to accomplish this, the City Manager must recommend reductions in departmental requests or tax increases or a combination of both if necessary. In the City of Poquoson, tax increases are seen as a last resort.

As a final step, the City Manager's recommended budget is presented to City Council during the month of April. Subsequently, a public hearing and several work sessions take place. During this period City Council may insert expenditures or may increase, decrease, or strike out any expenditure in the recommended budget except for already approved debt service. Within forty days of the budget being presented to Council, but in no event later than the thirty-first day of May, City Council shall approve a budget. If for any reason the Council fails to approve a budget on or before such date, then the budget as submitted by the City Manager shall be the budget for the ensuing year.

It is hoped that this Budget document will assist you in better understanding the workings of Poquoson City Government. If your review of the budget raises any questions, please contact the City Manager's Office.

BUDGET POLICIES

The following brief summary of financial and budgetary principles and policies serve to guide the City in developing the Annual Financial Plan. The major components are as follows:

Financial Planning Policies

Balanced Budgets: All funds are subject to the annual budget process. 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. The Utilities Fund will be self-supporting. All budgets will be

THE BUDGET PROCESS IN POQUOSON

formulated and adopted on the basis of accounting consistent with generally accepted accounting principles (GAAP). The budget process will include coordinating development of the capital improvement budget with development of the operating budget.

Long-Range Planning: Budgets will be adopted annually, taking into consideration input from all organizational levels of the City. The Planning Commission adopts the Capital Improvement Plan; the document then goes to City Council for approval. Approved capital projects are included in the annual budget document to the extent funds are available. 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 budgets annually. The City will assess the condition of all major capital assets, including buildings, roads, sewer lines, vehicles, and equipment annually.

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. The General Fund will maintain a minimum of 12% - 15% of total operating expenditures as its undesignated fund balance. Fund Balance of the General Fund shall be used only for emergencies, nonrecurring expenditures, or major capital purchases that cannot be accommodated through current year revenues, financial opportunities to enhance the well being of the City or State budget short falls.

Revenue Policies

Revenue Diversification: The City will strive to maintain a diversified and stable revenue system to protect the City from short-run fluctuation in any one revenue source and ensure its ability to provide ongoing services. The City will identify all revenue and grant options available to the City each year. 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 Treasurer's Office.

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. Building permit and inspection fees will be reviewed annually.

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 while still recovering a major portion of incidental costs of programs, not to include administrative costs or the use of facilities. Charges for specialty classes such as baton, drama, etc. will be set at a level to encourage maximum participation, and also enable 70% to 80% of program receipts to be used to compensate instructors. Team sports participation fees will also be set to encourage maximum participation, while still recovering all direct program costs.

Admission and rental fees for the City pool are intended to provide an affordable service to citizens. Fees are not intended to recover 100% of the costs of operating the facility. The City encourages membership passes at a minimum fee, which provide an even more affordable opportunity for residents to enjoy the pool.

The City's Utilities Fund will be self-supporting. 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.

Use of One-time or Limited-time Revenues: To minimize disruptive effects on services due to non-recurrence of these sources, the City will not use one-time revenues to fund operating expenditures.

Expenditure Policies

Operating/Capital Expenditure Accountability: The City will finance all current expenditures with current revenues. The City will not short-term borrow to meet cash flow needs. Future operating costs associated with new capital improvements will be projected and included in operating budgets. Capital Improvement

THE BUDGET PROCESS IN POQUOSON

Program budgets will provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.

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 Council. All operating fund appropriations will lapse at fiscal year-end, except appropriations in the Capital Fund. These monies can be used over a three year period. The City will include a contingency line item in the General Fund to be administered by the City Manager to meet unanticipated expenditures of a non-recurring nature. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare and present to City Council quarterly financial reports comparing actual revenues and expenditures with budgeted amounts.

Fund Balance Reserve

Fund Balance reflects the accumulation of excess revenues over expenditures. The City adopted a new fund balance policy in FY 2010. The General Fund balance at the close of the fiscal year shall be equal to 12 % - 15% of the total General Fund expenditures. The City will also begin to build a fiscal stability reserve of at least \$1 million. This unobligated portion of fund balance provides sufficient working capital for the City and serves as a "rainy day" fund for emergencies or unforeseen circumstances.

Debt Policy

The objective of the City's debt policy is to maintain the City's ability to incur present and future debt at the lowest interest rates in amounts needed for financing the adopted Capital Improvement Program without adversely affecting the City's ability to finance essential City services. During FY 2010, the City adopted three debt policies to help insure and promote long term financial stability. The City's tax supported debt service as a percentage of General government expenditures should not exceed 10%, the tax supported debt of the City shall not exceed 3% of the total assessed value and the City shall retire at least 50% of the principle amount of the City's tax supported debt within 10 years. The City does not issue long-term debt to finance current operations.

A five-year Capital Improvements Program is developed and updated annually along with corresponding anticipated funding sources. Capital projects financed through either bank qualified borrowing or the issuance of bonded debt will be financed for a period not to exceed the useful life of the project.

Investment Policy

The following is a brief synopsis of the investment policy of the City of Poquoson. The Treasurer of the City of Poquoson is an elected Constitutional Officer, whose responsibility, in part, is to invest funds in an expedient and prudent manner, meeting or exceeding all statutes and guidelines governing the investment of public funds in Virginia.

Cash and reserve balances from all funds will be consolidated to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the funds based on their respective participation and in accordance with generally accepted accounting principles.

The primary objectives of investment activities shall be safety, liquidity and yield. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

THE BUDGET PROCESS IN POQUOSON

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 Treasurer's Office.

BUDGET AMENDMENT PROCESS

The adopted General Fund Budget may be amended in one of two ways as outlined by the Code of Virginia. The City Manager is authorized to transfer funds between budget line items within a departmental budget. Revisions that alter total appropriations for a department must be approved by City Council. Therefore, the level of control at which expenditures may not exceed appropriations is the total expenditure level of each department. In certain instances, as outlined in the State Code, a public hearing may be required before the governing body can amend the budget.

ORGANIZATION OF BUDGET

The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements of the Comprehensive Annual Financial Report. The City Budget includes all funds where financial transactions are recorded. The following fund types are used by the City:

Governmental Funds

- * **General Fund:** Used to account for all revenues and expenditures applicable to the general operations of the City, which are not accounted for in other funds.
- * **Debt Service Fund:** Used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
- * **Capital Projects Fund:** Used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary funds.)
- * **Special Revenue Fund:** Used to account for resources and expenditures related to state and federal grants for community development and public safety.

The General Fund of the City is divided into functional areas, such as General Administration, Public Safety, Public Works, Health & Welfare, etc. Each department within a functional area has its own budget, for example, Police and Fire within the functional area of Public Safety. The Budget format presents expenditures by functional area and departments within a specific function.

THE BUDGET PROCESS IN POQUOSON

Proprietary Funds

Proprietary Funds are used to account for operations: (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs of operating and providing services to the general public is completely or partially financed from user charges; or (b) where the governing body has determined that the periodic determination of net results of operations is appropriate for management control and accountability.

Proprietary Funds include:

- * **Solid Waste Enterprise Fund**
- * **Utilities Enterprise Fund**
- * **Parks & Recreation Enterprise Fund**
- * **Fleet Management Internal Service Fund**

BUDGETARY BASIS

Budgets are prepared on the modified accrual basis of accounting for all funds. Encumbrance accounting, under which applicable appropriations are reserved for outstanding purchase orders, is employed as an extension of the formal budgetary integration in the General Fund. Encumbrances outstanding at year-end are reported as a Reservation of Fund Balance since they do not constitute expenditures or liabilities. Unexpended appropriations lapse at the end of the fiscal year. Program and project budgets are utilized in the Capital Projects Fund where appropriations remain open for three years.

Governmental Funds use the modified accrual basis for financial reporting purposes. Proprietary Funds are budgeted on the modified accrual basis but use full accrual basis for financial reporting purposes. For budget purposes, Proprietary Funds include capital expenditures that are paid for out of the funds, but capitalize these for financial reporting purposes. Large capital expenditures in the Utilities Fund that are paid for out of bond proceeds are not budgeted, rather capitalized when incurred.

In the Utilities Fund, payments received on Notes Receivable are considered revenue and payments made on debt principal are considered expenditures for budget purposes. For financial reporting purposes these items affect the balance sheet.

DIRECTIONS, PERFORMANCE, MEASUREMENT AND MONITORING

The City Manager imparts to the departments at the beginning of the budget cycle the tone and the focus of the overall Budget. This information is based on revenue estimates and guidance from City Council on staffing changes, controlling costs, and maintaining tax rates.

During the fall of every year, each department develops individually their overall goals and objectives to be attained during the coming year. The aforementioned provides the basic operating direction for each department. This information is presented within each department's budget.

The Budget document is striving to provide information regarding performance or the measurement of performance per department. However, departmental objectives are usually monitored by the City Manager

THE BUDGET PROCESS IN POQUOSON

through frequent meetings with the department head. In addition, each department establishes efficiency and effectiveness measures in regards to their operations.

Budgetary control is maintained on a line-item basis. The Budget is monitored by the issuance of Monthly Management Reports. These reports indicate actual financial results compared to Budget and are reviewed thoroughly by the Finance Department. These reports are forwarded to City Departments and the City Manager for their analysis and management.

Purchases of goods and services must be accomplished by the use of a formal purchase order. Funds are encumbered based on purchase orders to ensure that an over-spent condition does not exist per Budget line item.

CAPITAL IMPROVEMENTS PROGRAM

The CIP is a planning and budgeting tool that identifies the necessary capital projects for the City of Poquoson over the five-year period. The plan is reviewed and updated annually. Early in the budget process, the plan is reviewed by the Poquoson Planning Commission. Once the CIP is adopted by the Planning Commission, the document then goes to City Council for approval. Projects in the CIP are incorporated in the Annual Financial Plan to the extent funds are available.

The FY 2011 – Beyond FY 2015 CIP prepared by staff was presented to Poquoson Planning Commission on November 25, 2009. The Planning Commission held a work session and Public Hearing on December 21, 2009 for document review. The Planning Commission adopted the CIP Plan on December 21, 2009 and was submitted to City Council on January 25, 2010 for their consideration. The CIP was adopted by Poquoson City Council on March 22, 2010 with several amendments incorporated into the plan.

Generally, the basis for the CIP can be found in the Comprehensive Plan. The Comprehensive Plan attempts to address how Poquoson will sustain itself at the beginning of the 21st century. It provides strategies for preserving property rights and developing land use policies, providing governmental services and facilities, encouraging economic development, and meeting transportation needs of the City. The CIP in combination with the Comprehensive Plan should assist with determining and balancing long-term needs, setting priorities, and addressing capital problems before they become critical. The Comprehensive Plan was adopted by City Council on September 28, 2009 and staff is currently implementing the recommendations within the document as outlined in the work program.

FY 2011 BUDGET CALENDAR

DECEMBER 2009

- | | | |
|----|----------|---|
| 10 | Thursday | Budget letter request mailed to Outside Agencies. |
| 10 | Thursday | Budget preparation instructions distributed to Department Heads
Including FY 2008 and FY 2009 Actual Expenses, FY 2010
Revised Budget and FY 2011 Request Departmental Budgets. |

JANUARY 2010

- | | | |
|--------------|-----------|--|
| 11 | Monday | FY 2011 Departmental Expenditure Budget Requests due to Finance. |
| 11 | Monday | Outside Agency budget requests due. |
| 13 | Wednesday | Finance begins review of Departmental Budget Requests. Budgets
sent to City Manager as review is completed. |
| 15 | Friday | Advertise Pre-Budget Public Hearing on January 25, 2010. |
| 19 | Tuesday | Departmental Budget hearings with City Manager and Finance Director
begins. |
| 25
Budget | Monday | FY 2011 Pre-Budget Public Hearing and City Council FY 2011
Goals given at City Council meeting. |

FEBRUARY 2010

- | | | |
|----|--------|----------------------------------|
| 26 | Friday | School Board Budget Request due. |
|----|--------|----------------------------------|

MARCH 2010

- | | | |
|----|-----------|---|
| 24 | Wednesday | Final adjustments by Finance Department and City Manager to FY 2011
Proposed Revenue and Expenditures. |
|----|-----------|---|

FY 2011 BUDGET CALENDAR

APRIL 2010

- | | | |
|----|--------|--|
| 12 | Monday | Proposed Budget FY 2011 Budget distributed to City Council Members. Presentation to City Council and public of proposed real estate and personal property tax rate and fees. |
| 16 | Friday | Publish notice of Public Hearing on FY 2011 Budget at the April 26, 2010 City Council Meeting. |
| 26 | Monday | Public Hearing on Budget at City Council Meeting and Budget Work Session prior to Council Meeting. |

MAY 2010

- | | | |
|----|--------|--|
| 10 | Monday | Adoption of FY 2011 Budget by City Council at meeting. |
|----|--------|--|

SUMMARY OF TAX RATES AND FEES

	FY 2008 Approved	FY 2009 Approved	FY 2010 Approved	FY 2011 Adopted
<u>General Fund Taxes and Fees</u>				
Real Estate Tax	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV
Public Service Corporation	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV	\$0.81/\$100 AV
Personal Property Tax				
Automobiles	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV	\$4.15/\$100 AV
Boats	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Recreation Vehicles	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV	\$1.50/\$100 AV
Mobile Homes	\$0.81/\$100 AV 1st Half	\$0.81/\$100 AV 1st Half	\$0.81/\$100 AV 1st Half	\$0.81/\$100 AV 1st Half
Mobile Homes	\$0.81/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half	\$0.81/\$100 AV 2nd Half
Meals Tax (food and beverage)	5.5%	5.5%	5.5%	5.5%
Cigarette Tax	\$.10 per pack	\$.10 per pack	\$.10 per pack	\$.10 per pack
Consumer Utility Tax				
Commercial	\$10	\$10	\$10	\$10
Residential	\$3	\$3	\$3	\$3
<u>Solid Waste Fund Fees</u>				
Bag Fees	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag	\$1.75 per bag
Container/Cart--monthly fee	Fee based on Size	Fee based on Size	Fee based on Size	Fee based on Size
Landscaping Debris Charges	\$12 per pickup	\$12 per pickup	\$30 per pickup	\$30 per pickup
Bulky Item Pickup	4 free/yr; then \$30 ea	4 free/yr; then \$30 ea	1 free/yr; then \$30 ea	1 free/yr; then \$30 ea
<u>Utilities Fund Fees</u>				
Sewer Service Fees				
Commercial	\$50 bi-monthly plus \$1.75/hcf	\$50 bi-monthly plus \$1.75/hcf	\$50 bi-monthly plus \$1.75/hcf	\$50 bi-monthly plus \$1.75/hcf
Residential	\$50 bi-monthly	\$50 bi-monthly	\$50 bi-monthly	\$50 bi-monthly
Sewer Availability Fees	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot	\$6,000 per vacant lot

***Rate changes are shown in bold.**

AV = Assessed Valuation

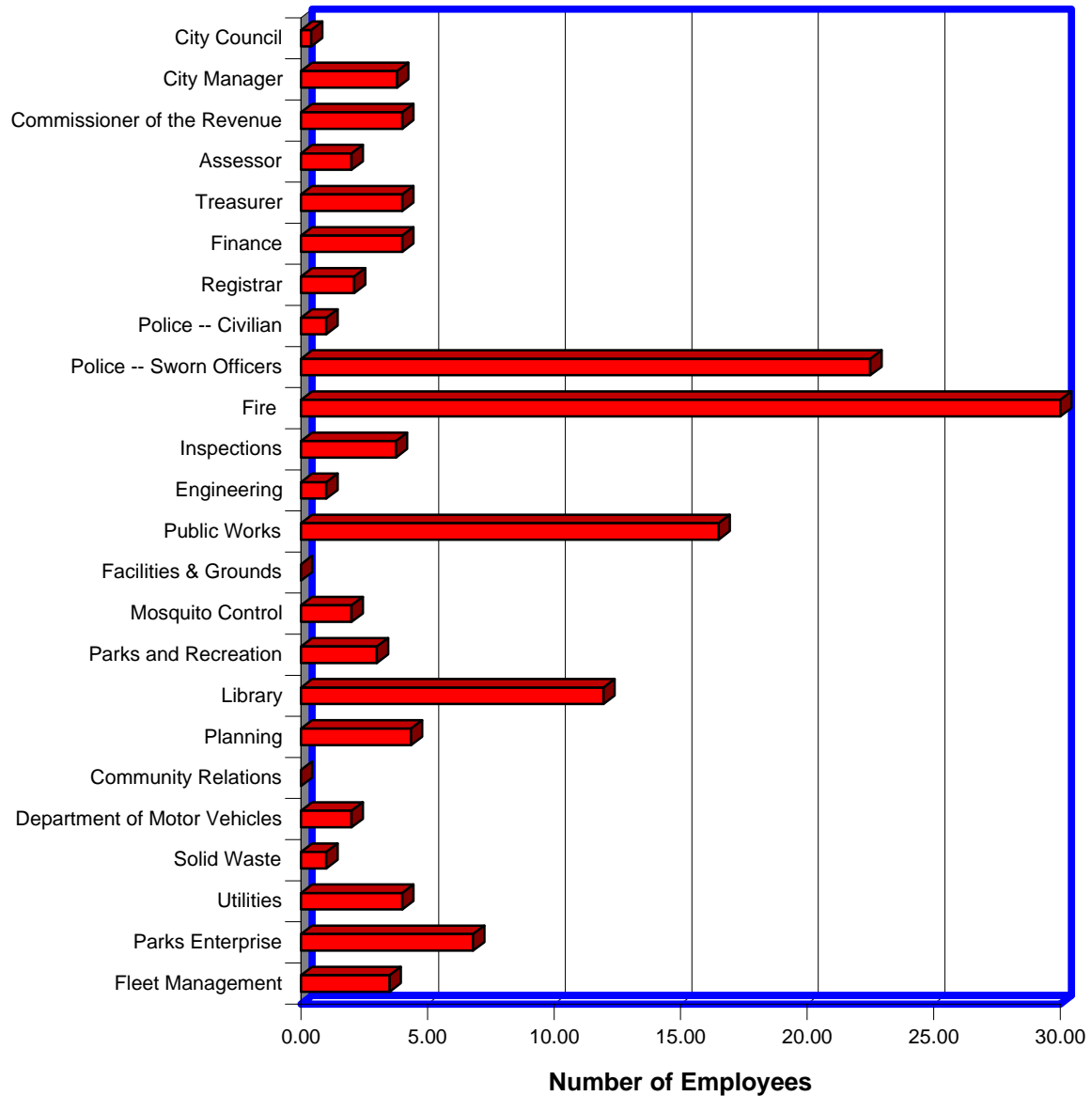
SC = Service Charge

hcf = 100 cubic feet

PERSONNEL POSITIONS

Departments and Funds	FY 2008 Authorized FTE	FY 2009 Authorized FTE	FY 2010 Authorized FTE	FY 2011 Adopted FTE
City Council	0.40	0.40	0.40	0.40
City Manager	4.80	4.80	3.80	3.80
Commissioner of the Revenue	4.00	4.00	4.00	4.00
Assessor	3.00	3.00	2.00	2.00
Treasurer	4.00	4.00	4.00	4.00
Finance	4.00	4.00	4.00	4.00
Registrar	2.10	2.10	2.10	2.10
Police -- Sworn Officers	22.50	22.50	22.50	22.50
Police -- Civilian	6.50	2.00	1.00	1.00
Fire	30.00	30.00	30.00	30.00
Inspections	4.00	4.00	3.00	3.75
Engineering	1.00	1.00	1.00	1.00
Public Works	15.00	15.50	14.50	16.50
Facilities & Grounds	1.00	1.00	2.00	0.00
Mosquito Control	2.00	2.00	2.00	2.00
Parks and Recreation	3.70	4.25	3.00	3.00
Library	11.95	11.95	11.95	11.95
Planning	5.45	5.45	4.45	4.35
Community Relations	2.50	2.50	0.00	0.00
Department of Motor Vehicles	2.00	2.00	2.00	2.00
Total General Fund	129.90	126.45	117.70	118.35
Solid Waste	2.50	2.00	1.00	1.00
Utilities	4.00	4.00	4.00	4.00
Parks and Recreation Enterprise	7.30	6.80	6.80	6.80
Fleet Management	4.50	4.50	3.50	3.50
Total Departments and Funds	148.20	143.75	133.00	133.65

PERSONNEL POSITIONS IN FY 2011



SUMMARY OF REVENUES AND TRANSFERS IN BY FUND

Fund	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2010 Estimated Budget	FY 2011 Adopted Budget
General Fund	\$ 24,103,082	\$ 23,387,951	\$ 23,435,494	\$ 23,370,284	\$ 22,811,814
Debt Service	2,627,264	7,347,739	2,559,611	2,559,611	2,042,842
Capital Projects	2,333,906	2,811,729	1,270,344	1,270,344	392,000
Special Revenue	1,541,312	577,164	-	-	-
Solid Waste Enterprise	723,129	586,277	812,280	812,280	851,299
Utilities Enterprise	1,551,974	1,557,722	2,299,686	2,299,686	2,618,823
Parks and Recreation Enterprise	475,823	413,236	381,610	381,610	416,220
Fleet Management Internal Service	713,897	677,711	716,846	716,846	633,569
Facilities Improvement	640,784	-	-	-	-
TOTAL REVENUE AND TRANSFERS	34,711,171	37,359,529	31,475,871	31,410,661	29,766,567
Less: Interfund Transfers	4,540,589	2,808,519	2,676,217	2,676,217	2,253,642
TOTAL REVENUE	\$ 30,170,582	\$ 34,551,010	\$ 28,799,654	\$ 28,734,444	\$ 27,512,925

SUMMARY OF EXPENDITURES AND TRANSFERS OUT BY FUND

Fund	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2010 Estimated Budget	FY 2011 Adopted Budget
General Fund	\$ 25,203,970	\$ 23,370,722	\$ 23,435,494	\$ 23,435,494	\$ 22,811,814
Debt Service	2,753,677	7,458,333	2,559,611	2,559,611	2,042,842
Capital Projects	13,492,699	7,110,450	1,270,344	1,270,344	392,000
Special Revenue	1,523,882	572,255	-	-	-
Solid Waste Enterprise	904,411	768,565	812,280	812,280	851,299
Utilities Enterprise	1,734,560	1,664,743	2,299,686	2,299,686	2,618,823
Parks and Recreation Enterprise	463,668	463,662	381,610	381,610	416,220
Fleet Management Internal Service	731,011	664,977	716,846	716,846	633,569
Facilities Improvement	640,784	-	-	-	-
TOTAL EXPENDITURES AND TRANSFERS	47,448,662	42,073,707	31,475,871	31,475,871	29,766,567
Less: Interfund Transfers	4,540,589	2,808,519	2,676,217	2,676,217	2,253,642
TOTAL EXPENDITURES	\$ 42,908,073	\$ 39,265,188	\$ 28,799,654	\$ 28,799,654	\$ 27,512,925

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
General Fund			
General Property Taxes	\$ 15,896,930	Personal Services	\$ 5,507,352
Other Local Taxes	2,461,000	Employee Benefits	2,334,524
Permits Licenses & Fees	75,400	Purchased Services	768,117
Fines & Forfeitures	44,100	Internal Services	331,696
Use of Money & Property	151,300	Other Charges	1,475,694
Charges for Services	296,800	Contributions to Agencies	187,029
Miscellaneous Revenue	73,500	Materials & Supplies	181,998
State Non-Categorical Aid	1,999,935	Payment to Joint Operations	1,146,603
State Categorical Aid	224,299	Capital Outlay	238,558
State Other Categorical Aid	1,453,050	Transfer to Debt Service Fund	2,042,842
Federal Revenue	5,500	Transfer to Parks & Recreation	80,800
Transfer from Sewer Fund	130,000	School Contribution	8,516,601
Total	\$ 22,811,814	Total	\$ 22,811,814
Debt Service Fund			
Transfer from General Fund	\$ 2,042,842	School Debt Service	\$ 1,442,135
		City Debt Service	600,707
Total	\$ 2,042,842	Total	\$ 2,042,842
Capital Projects Fund			
State Categorical Aid	\$ 392,000	City Capital Outlay	\$ 392,000
Total	\$ 392,000	Total	\$ 392,000
Special Revenue Fund			
State Revenue	\$ -	HMGP Grant	\$ -
Federal Revenue	-	CDBG Elevation Grant	-
Transfer from General Fund	-		
Total	\$ -	Total	\$ -
Solid Waste Fund			
Charges for Services - Solid Waste Fees	\$ 704,100	Personal Services	\$ 33,216
Charges for Services - Other	44,000	Employee Benefits	21,176
Miscellaneous Revenue	45,000	Purchased Services	449,090
Use of Reserve	58,199	Internal Services	35,220
		Other Charges	10,135
		Materials & Supplies	9,100
		Payment to Joint Operations	265,105
		Depreciation	28,257
Total	\$ 851,299	Total	\$ 851,299

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Revenues		Expenditures	
Utilities Fund			
Charges for Services - Sewer Service Fees	\$ 1,491,132	Personal Services	\$ 176,606
Sewer Availability Fees	120,000	Employee Benefits	75,277
Late Payment Fees	24,000	Purchased Services	545,700
Transfer from Unrestricted Net Assets	<u>983,691</u>	Internal Services	23,140
		Other Charges	95,630
		Materials & Supplies	8,950
		Depreciation & Amortization	603,876
		Debt Service	935,994
		Transfer to General Fund	130,000
		Capital Outlay	23,650
Total	<u><u>\$ 2,618,823</u></u>	Total	<u><u>\$ 2,618,823</u></u>
Parks & Recreation Fund			
Charges for Services - Field	\$ 118,195	Personal Services	\$ 122,262
Charges for Services - Pool	69,550	Employee Benefits	34,216
Charges for Services - Special Events	130,550	Purchased Services	194,142
Transfer from General Fund	80,800	Other Charges	10,650
Transfer from Unappropriated Fund Balance	<u>17,125</u>	Materials & Supplies	22,525
		Depreciation	17,425
		Capital Outlay	15,000
Total	<u><u>\$ 416,220</u></u>	Total	<u><u>\$ 416,220</u></u>
Fleet Fund			
Internal Service Revenue - City	\$ 387,363	Personal Services	\$ 156,523
Internal Service Revenue - Schools	<u>246,206</u>	Employee Benefits	72,544
		Purchased Services	3,399
		Other Charges	14,683
		Materials & Supplies	383,706
		Capital Outlay	500
		Depreciation	<u>2,214</u>
Total	<u><u>\$ 633,569</u></u>	Total	<u><u>\$ 633,569</u></u>

SUMMARY OF FUND BALANCE OR NET ASSETS/(LIABILITY) BY FUND

	General Fund	Debt Service	Capital Projects Fund	Special Revenue Fund	Solid Waste Fund	Utilities Fund	Parks & Recreation Fund	Fleet Management Fund	Total Of All Funds
Beginning Fund Balance - 7/1/2007	5,038,823	385,137	16,606,594	9,738	658,362	6,536,268	130,358	144,610	27,007,587
Actual FY 2008 Revenues	24,103,082	2,627,264	2,333,906	1,541,312	723,129	1,551,974	475,823	713,897	34,070,387
Actual FY 2008 Expenditures	(25,203,970)	(2,753,677)	(13,492,699)	(1,523,882)	(904,411)	(1,734,560)	(463,668)	(731,011)	(46,807,878)
Ending Fund Balance - 6/30/2008	\$ 3,937,935	\$ 258,724	\$ 5,447,801	\$ 27,168	\$ 477,080	\$ 6,353,682	\$ 142,513	\$ 127,496	\$ 14,270,096
Beginning Fund Balance - 7/1/2008	3,937,935	258,724	5,447,801	27,168	477,080	6,353,682	142,513	127,496	14,270,096
Actual FY 2009 Revenues	23,387,951	7,347,739	2,811,729	577,164	586,277	1,557,722	413,236	677,711	37,359,529
Actual FY 2009 Expenditures	(23,370,722)	(7,458,333)	(7,110,450)	(572,255)	(768,565)	(1,664,743)	(463,662)	(664,977)	(42,073,707)
Ending Fund Balance - 6/30/2009	\$ 3,955,164	\$ 148,130	\$ 1,149,080	\$ 32,077	\$ 294,792	\$ 6,246,661	\$ 92,087	\$ 140,230	\$ 9,555,918
Beginning Fund Balance - 7/1/2009	3,955,164	148,130	1,149,080	32,077	294,792	6,246,661	92,087	140,230	9,555,918
Estimated FY 2010 Revenues	23,087,857	2,411,481	495,736	-	798,280	1,643,073	381,610	716,846	29,534,883
Estimated FY 2010 Expenditures	(23,435,494)	(2,559,611)	(1,270,344)	-	(812,280)	(2,299,686)	(381,610)	(716,846)	(31,475,871)
Projected Fund Balance - 6/30/2010	\$ 3,607,527	\$ -	\$ 374,472	\$ 32,077	\$ 280,792	\$ 5,590,048	\$ 92,087	\$ 140,230	\$ 7,614,930
Beginning Fund Balance - 7/1/2010	3,607,527	-	374,472	32,077	280,792	5,590,048	92,087	140,230	7,614,930
Estimated FY 2011 Revenues	23,326,751	2,042,842	392,000	-	793,100	1,635,132	399,095	633,569	29,222,489
Estimated FY 2011 Expenditures	(23,326,751)	(2,042,842)	(392,000)	-	(851,299)	(2,618,823)	(416,220)	(633,569)	(30,281,504)
Projected Fund Balance - 6/30/2011	\$ 3,607,527	\$ -	\$ 374,472	\$ 32,077	\$ 222,593	\$ 4,606,357	\$ 74,962	\$ 140,230	\$ 6,555,915

GENERAL FUND - SUMMARY

General Fund Description

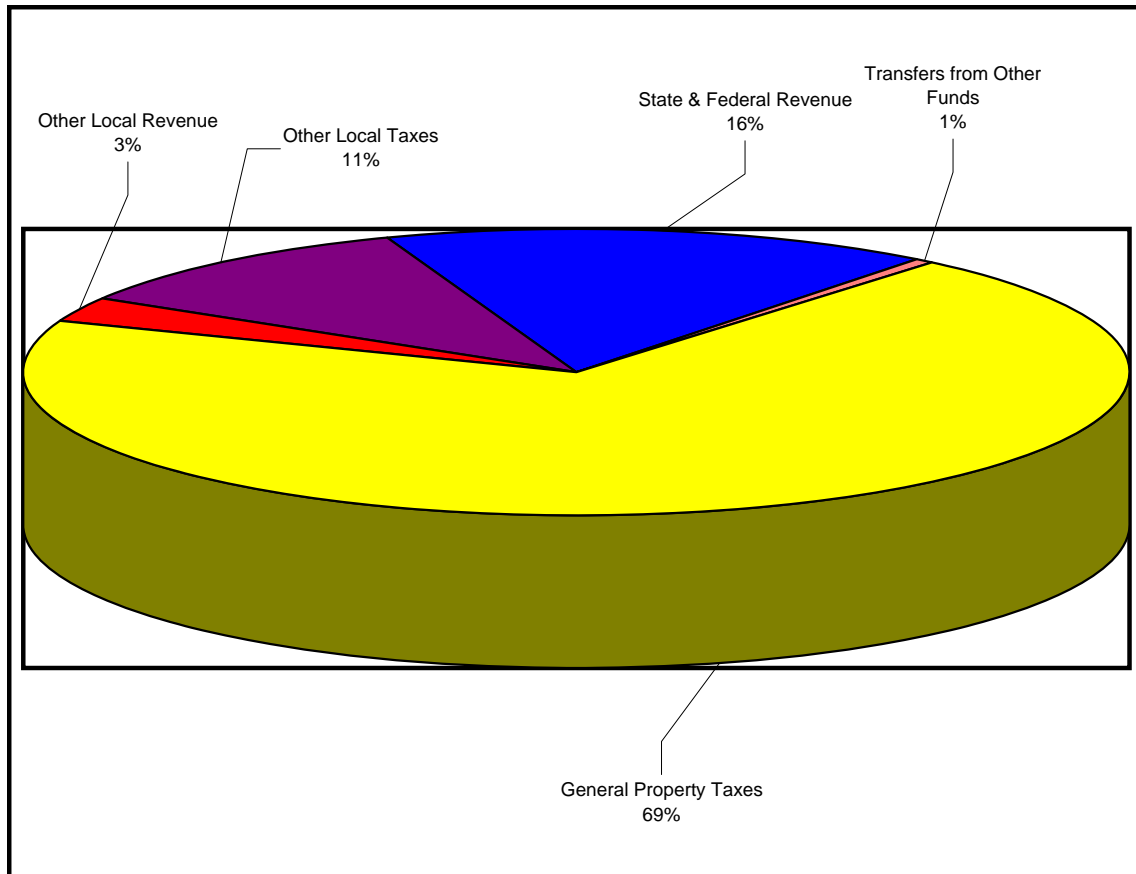
The General Fund accounts for all revenues and expenditures applicable to the general operations of the City which are not accounted for in other funds. Principal sources of revenue are property taxes and other local taxes, licenses and permit fees, and intergovernmental revenues. A significant part of the General Fund's revenues is transferred to the School's (the component unit) to fund the operation of the City's school system. Primary expenditures are for public safety, public works, health and welfare, parks, recreation and cultural, and the general administration of the City.

General Fund Projection of Fund Balance

Beginning Fund Balance- 6/30/2007		\$ 5,038,823
Actual FY 2008 Revenues	\$ 24,103,082	
Actual FY 2008 Expenditures	<u>(25,203,970)</u>	<u>(1,100,888)</u>
Fund Balance - 6/30/2008		\$ 3,937,935
Actual FY 2009 Revenues	\$ 23,387,951	
Actual FY 2009 Expenditures	<u>(23,370,722)</u>	<u>17,229</u>
Fund Balance - 6/30/2009		\$ 3,955,164
Estimated FY 2010 Revenues	\$ 23,087,857	
Estimated FY 2010 Expenditures	<u>(23,435,494)</u>	<u>(347,637)</u>
Projected Fund Balance - 6/30/2010		\$ 3,607,527
Estimated FY 2011 Revenues	\$ 22,811,814	
Estimated FY 2011 Expenditures	<u>(22,811,814)</u>	<u>-</u>
Projected Fund Balance - 6/30/2011		<u>\$ 3,607,527</u>

GENERAL FUND - SUMMARY

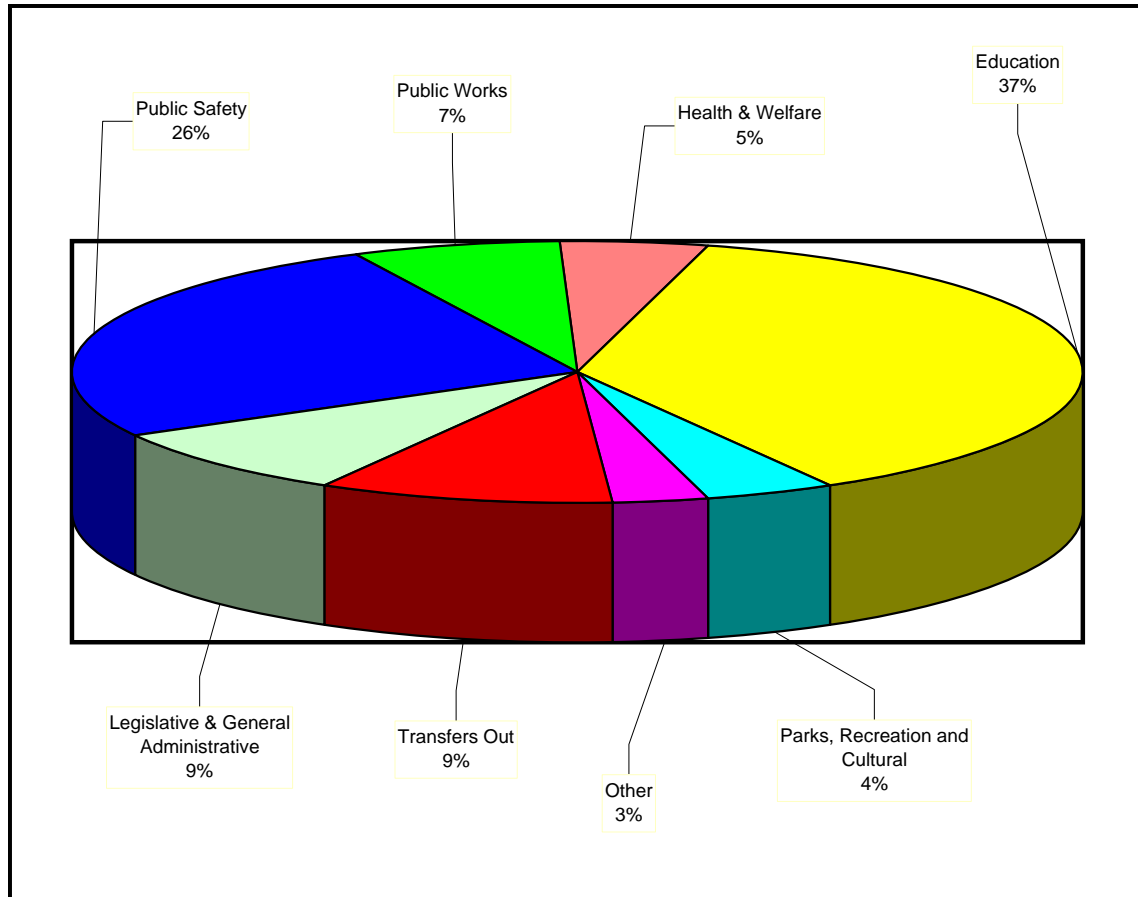
General Fund Revenue



<u>General Fund Revenue</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
General Property Taxes	\$ 15,733,295	\$ 15,896,930
Other Local Revenue	590,865	641,100
Other Local Taxes	2,451,000	2,461,000
State & Federal Revenue	3,882,697	3,682,784
Transfers from Other Funds	130,000	130,000
Transfer from Schools	300,000	-
Use of Unappropriated Fund Balance	282,427	-
TOTAL	\$ 23,370,284	\$ 22,811,814

GENERAL FUND - SUMMARY

General Fund Expenditures



<u>General Fund Expenditures</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Legislative & General Administrative	\$ 1,907,460	\$ 1,989,206
Public Safety	6,123,278	5,856,244
Public Works	1,599,722	1,557,609
Health & Welfare	1,100,647	1,071,448
Education	8,397,488	8,516,601
Parks, Recreation and Cultural	1,028,815	983,115
Other	691,867	713,949
Transfers Out	2,586,217	2,123,642
TOTAL	\$ 23,435,494	\$ 22,811,814

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary

Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2010 Estimated Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
LOCAL REVENUE:							
<u>GENERAL PROPERTY TAXES</u>							
Real Estate-Current Tax	\$ 13,228,620	\$ 13,345,370	\$ 13,454,295	\$ 13,454,295	\$ 13,487,930	\$ 33,635	0.2%
Delinquent Real Estate Taxes	85,711	106,283	90,000	90,000	90,000	-	0.0%
Public Service Corp.	126,459	109,197	110,000	110,000	140,000	30,000	27.3%
Personal Property-Current Tax	2,285,250	2,238,132	1,910,000	1,950,000	2,030,000	120,000	6.3%
Delinquent Personal Property Taxes	296,270	97,422	20,000	20,000	40,000	20,000	100.0%
Penalties and Interest	104,858	138,018	109,000	109,000	109,000	-	0.0%
TOTAL GENERAL PROPERTY TAXES	16,127,168	16,034,422	15,693,295	15,733,295	15,896,930	203,635	1.3%
<u>OTHER LOCAL TAXES</u>							
Local Sales Tax	494,938	490,342	490,000	490,000	490,000	-	0.0%
Communications Sales & Use Tax	467,797	439,558	400,500	390,500	400,500	-	0.0%
Meals Tax	518,764	541,727	510,000	510,000	520,000	10,000	2.0%
Consumer Utility Tax	282,436	285,776	275,000	275,000	275,000	-	0.0%
Consumption Tax	39,642	38,931	39,500	39,500	39,500	-	0.0%
Business License Tax	448,920	433,721	430,000	400,000	400,000	(30,000)	-7.0%
Cigarette Tax	74,601	60,372	75,000	75,000	70,000	(5,000)	-6.7%
Other Local Taxes	286,097	247,127	286,000	271,000	266,000	(20,000)	-7.0%
TOTAL OTHER LOCAL TAXES	2,613,195	2,537,554	2,506,000	2,451,000	2,461,000	(45,000)	-1.8%
TOTAL PERMITS, LICENSES & FEES	98,233	83,775	76,900	76,900	75,400	(1,500)	-2.0%
TOTAL FINES & FORFEITURES	38,201	46,859	39,100	39,100	44,100	5,000	12.8%
<u>USE OF MONEY & PROPERTY</u>							
Interest on Investments	178,142	56,004	10,000	10,000	16,000	6,000	60.0%
Rental of Property	96,740	123,667	97,378	97,378	135,300	37,922	38.9%
TOTAL USE OF MONEY & PROPERTY	274,882	179,671	107,378	107,378	151,300	43,922	40.9%
TOTAL CHARGES FOR SERVICES	71,505	55,909	290,800	290,800	296,800	6,000	2.1%
TOTAL MISCELLANEOUS REVENUE	124,347	57,742	76,687	76,687	73,500	(3,187)	-4.2%
TOTAL LOCAL REVENUE	\$ 19,347,531	\$ 18,995,932	\$ 18,790,160	\$ 18,775,160	\$ 18,999,030	\$ 208,870	1.1%

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary

Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2010 Estimated Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
STATE REVENUE:							
<u>NON-CATEGORICAL AID</u>							
PPTRA AID	\$ 1,923,431	\$ 1,923,431	\$ 1,923,431	\$ 1,923,431	\$ 1,923,435	\$ 4	0.0%
DMV Profit	131,531	120,150	115,000	115,000	125,000	10,000	8.7%
Reimbursement to Commonwealth	-	(41,169)	(42,088)	(42,088)	(50,500)	(8,412)	20.0%
Other Aid	17,064	1,084	2,000	2,000	2,000	-	0.0%
TOTAL NON-CATEGORICAL AID	2,072,026	2,003,496	1,998,343	1,998,343	1,999,935	1,592	0.1%
<u>CATEGORICAL AID</u>							
TOTAL SHARED EXPENSES	270,670	274,901	276,675	258,933	224,299	(52,376)	-18.9%
<u>OTHER CATEGORICAL AID:</u>							
State 599 Funds (Police)	277,264	266,842	266,841	244,563	241,671	(25,170)	-9.4%
Street & Highway Maintenance	719,485	777,212	840,000	840,000	775,800	(64,200)	-7.6%
Library Aid	133,686	151,562	152,926	145,280	145,280	(7,646)	-5.0%
Comprehensive Services Act	283,673	255,447	275,000	275,000	250,000	(25,000)	-9.1%
Police Grants	17,344	29,466	15,530	15,530	-	(15,530)	-100.0%
Fire and EMS Grants	125,403	46,183	53,944	51,400	40,299	(13,645)	-25.3%
Wireless E911 PSAP	48,466	12,938	-	-	-	-	n/a
Other State Revenue	6,508	25,027	11,125	11,125	-	(11,125)	-100.0%
TOTAL OTHER CATEGORICAL AID	1,611,829	1,564,677	1,615,366	1,582,898	1,453,050	(162,316)	-10.0%
TOTAL CATEGORICAL AID	1,882,499	1,839,578	1,892,041	1,841,831	1,677,349	(214,692)	-11.3%
TOTAL STATE REVENUE	3,954,525	3,843,074	3,890,384	3,840,174	3,677,284	(213,100)	-5.5%
FEDERAL REVENUE:							
COPS Fast Grant	47,500	30,000	-	-	-	-	n/a
Police Grants	22,675	24,597	-	10,428	-	-	n/a
Plum Tree Island Refuge	4,562	3,539	4,500	4,500	3,500	(1,000)	-22.2%
FEMA Public Assistance Grant	45,483	-	-	-	-	-	n/a
FEMA Emergency Response Plan	-	24,624	-	-	-	-	n/a
DHS and Citizen Corps Grants	128,251	3,476	36,523	25,311	-	(36,523)	-100.0%
Other Federal Revenue	6,255	7,216	1,500	2,284	2,000	500	33.3%
TOTAL FEDERAL REVENUE	254,726	93,452	42,523	42,523	5,500	(37,023)	-87.1%
TOTAL GENERAL FUND REVENUE	23,556,782	22,932,458	22,723,067	22,657,857	22,681,814	(41,253)	-0.2%
TRANSFERS IN:							
Transfer from Sewer Fund	130,000	130,000	130,000	130,000	130,000	-	0.0%
Transfer from Capital Projects Fund	97,690	25,400	-	-	-	-	n/a
Transfer from School Board	318,610	300,093	300,000	300,000	-	(300,000)	-100.0%
Transfer from Unapprop. Fund Bal.	-	-	282,427	282,427	-	(282,427)	-100.0%
TOTAL TRANSFERS IN	546,300	455,493	712,427	712,427	130,000	(582,427)	-81.8%
TOTAL REVENUE & TRANSFERS IN	\$ 24,103,082	\$ 23,387,951	\$ 23,435,494	\$ 23,370,284	\$ 22,811,814	\$ (623,680)	-2.7%

REVENUE DETAIL

LOCAL REVENUE

General Property taxes account for 85% of locally generated revenues. Included in this category are levies made on real and personal property of City residents and businesses.

REAL ESTATE TAX:

The real estate property tax on residential, commercial land and buildings in the City is adopted at a rate of \$0.81 per \$100 of assessed value. Each cent of tax brings approximately \$170,000 of revenue to the City.

The tax rate is applied to the assessed value of individual property, as determined by the Real Estate Assessor during the assessment. The Commonwealth of Virginia requires localities to assess real property at 100% of fair market value and FY 2011 is not a reassessment year.

Residential growth projections in FY 2011 are based on twenty new houses, estimated value of \$350,000 each, to be built throughout the year and other residential improvements. This will bring approximately \$28,900 in additional tax revenue during FY 2011.

FY 2010 Real Estate Revised Budget Estimate	\$13,689,030
Tax Relief and Deferral	(230,000)
 FY 2011 Residential growth \$8,400,000 on new assessments of 20 new homes at \$350,000 each and other residential improvements	 <u>28,900</u>
FY 2011 Real Estate Budget	<u>\$13,487,930</u>

Real estate taxes are due on December 5th and June 5th. A penalty of \$10 or 10%, whichever is greater, is assessed on past due balances. In addition, interest of 10% per annum is assessed on unpaid balances beginning in the month following the month in which the tax is due.

PUBLIC SERVICE CORPORATION TAXES:

The State Corporation Commission assesses a tax on the value of the real estate and personal property of all public service corporations; such as, Dominion Virginia Power, Virginia Natural Gas, Verizon and Cox Communications. The Commissioner of the Revenue certifies the levy as submitted by the State Corporation Commission.

Public service corporations are taxed at the same rate as real estate. The State Corporation Commission assesses public service corporations and we are estimating that assessments will be \$17,300,000 in FY 2011 which is an increase of \$3,656,000 from FY 2010.

REVENUE DETAIL

PERSONAL PROPERTY TAX:

The City imposes a tax on tangible personal property of businesses and individuals, including motor vehicles, business equipment, boats, recreational vehicles (RV's), and trailers.

The City uses the NADA loan value to determine the assessment of automobiles and recreational vehicles. In the proposed FY 2011 budget, the tax rate for automobiles is based on a \$4.15 tax rate per \$100 of assessed value; for boats and recreational vehicles a \$1.50 tax rate per \$100 of assessed value. Mobile homes are assessed as personal property on a calendar year basis, and taxed at the real estate rate of \$0.81 per \$100 of assessed value. The low value in the ABOS book is used to determine the assessment for boats.

The FY 2011 personal property tax revenue is \$3,953,435 a \$120,004 increase over the FY 2010 estimated budget. We are seeing approximately 16% of our vehicle fleet increase in value. Due to various market factors, values for late model light duty trucks and SUV's may be higher as of January 2010 than they were in January 2009. Values have risen primarily due to increased demand and diminished supply, caused primarily by the stabilization of gas prices and fewer vehicles in the market. The personal property tax rate changed to \$4.15 per \$100 of assessed value to offset the elimination of the City's motor vehicle decal fee in FY 2007.

Personal property taxes are due on December 5th and June 5th. A penalty of \$10 or 10%, whichever is greater, is assessed on past due balances. Interest at the rate of 10% per annum accrues on all delinquent taxes on the first day following the due date on which such taxes become delinquent.

The Personal Property Tax Relief Act of 1998 (PPTRA) established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assemblies made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at \$950 million annually which became effective in FY 2008. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is \$1,923,435.

In 2006, the City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars (\$1,000) or less. Tax relief percentage will be at 55% for calendar year 2010.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 51.3% of personal property tax in FY 2011. The break out between local taxes and state aid is as follows for FY 2011 Personal Property tax revenue.

<u>Local Taxes = 51.3%</u>	<u>State Aid = 48.7%</u>	<u>Total</u>
\$ 2,030,000	\$ 1,923,435	\$ 3,953,435

REVENUE DETAIL

LOCAL SALES TAX:

Since July 1, 2004, the Virginia State Sales Tax rate is 5.0%. The State returns to the City 1% of the sales tax collected within the City of Poquoson. In FY 2011, it is expected to remain level from FY 2010 budget. This projection is based on commercial retail sales in the City.

MEALS TAX:

A 5.5% tax has been imposed on all prepared food and beverages sold in the City since FY 2002. In FY 2011, revenue is expected to increase due to the increase in food establishments starting up in the City.

COMMUNICATIONS SALES & USE TAX:

The 2006 Virginia General Assembly completed a major restructuring of telecommunication taxes. Effective January 1, 2007, a statewide Communications Sales and Use Tax applies to retail communication and video services. The tax rate is 5% on local exchange telephone service, paging, inter-exchange (interstate and intrastate), cable and satellite television, wireless and Voice over the Internet (VoIP).

This new tax replaces the local consumer utility tax the City collected from both residential and commercial customers of telephone companies. The local E-911 tax has also been replaced with a \$0.75 "E-911 tax" applied to each local landline and a \$0.75 "State E-911 fee" to be applied to each wireless number. The Cable Franchise Fee has also been replaced by the Communications Sales Tax. The tax will be collected by the companies and paid to the State, which will administer distribution of the tax revenue. The redistribution of taxes is intended to be revenue neutral to the City. In FY 2011, it is expected to remain level with the FY 2010 budget.

CONSUMER UTILITY TAX:

The City collects a tax based upon consumption from residential and commercial users of the service provided by Dominion Virginia Power and Virginia Natural Gas. The monthly charge for residential and commercial users shall not exceed \$3 and \$10 respectively.

CONSUMPTION TAX:

This is a tax instituted by the State to replace the business license tax that electric and gas utilities are no longer required to pay. It is estimated that the City will receive \$39,500 for FY 2011.

BUSINESS LICENSE TAX:

A tax based upon gross receipts is imposed on local businesses, trades, professions and occupations operating within the City. The rates vary depending upon the type of business or occupation. While there have been a few changes in local businesses, this tax varies for contractors building new homes and commercial establishments in Poquoson. The projected amount budgeted for FY 2011 is expected to decrease slightly.

CIGARETTE TAX:

This tax is based on 10 cents per pack that went into effect October 1, 2001. The amount budgeted for FY 2011 is \$70,000 which is a slight decrease from FY 2010.

REVENUE DETAIL

OTHER LOCAL TAXES:

Included in this category are:

Bank Franchise Tax	\$ 26,000
Recordation Tax	210,000
Deed of Conveyance	<u>30,000</u>
	<u>\$286,000</u>

The Bank Franchise Tax is a fee that is imposed on the net capital of local banks based on returns filed with the Commissioner of the Revenue. The amount budgeted for Bank Franchise Tax is based on prior years' experience and anticipated economic trends.

Recordation Tax represents fees paid to record any document with the Circuit Court. The Deed of Conveyance is a fee that is charged by the Clerk of the York/Poquoson Circuit Court for recording land transfers. FY 2011 is expected to decrease slightly compared to FY 2010.

PERMITS, LICENSES, AND FEES:

Included in this category of revenue are:

Dog Licenses	\$ 4,000
Site Plan Inspection Fees	1,000
Site Plan Review Fees	1,000
Subdivision Plan Review Fees	4,000
Zoning Advertising Fees	3,000
Building Permits	30,000
Electrical Permits	5,000
Plumbing Permits	6,000
Mechanical Permits	7,000
Erosion and Sediment Fees	6,000
Right-of-Way Permits	4,000
Drainage Pipe Permits	1,500
Subdivision Street Lights	1,500
Other Fees	<u>1,400</u>
	<u>\$ 75,400</u>

In FY 2011, this represents an increase of \$2,500 from the FY 2010 estimate.

FINES AND FORFEITURES:

This represents fines for violation of local ordinances upon conviction. The amount budgeted for FY 2011 is \$44,100, an increase of \$5,000.

INTEREST ON INVESTMENTS:

For FY 2011 revenue of \$16,000 is anticipated or an increase of \$6,000 from the FY 2010 estimate.

REVENUE DETAIL

RENTAL OF PROPERTY:

The City rents property to the School Board for administrative office space in City Hall. In FY 2011, the amount will be \$26,300, which is the same as FY 2010. This rental fee is for the maintenance costs on the building space that the School Administration occupies. Also budgeted is \$108,000 for tower rental for communications companies to place their towers on City property, an increase of \$38,000 from FY 2010. The rental of the Odd Road Community Center is expected to be \$1,000.

CHARGES FOR SERVICES:

Included in this category of revenue are:

EMS Fees	\$200,000
Library Fees	23,000
Passport Processing	17,000
School Maintenance	52,000
Miscellaneous	600
Copying Charges	<u>4,800</u>
	<u>\$296,800</u>

EMS fees are charges for ambulance services. The City began charging for ambulance services in October 2009. This includes a \$25,000 or 12.5% increase from FY 2010 due to charges being in place for the full fiscal year. Passport processing fees are expected to decrease in FY 2011 \$17,000 or 50% due to fewer individuals utilizing the service.

MISCELLANEOUS REVENUE:

Miscellaneous Revenue includes:

CSA Reimbursement	\$ 4,000
Heritage Park Donations	67,500
Miscellaneous	<u>2,000</u>
	<u>\$ 73,500</u>

Miscellaneous revenue in prior years included donations and insurance recoveries.

REVENUE DETAIL

STATE REVENUE

NON-CATEGORICAL AID:

The City receives from the State revenues for the following categories:

Personal Property Tax Relief Act	\$1,923,435
DMV Reimbursement	125,000
Local Aid Reimbursement to State	(50,500)
Mobile Home Titling Tax	<u>2,000</u>
	<u>\$1,999,935</u>

Total personal property in FY 2011 is \$3,953,435. Of this amount, \$2,030,000 is recorded as general property taxes and \$1,923,435 is recorded as State Non-Categorical Aid. Personal Property is expected to increase by \$120,004 due to projected increases in assessments; however, the revenue from the State will remain level.

The City opened a State Department of Motor Vehicles (DMV) office on January 2, 2002. As part of the City's agreement with DMV, the City receives 4.5% of the first \$500,000 of gross collections and 5% on gross collection over \$500,000. It is projected the City will receive \$125,000 for FY 2011. The office staff salaries and the majority of office expenses are paid by the City. The total DMV expenditure budget is \$101,068, which results in an additional \$23,932 revenue to the City.

The Local Aid Reimbursement to the State of \$50,500 is a result of reduced revenues from the State for the City of Poquoson. The City elected to reimburse the State our share of the reduction plan rather than electing a reduction of revenues for State Categorical Programs.

Mobile Home Titling Tax represents sales tax on mobile homes and is administered by the State.

CATEGORICAL AID - SHARED EXPENSES:

The State assists in funding the offices of the Commissioner of the Revenue, Treasurer and Registrar. For the two constitutional officers, the level of State funding is established by the State Compensation Board within certain parameters established by the General Assembly. The Registrar's salary is paid through the State Department of Elections with the other expenses of the office paid by the City.

The FY 2011 budget of \$229,236 is based on information received from the State Compensation Board.

The revenues are:

Commissioner of the Revenue	\$ 94,905
Treasurer	86,031
Registrar	<u>43,363</u>
	<u>\$224,299</u>

OTHER CATEGORICAL AID:

The City also receives funding from the State to be used for specific purposes. Included in this category is State 599 funding for the Police Department, Street and Highway Maintenance funds, Library Aid, and other certain grants. State 599 funding is intended for the operation of the City Police Department. The 599 funding for FY 2011 is anticipated to be \$241,671.

Street and Highway Maintenance aid is received for the upkeep of City roads and streets and is based upon the number of lane miles in the City system. Street and Highway Maintenance funds are also reflected in the Capital Projects Fund. The City estimates a total of \$1,167,800 in FY 2011 for Street and Highway

REVENUE DETAIL

Maintenance funding. Of that amount, \$392,000 is budgeted in the Capital Projects Fund and is used for paving and drainage projects. The remaining \$775,800 is budgeted in the General Fund.

Library Aid is provided on a per capita basis for the operation of the public library. State money must be expended either for book purchases or partial funding of Library professional employees' salaries. The amount the City estimates in FY 2011 is \$145,280, which is a reduction of \$7,640 from FY 2010.

Comprehensive Services Act (CSA) funds are provided to partially fund mandated foster care and residentially placed special education expenses. The State contribution is expected to be \$250,000 and a local cost of \$100,000 for a total of \$350,000 for CSA expenditures.

Various websites from State agencies and the Virginia Municipal League (VML) determined the FY 2011 estimates for State Categorical Aid. VML is an advocate for Virginia localities at the General Assembly.

FEDERAL REVENUE

CATEGORICAL AID:

Plum Tree Island Refuge revenue represents payment in lieu of taxes for the Big Marsh area administered by the Department of Interior. The Federal E-Rate Telephone revenue is for the operations of the Library.

TRANSFERS IN

The Utilities Fund reimburses the General Fund for expenses incurred in the overall administration of the sewer system and in FY 2011 will remain level at \$130,000.

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GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
<u>LEGISLATIVE</u>						
City Council	\$ 76,818	\$ 71,183	\$ 66,460	\$ 66,271	\$ (189)	-0.3%
<u>GENERAL ADMINISTRATION</u>						
City Manager	462,504	436,756	398,575	394,103	(4,472)	-1.1%
Legal Services	127,401	160,788	113,750	104,500	(9,250)	-8.1%
Independent Auditor	37,143	34,499	35,000	35,000	-	0.0%
Commissioner of the Revenue	278,253	287,315	294,066	281,625	(12,441)	-4.2%
Assessor/Equalization Board	209,059	191,882	164,326	168,433	4,107	2.5%
Treasurer	277,701	286,111	292,999	335,738	42,739	14.6%
Finance	307,718	321,662	326,879	330,648	3,769	1.2%
Technology	4,272	34,635	17,090	39,000	21,910	128.2%
Risk Management	73,205	49,960	64,700	99,660	34,960	54.0%
TOTAL ADMINISTRATION	1,777,256	1,803,608	1,707,385	1,788,707	81,322	4.8%
<u>ELECTIONS</u>						
Registrar/Electoral Board	164,600	127,467	133,615	134,228	613	0.5%
<u>PUBLIC SAFETY</u>						
Courts and Sheriff	278,201	322,393	376,610	401,249	24,639	6.5%
Police	2,409,188	2,331,823	2,438,195	2,269,511	(168,684)	-6.9%
Fire	2,764,510	2,499,653	2,687,401	2,587,900	(99,501)	-3.7%
Corrections & Detention	173,317	156,201	181,790	175,082	(6,708)	-3.7%
Inspections	249,487	250,193	357,652	338,329	(19,323)	-5.4%
Animal Control	76,441	78,031	81,630	84,173	2,543	3.1%
TOTAL PUBLIC SAFETY	5,951,144	5,638,294	6,123,278	5,856,244	(267,034)	-4.4%
<u>PUBLIC WORKS</u>						
Engineering	129,351	124,834	91,472	93,229	1,757	1.9%
Public Works	1,027,465	1,055,798	1,052,427	1,286,455	234,028	22.2%
Street Lights	72,763	79,253	78,000	76,000	(2,000)	-2.6%
Facilities & Grounds	273,640	275,526	377,823	101,925	(275,898)	-73.0%
TOTAL PUBLIC WORKS	1,503,219	1,535,411	1,599,722	1,557,609	(42,113)	-2.6%
<u>HEALTH & WELFARE</u>						
Health Department	45,223	43,670	42,330	43,138	808	1.9%
Mosquito Control	225,229	273,161	225,667	224,897	(770)	-0.3%
Mental Health	160,710	173,993	177,530	178,621	1,091	0.6%
Welfare/Social Services	636,256	640,675	655,120	624,792	(30,328)	-4.6%
TOTAL HEALTH & WELFARE	\$ 1,067,418	\$ 1,131,499	\$ 1,100,647	\$ 1,071,448	\$ (29,199)	-2.7%

GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
EDUCATION						
School Contribution	\$ 8,147,463	\$ 8,223,964	\$ 8,334,090	\$ 8,516,601	\$ 182,511	2.2%
Reappropriation		126,537	63,398	-	(63,398)	-100.0%
School Capital Contribution	-	28,190	-	-	-	n/a
TOTAL EDUCATION	8,147,463	8,378,691	8,397,488	8,516,601	119,113	1.4%
PARKS, RECREATION & CULTURAL						
Parks and Recreation	440,136	403,208	264,743	260,253	(4,490)	-1.7%
Library	721,160	764,659	764,072	722,862	(41,210)	-5.4%
TOTAL PARKS, REC & CULTURAL	1,161,296	1,167,867	1,028,815	983,115	(45,700)	-4.4%
COMMUNITY DEVELOPMENT						
Planning	372,386	330,738	335,245	332,938	(2,307)	-0.7%
Planning/BZA/Wetlands/ARB	7,864	3,542	5,200	8,700	3,500	67.3%
Economic Development	5,325	5,450	25,050	49,900	24,850	99.2%
Community Development	152,170	169,888	199,696	187,029	(12,667)	-6.3%
Community Relations	175,979	168,433	-	-	-	n/a
TOTAL COMMUNITY DEVELOPMENT	713,724	678,051	565,191	578,567	13,376	2.4%
NON-DEPARTMENTAL						
Non-Departmental	63,807	39,838	23,509	34,300	10,791	45.9%
Department of Motor Vehicles	98,078	94,444	103,167	101,082	(2,085)	-2.0%
Hurricane Isabel Recovery	56,248	-	-	-	-	n/a
TOTAL NON-DEPARTMENTAL	218,133	134,282	126,676	135,382	8,706	6.9%
TRANSFERS OUT						
Debt Service Fund	2,482,454	2,548,119	2,411,481	2,042,842	(368,639)	-15.3%
Capital Projects Fund	765,000	-	43,736	-	(43,736)	-100.0%
Special Revenue Fund	41,781	5,000	-	-	-	n/a
Solid Waste Fund	257,420	-	45,000	-	-	0.0%
Utilities Fund	-	-	-	-	-	n/a
Parks and Recreation Fund	131,010	100,000	46,000	80,800	34,800	75.7%
Facilities Improvement Fund	635,234	-	-	-	-	n/a
Industrial Development Authority	110,000	51,250	40,000	-	(40,000)	-100.0%
Fiscal Stability Reserve	-	-	-	-	-	n/a
Fleet Fund	-	-	-	-	-	n/a
TOTAL TRANSFERS OUT	4,422,899	2,704,369	2,586,217	2,123,642	(462,575)	-17.9%
TOTAL GENERAL FUND	\$ 25,203,970	\$ 23,370,722	\$ 23,435,494	\$ 22,811,814	\$ (623,680)	-2.7%

CITY COUNCIL

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 46,446	\$ 48,322	\$ 47,740	\$ 47,951	\$ 211	0.4%
Operating Expenses	30,372	22,861	18,720	18,320	(400)	-2.1%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 76,818	\$ 71,183	\$ 66,460	\$ 66,271	\$ (189)	-0.3%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
City Clerk	0.4	0.4	0.4	0.4
Totals	0.4	0.4	0.4	0.4

* In Personal Services, a minimal amount is budgeted as a stipend to the one City Mayor and six City Council Members. All 7 members' stipends total \$8,700 a year.



Goals and Objectives

- * Promote economic development opportunities as a means of bringing balance to local revenue generation.
- * Improve drainage throughout the City.
- * To provide outstanding leadership on behalf of the citizens.

CITY COUNCIL

Major Departmental Functions

- * The City of Poquoson is organized under the Council-Manager form of government. The Poquoson City Council is composed of seven members who are elected by the voters and serve four year staggered terms. The City is divided into three precincts, each of which is entitled to two representatives. The City Mayor is elected at large. Persons elected to City Council take office on the first day of January following the election which is held in November of even numbered years.
- * Council appoints the City Manager, City Clerk, City Attorney, and members to various Boards and Commissions.
- * Council adopts the City Budget and Capital Improvements Plan.
- * Council adopts ordinances and resolutions relating to municipal affairs and imposes fines and penalties for noncompliance.
- * Council is served by a City Clerk who is responsible for transcribing the minutes of Council meetings and generally managing City Council's affairs. The City Clerk provides administrative support to the Mayor and Council and maintains City records in accordance with the Code of Virginia.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Regular Meetings	18	20	19	20
Work Sessions	18	17	15	15
Special Sessions	0	3	8	5

Significant Budget Items

- * Minimal decrease in operating expenses.

CITY MANAGER

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 434,213	\$ 387,679	\$ 374,500	\$ 370,898	\$ (3,602)	-1.0%
Operating Expenses	25,634	46,981	24,075	23,205	(870)	-3.6%
Capital Outlay	2,657	2,096	-	-	-	n/a
Totals	\$ 462,504	\$ 436,756	\$ 398,575	\$ 394,103	\$ (4,472)	-1.1%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
City Manager	1	1	1	1
Assistant City Manager	0.6	0.6	0.6	0.6
Deputy Emerg Management Coordinator	1	1	0	0
Executive Assistant	1	1	1	1
Secretary	1	1	1	1
Part-time (FTE)	0.2	0.2	0.2	0.2
Totals	4.8	4.8	3.8	3.8



Goals and Objectives

- * To provide outstanding leadership to the City Government.
- * Increase economic growth in the City.
- * To effectively manage governmental services during the current fiscal challenges.
- * To maintain an excellent working partnership with the Superintendent and Poquoson City Schools.

CITY MANAGER

Major Departmental Functions

- * The City Manager is appointed by City Council to serve as Chief Administrative Officer of the City.
- * Execute and implement ordinances, resolutions and policies established by Council.
- * Oversee the daily administrative operations of the City. Recommend service and policy improvements.
- * Oversee the operations of all City departments, guide the performance of City staff, and encourage excellence in service through problem solving, integrity, responsiveness, innovation, and teamwork.
- * Provide ongoing community/employee relations program.
- * Keep internal and external customers advised of City related media events via public service announcements, press releases, public and employee newsletters, communications to Council members, and Cable TV access channel, and the City's website on the internet.
- * Serve as the Director of Emergency Services.



Significant Budget Items

- * Decrease in personal services is due to reduction in part time position for grants.

LEGAL SERVICES

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	126,216	159,390	113,250	104,000	(9,250)	-8.2%
Capital Outlay	1,185	1,398	500	500	-	0.0%
Totals	\$ 127,401	\$ 160,788	\$ 113,750	\$ 104,500	\$ (9,250)	-8.1%

Personnel Summary

N/A



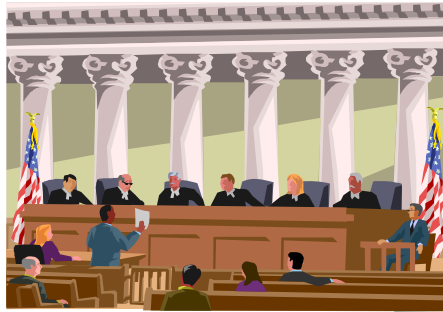
Goals and Objectives

- * Practice preventive law on behalf of the City of Poquoson by regular meetings with the City Manager and recommendations to improve the legal position of the City.
- * Handle legal matters concerning the City in accordance with law in a timely and efficient manner.

LEGAL SERVICES

Major Departmental Functions

- * The City Attorney is appointed as a consultant by City Council to serve as legal advisor to the City Council, the City Manager, and all Departments and Boards and Commissions of the City.
- * Prepares and reviews ordinances for introduction to Council.
- * Drafts and reviews all contracts, licenses, permits, deeds, leases, and other legal documents to which the City is a party.
- * Represents the City in all legal proceedings and prosecutes violations of City ordinances.
- * This department also funds collection of delinquent real estate and personal property taxes.



Significant Budget Items

- * Decrease in operating expenses is due to a reduction in legal services.

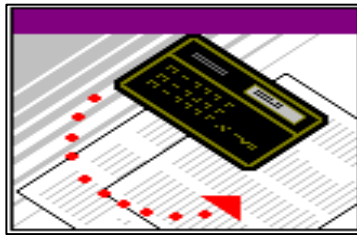
INDEPENDENT AUDITOR

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	37,143	34,499	35,000	35,000	-	0.0%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 37,143	\$ 34,499	\$ 35,000	\$ 35,000	\$ -	0.0%

Personnel Summary

N/A



Goals and Objectives

- * Provide City Council and City administration analysis, recommendations, counsel and information concerning financial related activities of the City in accordance with generally accepted government auditing standards promulgated by the Comptroller General of the United States and the Auditor of Public Accounts of the Commonwealth of Virginia.
- * Perform FY 2010 audits of the City, School Board and School Activity Funds by November 30, 2010.
- * Prepare the Comparative Cost Report for the City.
- * Provide suggestions to strengthen internal accounting and administrative controls.

INDEPENDENT AUDITOR

Major Departmental Functions

* Accounts for an independent accounting firm to conduct an audit of the City's and Schools' financial records for the preceding fiscal year, in accordance with law.

Performance Measures

	<u>FY 2008</u> <u>Actual</u>	<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Estimated</u>	<u>FY 2011</u> <u>Estimated</u>
Auditing Hours	880	880	525	525

Significant Budget Items

* There is no increase in audit fees for FY 2011.

Program Accomplishments

* Assisted in reviewing Government Finance Officers Association (GFOA) prior year comments and financial statement checklist in order to apply for the GFOA Award for Certification of Achievement for Excellence in Financial Reporting for FY 2009.

COMMISSIONER OF THE REVENUE

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 264,032	\$ 275,702	\$ 283,136	\$ 269,695	\$ (13,441)	-4.7%
Operating Expenses	11,517	11,613	10,430	11,930	1,500.00	14.4%
Capital Outlay	2,704	-	500	-	(500)	-100.0%
Totals	\$ 278,253	\$ 287,315	\$ 294,066	\$ 281,625	\$ (12,441)	-4.2%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Commissioner of the Revenue	1	1	1	1
Deputy Commissioner II	1	1	1	1
Deputy Commissioner I	1	1	1	1
Assessment Technician/DMV Clerk	1	1	1	1
Totals	4	4	4	4

Goals and Objectives

- * Process online entry of State income tax returns within 2 days of receipt and submit required reports to State office and City Treasurer.
- * Prepare the Real Estate Land Book and all necessary supplements. Execute deferral and exemption of real estate taxes for elderly and disabled persons who meet requirements.
- * Maintain, print and mail personal property forms. Have all personal property assessed and the assessment book printed by April 1st.
- * Process business licenses by March 1st of each year.
- * Enforce prepared food and beverage tax and cigarette taxation.
- * Continue to audit the Virginia Department of Taxation for proper remittance of Poquoson's sales tax.

COMMISSIONER OF THE REVENUE

Major Departmental Functions

- * Maintain owners of record for all real estate parcels; prepare land book in accordance with State Code.
- * Ensure that all personal property, business property and public utility taxes are assessed.
- * Render fair and consistent assessments with regards to all personal property.
- * Audit all locally filed Virginia State income tax returns and provide reports to State and City Treasurer.
- * Utilize the online computer system with the Department of Taxation for processing refunds.
- * Administer tax exemption and deferral program for elderly and handicapped.
- * Issue business licenses to all businesses operating within the City and non-city businesses which gross \$25,000 or more in business within the City of Poquoson.
- * Prepare food and beverage tax forms and enforce such tax.
- * Administer and enforce the rules and regulations relating to cigarette taxation.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Business License	918	881	900	900
Meals Tax	49	52	50	50
Personal Property Abatements	3,719	3,693	3,700	3,700
Personal Property Assessments	21,107	20,594	21,000	21,000
Property Transfers	380	354	400	400
Public Service Corporations	14	13	12	12
Real Estate Abatements	298	316	320	320
Real Estate Parcels	5,258	5,264	5,275	5,275
State Estimated Returns	347	276	300	300
State Tax Returns Audited	2,481	2,011	2,100	2,100
State Tax Refunds Processed Online	1,051	1,171	1,100	1,100
Tax Exemption & Deferral Applications	137	149	160	160

Significant Budget Items

- * In FY 2011, the City expects to receive \$94,905 in State Categorical Aid towards expenses of this office.
- * Decrease in personal services is due to the retirement of an employee.

Program Accomplishments

- * Received approval for 1,171 State Income Tax Refunds online with the Department of Taxation, resulting in citizens receiving \$425,000 of refunds within 3-5 days.
- * Continued providing efficiency and stability to the Department of Motor Vehicles office by cross training employees in the Commissioner's office.

ASSESSOR / EQUALIZATION BOARD

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 192,829	\$ 178,963	\$ 152,256	\$ 152,850	\$ 594	0.4%
Operating Expenses	13,866	12,919	12,070	15,583	3,513	29.1%
Capital Outlay	2,364	-	-	-	n/a	n/a
Totals	\$ 209,059	\$ 191,882	\$ 164,326	\$ 168,433	\$ 4,107	2.5%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Assessor	1	1	1	1
Appraiser	1	1	0	0
Assessment Technician	1	1	1	1
Totals	3	3	2	2

Ratio of property sales during time period

	July 2008-Dec 2008	July 2009-Dec 2009
Sold 1% -- 10% over Assessed Value	16	24
Sold 11% -- 30% over Assessed Value	16	11
Sold 31% -- 40% over Assessed Value	0	0
Sold 41% or more over Assessed Value	1	0
Sold at Assessed Value	5	3
Sold 1% -- 10% under Assessed Value	18	19
Sold 11% -- 30% under Assessed Value	8	4
Sold 31% -- 40% under Assessed Value	3	0
Sold 41% or more under Assessed Value	0	0

The above shows that prior to the 2009 reassessment a majority of properties were selling well above assessed value and after the assessment are continuing to sell at or above value.

Goals and Objectives

- * Continue to refine program for Computer Assisted Mass Appraisal (CAMA) database.
- * Continue to utilize property surveys and aerial photographs to improve the accuracy of property identification maps.
- * Continue to work with the City Manager and other city departments to maintain the Geographic Information System (GIS).
- * Continue to maintain and post real estate sales to the Property Information Web Site.
- * Continue to modernize the office and the services that are provided to the public.
- * Continue to maintain one of the highest Assessment Ratio's among all of the localities in the State of Virginia. Most recent ratio study published by the Tax Department has Poquoson at 99.84% with a Coefficient of Dispersion (COD) of 11.78%.

ASSESSOR / EQUALIZATION BOARD

Major Departmental Functions

- * Conduct the reassessment of real estate within the City. Upon completion of reassessment, prepare and mail notices to property owners. Conduct hearings to review concerns of assessments. Assist in organizing hearings with Equalization Board. Equalization Board is nominated by City Council and appointed by the Circuit Court. The Board is responsible for hearing homeowners' appeals concerning their real estate property assessments. The Board has authority to increase, decrease or affirm appealed assessments. Assessor is bound by all Board decisions. Property owners may appeal Equalization Board decisions to the Circuit Court.
- * Maintain owners of record with descriptive information of each real estate parcel within the City.
- * Analyze sales information and monitor new construction costs in order to keep abreast of local property value trends. Inspect and visit properties that transfer. Post to ratio map and do periodic ratio studies.
- * Inspect and value all new construction. Make scaled drawing and photograph each main improvement.
- * Maintain property tax maps. Utilize property surveys and aerial photographs in order to correct and maintain both paper and mylar maps.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Assessor				
Real Estate Parcels	5,304	5,309	5,362	5,400
Total Assessed Value	\$1,685,314,440	\$1,702,517,110	\$1,707,150,000	\$1,724,450,000
Property Transfers	426	276	300	300
Renovations/New Construction	365	352	325	325
Total New Assessed Value	\$28,766,800	\$18,586,200	\$17,300,000	\$17,000,000

Since reassessments are performed every two years, the Equalization Board meets every two years. Listed are the statistics for the Equalization Board. The reassessment for FY 2009 was rescinded resulting in no data for that year.

	FY 2007 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Equalization Board				
# of Property Owners Appealing	48	n/a	53	0
# of Parcels Reviewed	54	n/a	78	0
# of Assessments Decreased	40	n/a	96	0
Value of Decreases	\$1,414,400	n/a	\$1,180,100	\$0

Significant Budget Items

- * Increase in operating expenses is due to computer consulting, printing and postage of the assessment notices, and training.

Program Accomplishments

- * Completed 2010 reassessment of City and mail notices to taxpayers.
- * Held Assessor's hearings with taxpayers.
- * Setup and assisted with the appeal hearings to Board of Equalization.

TREASURER

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 240,302	\$ 252,818	\$ 258,039	\$ 256,928	\$ (1,111)	-0.4%
Operating Expenses	36,495	32,793	34,460	78,810	44,350	128.7%
Capital Outlay	904	500	500	-	(500)	-100.0%
Totals	\$ 277,701	\$ 286,111	\$ 292,999	\$ 335,738	\$ 42,739	14.6%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Treasurer	1	1	1	1
Deputy Treasurer	1	1	1	1
Accounting Technician	1	1	1	1
Clerical Assistant	1	1	1	1
Totals	4	4	4	4



Goals and Objectives

- * Maintain high collection rates and customer service.
- * Maintain state office accreditation.
- * Continue training/certification program for Treasurer and employees.
- * Improve website and real estate and personal property statements.
- * Pursue collections of delinquent accounts through increased use of DMV stops and debt setoff programs.

TREASURER

Major Departmental Functions

- * Collect all revenues due to the City and School Board including real estate and personal property taxes, service fees, prepared meals taxes, license fees, and utility fees.
- * Administer online-payment website, direct-debit program and credit cards.
- * Pursue delinquent taxes and fees through warrants, DMV stops, wage liens, and debt setoff.
- * Maintain proper accounting of all cash receipts.
- * Invest idle cash and assist in debt service management.
- * Maintain and reconcile bank accounts used by the City and School Board.
- * Collect and deposit State income taxes and State estimated taxes.
- * Process and mail all original and delinquent personal property and real estate tax bills.
- * Maintain mortgage files so real estate taxes can be conveyed against escrowed funds for taxpayers.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Business Licenses Processed	980	881	885	900
Meals Tax Payments Processed	344	375	370	385
Personal Property Tax Tickets Processed	33,448	20,594	20,800	21,000
Real Estate Tax Tickets Processed	10,619	10,650	10,680	10,720
Utility Account Payments Processed	25,070	25,246	25,300	25,420
Dog Tags Processed	620	999	1225	1,250
Estimated Tax Payments	1,078	1,050	1075	1,075
Debris Pickup Payments	743	746	590	750

Significant Budget Items

- * Increase in operating expenses is due to a reclassification of \$45,000 in bank charges from the Non-Departmental department for FY 2011.
- * In FY 2011, the City expects to receive \$86,031 in State Categorical Aid towards expenses of this office.

Program Accomplishments

- * The Treasurer's Office collected taxes on a timely basis.
- * Two employees are certified with the Treasurers Association of Virginia (TAV).
- * Developed system to effectively administer DMV stop program.
- * Enhanced document management system to enable timely retrieval of archived documents.
- * Maximized safety of portfolio and deposit accounts during financial system crisis.
- * Continued cross-training and procedural documentation to enable continuity of critical functions.

FINANCE

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 261,299	\$ 288,517	\$ 296,679	\$ 290,603	\$ (6,076)	-2.0%
Operating Expenses	46,016	33,441	29,700	40,045	10,345	34.8%
Capital Outlay	403	(296)	500	-	(500)	-100.0%
Totals	\$ 307,718	\$ 321,662	\$ 326,879	\$ 330,648	\$ 3,769	1.2%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Director of Finance	1	1	1	1
Accountant	1	1	1	1
Accounting Analyst	1	1	1	1
Accounting Assistant	1	1	1	1
Totals	4	4	4	4



Goals and Objectives

- * Oversee annual audit, risk management activities, and employee benefits; maintain and monitor all financial records; and prepare annual financial plan.
- * Continue to identify areas for cost savings on a City-wide basis.
- * Identify areas where City financial policies should be developed such as cash management, fund balance requirements, and equipment replacement.

FINANCE

Major Departmental Functions

- * Oversee revenues and expenditures of government funds.
- * Maintain the City's financial records.
- * Prepare the City's annual operating budget.
- * Prepare the City's bi-weekly payroll and weekly accounts payable.
- * Administer the City's utility and solid waste billing system.
- * Manage the City's Risk Management Program.
- * Administer employee benefits such as health insurance, retirement, life insurance and optional life insurance, flexible spending program, other optional benefits, and workers' compensation.
- * Provide assistance to independent auditors during the annual audit of City financial records.
- * Administer and maintain data processing functions.
- * Prepare financial reports at the direction of the City Manager.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Accounts Payable Checks Issued	4,271	3,263	3,400	3,400
Payment Vouchers	6,000	6,350	6,500	6,500
Payroll Checks Issued	1,050	1,005	1,000	1,000
Payroll Direct Deposits	3,200	3,450	3,350	3,300
Deposits to Different Financial Institutions	20	20	19	19
Utility Bills Printed	28,400	29,400	29,490	29,610
Utility Customers	4,825	4,900	4,915	4,935
Utility Customers with Special Rates	138	148	148	147

Significant Budget Items

- * Increase in operating expenses is due to computer software licensing and support.

Program Accomplishments

- * Received the Government Finance Officers Award, Certificate of Achievement of Excellence in Financial Reporting, and Distinguished Budget Presentation Award.
- * Successful exit interview with FEMA Team and VDEM for Tropical Storm Ida of November 11, 2009 for the City's cost of storm debris and damage to public facilities.

TECHNOLOGY

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	4,272	34,635	17,090	19,000	1,910	11.2%
Capital Outlay	-	-	-	20,000	20,000	n/a
Totals	\$ 4,272	\$ 34,635	\$ 17,090	\$ 39,000	\$ 21,910	128.2%

Personnel Summary

N/A

Goals and Objectives

* Maintenance and technical support for the City's GIS database and purchase of technology equipment.

TECHNOLOGY

Major Departmental Functions

* This department supports the contractor that maintains and assists with the City's GIS database.

Significant Budget Items

- * Includes the City's contract for GIS maintenance and technical support with WorldView Solutions.
- * Includes funds for computer equipment replacement for City Departments. Priorities for replacement will be made on a City wide basis.

RISK MANAGEMENT

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 26,837	\$ 4,406	\$ 33,680	\$ 43,140	\$ 9,460	28.1%
Operating Expenses	46,368	45,554	31,020	56,520	25,500	82.2%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 73,205	\$ 49,960	\$ 64,700	\$ 99,660	\$ 34,960	54.0%

Personnel Summary

N/A



Goals and Objectives

- * Work to minimize liability exposure and to seek coverage wherever exposure exists. Continue to stress the importance of safety programs and other preventive measures for reducing loss.
- * Work with departments on safety, conduct inspections and various types of safety training.

RISK MANAGEMENT

Major Departmental Functions

- * Contain expenses relating to the City's property, liability, and automobile insurance coverage for general administration departments.
- * Fund other fringe benefits that cannot be allocated to a particular department.
- * Fund Risk Management Consultant.

Performance Measures

	Year 2008 Actual	Year 2009 Actual	Year 2010 Estimated	Year 2011 Estimated
<u>Worker's Compensation</u>				
Claims Filed	23	15	9	5
Loss Ratio	9.0%	10.0%	8.0%	0.0%
<u>General Liability</u>				
Claims Filed	2	0	3	0
Loss Ratio	0.0%	0.0%	0.0%	0.0%
<u>Auto Liability and No-Fault</u>				
Claims Filed	2	2	2	2
Loss Ratio	6.0%	5.0%	0.0%	0.0%
<u>Property</u>				
Claims Filed	1	3	1	0
Loss Ratio	0.0%	2.0%	0.0%	0.0%

Significant Budget Items

- * Personal services includes funding for a retirement incentive and training.
- * Cost of premiums for insurance coverage is allocated to the respective City department. The total property and liability insurance cost to City is \$243,455.

Program Accomplishments

- * Continual protection of the City's assets through emphasis on safety, proper insurance coverage, and other preventive measures to minimize the adverse effects of accidental losses.
- * Safety Committee reviews accidents to limit exposure of claims, reviews potential liability areas throughout City buildings and grounds.
- * Conduct driver license check to ensure employees are eligible to drive City vehicles.

REGISTRAR / ELECTORAL BOARD

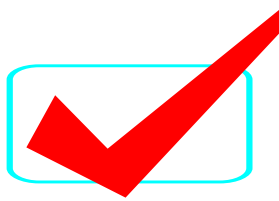
Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 101,541	\$ 105,179	\$ 108,335	\$ 106,448	\$ (1,887)	-1.7%
Operating Expenses	26,496	21,374	25,280	27,780	2,500	9.9%
Capital Outlay	36,563	914	-	-	-	n/a
Totals	\$ 164,600	\$ 127,467	\$ 133,615	\$ 134,228	\$ 613	0.5%

* In Personal Services, a minimal amount is budgeted as a stipend to the three Electoral Board members in the amount of \$7,512.

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Registrar	1	1	1	1
Assistant Registrar	1	1	1	1
Part Time (FTE)	0.1	0.1	0.1	0.1
Totals	2.1	2.1	2.1	2.1



Goals and Objectives

- * Assist citizens in understanding requirements for voter registration, provide citizens with information and referral for services and inform citizens about absentee voting.
- * Protect the integrity of the electoral process and efficiently conduct the elections in FY 2011 within the provisions of the Code of Virginia.
- * Assure that registration opportunities will be equally available to all Poquoson citizens and throughout the United States.
- * Maintain accurate and up-to-date voter records.
- * Increase voter registrations through use of National Voter Registration Act (NVRA).
- * Train Officers of Election so they will be informed of duties on election day.
- * Assist candidates with filing requirements and verify Certificates of Candidate Qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.

REGISTRAR / ELECTORAL BOARD

Major Departmental Functions

- * Process registrations of residents not only in Poquoson but throughout Virginia and United States.
- * Assist registrations at Poquoson High School, Bayside Convalescent Center and Dominion Village.
- * Maintain accurate records of all registered voters. Process and enter all registrations, deletions, and name and address changes into the Voter Registration System.
- * Oversee all elections and absentee voting ensuring that they are handled in accordance with Virginia Election Laws.
- * Verify Certificate of Candidate qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.
- * Verify results of each election and certify to State Board of Elections.
- * Recruit and train Officers of Election and schedule officers to work at each polling place.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Registered Voters	8,495	8,807	9,052	9,387
New Registrants	307	465	225	250
Transferred In	213	372	215	210
Deletions	396	414	195	200
Changes in Address	156	159	150	125
Other Changes	61	52	50	50

Significant Budget Items

- * In FY 2011, the City expects to receive \$43,363 in State Categorical Aid for the Registrar and board members' salaries.

Program Accomplishments

- * Successfully conducted the June Primary.
- * Successfully conducted the November 2009 Gubernatorial Election.
- * Trained new election officials on the touch screen voting machine.
- * Redesigned the three precincts to ensure efficient voter flow.
- * Worked with the State Board of Elections to verify voters received credit for voting in elections.
- * Researched and confirmed the National Change of Address list provided by the State Board of Elections.

COURTS AND SHERIFF

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	278,201	322,393	376,610	401,249	24,639	6.5%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 278,201	\$ 322,393	\$ 376,610	\$ 401,249	\$ 24,639	6.5%

Personnel Summary

N/A



COURTS AND SHERIFF

Major Departmental Functions

* This department includes the cost of judicial services which are shared with York County. Included are the pro-rated costs of the Commonwealth Attorney, Juvenile/Domestic Relations Court, services provided by the Clerk of the Court, Sheriff services, and certain capital and maintenance costs for the Court buildings. All court activity is located in Yorktown.



Significant Budget Items

* York County sets the Poquoson Courts and Sheriff budget, and by legislation Poquoson pays 19.9% of the total budget of \$1,921,764 with \$382,431 as Poquoson's share.

* Overall increase of \$24,639 or 6.5% for the department due in part to increases in operating costs.

Budget Detail

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
York/Poquoson Courthouse	\$ 141,736	\$ 158,556	\$ 208,895	\$ 216,690
Sheriff	119,677	146,390	149,297	165,741
9th District Court	8,318	8,831	9,800	10,200
Criminal Justice Planner	8,470	8,616	8,618	8,618
Totals	\$ 278,201	\$ 322,393	\$ 376,610	\$ 401,249

POLICE

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$1,719,198	\$ 1,694,032	\$ 1,690,604	\$ 1,693,936	\$ 3,332	0.2%
Operating Expenses	627,534	577,780	741,591	575,575	(166,016)	-22.4%
Capital Outlay	62,456	60,011	6,000	-	(6,000)	-100.0%
Totals	\$2,409,188	\$ 2,331,823	\$ 2,438,195	\$ 2,269,511	\$ (168,684)	-6.9%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Police Chief	1	1	1	1
Captain	0	1	1	1
Lieutenant	1	1	1	1
Supervisor of Support Services	1	1	0	0
Sergeant/EMT	2	2	2	2
Sergeant	2	2	2	2
Detective/Sergeant/EMT	0	1	1	1
Detective/Sergeant	1	0	0	0
Corporal/EMT	2	1	1	1
Corporal	1	0	0	0
Master Patrolman/EMT	5	2	2	1
Master Patrolman	2	1	4	4
Detective/Master Patrolman/EMT	0	1	1	1
Detective	0	0	0	0
Detective/Master Patrolman	0	0	1	1
Police Officer/EMT	0	1	1	2
Police Officer	4	7	4	4
Dispatcher Supervisor	1	0	0	0
Dispatcher	3	0	0	0
Administrative Support Technician	1	1	1	0
Administrative Assistant	0	0	0	1
Clerical	0	1	0	0
Part Time Dispatcher (FTE)	1.5	0	0	0
Part Time Officer (FTE)	0.5	0.5	0.5	0.5
Totals	29	24.5	23.5	23.5

Goals and Objectives

- * Continue to pursue accredited status through the Virginia Law Enforcement Professional Standards Commission.
- * Make improvements and upgrades to the police department headquarters building and its facilities.
- * Continue to expand training opportunities for all department personnel, including personal safety and conducting complex criminal investigations.
- * Implement a program of annual physical fitness examinations for all police officers.
- * Continue to provide opportunities for leadership development training for new supervisors.

POLICE

Major Departmental Functions

- * Enforce the laws of the Commonwealth of Virginia and the ordinances of the City of Poquoson.
- * Prevent and deter crime so as to provide for the public safety.
- * Preserve and maintain a safe and secure living and business environment in Poquoson.
- * Provide assistance and friendly service to all persons within the City.
- * Assist in providing on-scene emergency medical assistance to persons in need.
- * Provide quality investigative services to the community and pursue those who violate the law or threaten the safety of our community.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Accidents	205	194	232	255
Arrests/Charges/Apprehensions	615	604	542	596
Calls for Service	13,989	17,199	21,350	23,485
First Responder Calls	408	308	232	255
Traffic Tickets	919	888	924	1,016
Training Man-hours	2,140	2,354	2,410	2,651

Significant Budget Items

- * Decrease in operating expenses is due to DEA drug seizure money not appropriated until received. In FY 2010, the City had a balance of \$104,791 for DEA drug seizure.
- * 67% increase in calls for service between FY 2008 and FY 2011.

Program Accomplishments

- * The chief of police was appointed to sit on the Board of Directors for the Hampton Roads Criminal Justice Training Academy (HRCJTA).
- * Continued with its internal reorganization by implemented a four (4) platoon configuration and a 12-hour work schedule for uniformed patrol officers.
- * Enhanced the quality and frequency of departmental personnel training, including CPR/First Aid/EMT, investigations of Violence Against Women, defensive tactics instructor and handling special needs cases.
- * Received grant from Virginia Department of Motor Vehicles for DUI checkpoints.
- * Enhanced the hiring process for new police officers.
- * Additional operational equipment was purchased through various grant awards.
- * Continued participation with the Youth Violence Prevention Initiative and the Tri-Rivers Drug Task Force.
- * Continued the Toys-for-Tots donation program in November and December.

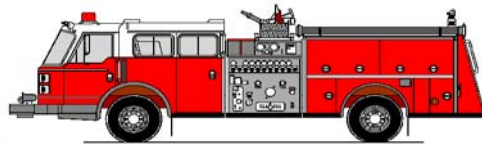
FIRE

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 2,007,167	\$ 2,103,749	\$ 2,209,514	\$ 2,191,414	\$ (18,100)	-0.8%
Operating Expenses	436,702	299,548	463,728	389,986	(73,742)	-15.9%
Capital Outlay	320,641	96,356	14,159	6,500	(7,659)	-54.1%
Totals	\$ 2,764,510	\$ 2,499,653	\$ 2,687,401	\$ 2,587,900	\$ (99,501)	-3.7%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Fire Chief	1	1	1	1
Deputy Fire Chief	0	0	1	1
Battalion Chief	0	0	3	3
Fire Captain/Paramedic	1	1	0	0
Fire Captain/Inspector	1	1	0	0
Fire Captain	2	2	0	0
Fire Lieutenant/Paramedic	1	1	1	1
Fire Lieutenant/Intermediate	1	1	1	1
Fire Lieutenant	1	1	1	1
Fire Engineer/Inspector	2	2	2	2
Fire Fighter/Paramedic	7	7	7	7
Fire Fighter/Intermediate	7	7	8	8
Fire Fighter/Enhanced	0	0	1	1
Fire Fighter	3	3	3	3
Administrative Secretary	1	1	1	1
Secretary	1	1	0	0
Totals	29	29	30	30



Goals and Objectives

- * Improve training program through increased teaching aids and equipment and offering more basic classes.
- * Continue to refine and improve our fire prevention program.
- * Increase in staffing levels to meet NFPA standards for minimum staffing.
- * Continue to work on accreditation process.

FIRE

Major Departmental Functions

- * Provide twenty-four hour emergency services for fire suppression, ambulance service, rescue service, hazardous material spills, water rescue, and radiological monitoring.
- * Provide non-emergency services in fire prevention, education, and training.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Average Fire/EMT calls per month	137	148	158	169
Training hours	5,198	4,604	4,927	5,272
Fire Calls:				
Structure Fire	40	33	35	37
Brush Fire	78	78	75	75
Miscellaneous Fire	280	386	422	457
Ambulance Calls:				
Advanced Life Support	520	550	590	630
Basic Life Support	564	609	652	697
Miscellaneous	140	114	122	130



Significant Budget Items

- * Decrease in personal services is due to retirement of personnel.
- * Decrease in operating expenses is due to reduction of cost allocation of vehicle maintenance and fire fund grant.

Program Accomplishments

- * Completed the Standard Operation Procedures for the department.
- * Obtained a 100% funded grant through the Department of Homeland Security to purchase four Panasonic Toughbooks to be installed in all medic units.
- * Obtained a 50/50 grant through the State of Virginia for purchase of a Simulaids 12 lead ECG simulator to perform ACLS classes in house.
- * Received a mini grant for Virginia Department of Fire Programs to purchase training equipment.
- * Implemented Revenue Recovery Program for ambulance services in the Fall 2009.

CORRECTIONS AND DETENTIONS

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	173,317	156,201	181,790	175,082	(6,708)	-3.7%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 173,317	\$ 156,201	\$ 181,790	\$ 175,082	\$ (6,708)	-3.7%

Personnel Summary

N/A

<u>Budget Detail</u>	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Adult Detention	\$ 102,471	\$ 116,234	\$ 113,507	\$ 123,654
Juvenile Services				
Juvenile Detention	55,275	28,512	42,300	42,300
Project Insight	10,582	11,455	11,603	9,128
Community Supervision, Outreach				
Detention, Electronic Monitoring,				
House Arrest	4,989	-	14,380	-
Totals	\$ 173,317	\$ 156,201	\$ 181,790	175,082

CORRECTIONS AND DETENTIONS

Major Departmental Functions

- * The City of Poquoson shares the Virginia Peninsula Regional Jail Authority with York County, James City County and the City of Williamsburg. Poquoson's financial share is determined by a cost formula based on an overall percentage of use history.
- * The City of Poquoson shares the Middle Peninsula Juvenile Detention Center with 18 other localities. Poquoson's financial share is based on a per diem rate for each day a juvenile offender from Poquoson that is incarcerated.
- * Along with jail costs, other rehabilitative and correctional programs are accounted for in this department; which include Family Group Homes, Project Insight and other services.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Adult Detention:				
Average Daily Population	6	8	9	9
Percentage of Use	1.30%	2.00%	2.00%	2.00%
Per Diem Rate	\$30.77	\$38.65	\$35.56	\$35.56
Juvenile Services:				
Juvenile Detention (Days)	382	250	300	300
Per Diem Rate	\$150.00	\$132.00	\$141.00	\$141.00

Significant Budget Items

- * Overall decrease in department of \$6,708.
- * There is an increased cost of adult detention in the amount of \$10,147 for FY 2011.
- * Decrease in Community Supervision in FY 2011 in the amount of \$14,380.

INSPECTIONS

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 226,308	\$ 238,294	\$ 258,662	\$ 245,844	\$ (12,818)	-5.0%
Operating Expenses	17,860	11,542	98,990	92,485	(6,505)	-6.6%
Capital Outlay	5,319	357	-	-	-	n/a
Totals	\$ 249,487	\$ 250,193	\$ 357,652	\$ 338,329	\$ (19,323)	-5.4%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Building Official	1	1	1	1
Code Inspector	1	1	0	1
Inspector II	1	1	1	0
Secretary	1	1	1	1
Part Time (FTE)	0	0	0	0.75
Totals	4	4	3	3.75



Goals and Objectives

- * Provide information for the implementation of the City GIS system and strive for "real time inspections and information gathering."
- * Revise the Building/Zoning permit application form.
- * Continue staff education in various building related trades and for Building Official's certification as a Coastal Construction Inspector through the International Code Council (ICC).
- * Provide the citizens and contractors the most updated information on codes and ordinances.
- * Continue to improve the methods used to obtain compliance with zoning, property maintenance and building codes.
- * Continue to update new permit program.

INSPECTIONS

Major Departmental Functions

- * Ensure through inspection process, plan review and issuing permits that construction performed in the City is in accordance with all applicable City Ordinances, State Codes and Federal requirements.
- * Provide information to contractors, the public and any interested parties as requested.
- * Issue building, electrical, plumbing, mechanical, sign, driveway, land disturbance and demolition permits.
- * Verify that contractors are licensed with the City and through the Commonwealth of Virginia.
- * Enforce zoning, building, and property maintenance requirements as specified by City Ordinance and State law.
- * Ensure, through the permitting process, that requirements for new and existing structures are in compliance with Federal Emergency Management Agency (FEMA) regulations.
- * Assign addresses to new structures located on existing and newly created lots.
- * Oversee the maintenance of City buildings including City Hall, Public Works, Fire Station #1 and #2, Police Department, Municipal Building and Community Center.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Building Permits Issued	2,930	275	223	250
Certificate of Occupancies Issued	30	24	20	20
Code Violations Cited & Enforced	750	750	420	450
Inspections Performed	6,000	5,115	4,767	4,800
Meetings	385	300	375	300
Plans Reviewed	767	700	631	650
Other Permits (Elect, Plumbing, Mech, etc)	1,100	1,500	436	450

Significant Budget Items

- * Overall decrease in personal services is due to the retirement of one inspector in FY 2010 offset with the addition of .75 FTE for part time salaries for custodial positions. There is a reclassification of contracted janitorial services in FY 2011 which results in no additional cost for the additional staff.

Program Accomplishments

- * Continued the development of efficient methods of notifying violators of areas to be corrected.
- * Building Official worked towards achieving Certification as a Flood Plain Manager through the ASFPM, Association of State Flood Plain Managers.
- * Cataloged and developed a database of all elevation certificates currently on file with the department.
- * Completed the permit program.

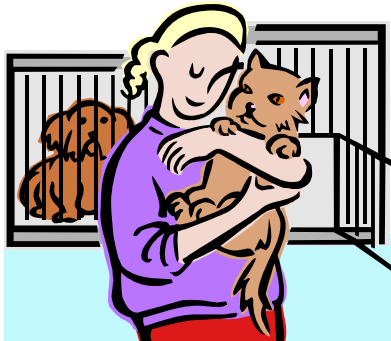
ANIMAL CONTROL

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	76,441	78,031	81,630	84,173	2,543	3.1%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 76,441	\$ 78,031	\$ 81,630	\$ 84,173	\$ 2,543	3.1%

Personnel Summary

N/A



Goals and Objectives

- * Continue to provide education and intervention when needed to prevent animal suffering and facilitate compatibility between our citizens and the animals in our community.
- * Train humane officers in mandated animal control training school.
- * Answer citizen complaints involving wild as well as domestic animals.
- * Enforce animal control and cruelty laws and ordinances of the City of Poquoson, issuing summonses for violations of any applicable ordinances.
- * Pick up dogs running loose, feral cats, and dead animals on public roadways and dispose of animals.
- * Continue to enforce dog licensing law which requires proof of rabies, one of the most effective means of limiting the number of rabies cases.
- * Construction of a spay/neuter clinic at the Society for the Prevention of Cruelty to Animals (SPCA) site providing a significant solution to the problem of pet overpopulation.

ANIMAL CONTROL

Major Departmental Functions

- * Animal Control is handled by Newport News Animal Control. The fully certified officers pick up stray animals, nuisance wildlife, deceased animals on public roadways, and investigate cruelty complaints.
- * The Peninsula SPCA shelters animals for Poquoson. The cost formula is that Poquoson pays 100% for stray animals and 67% of surrendered animals.

<u>Budget Detail</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
SPCA	\$ 39,330	\$ 40,920	\$ 43,154	\$ 45,312
Newport News Animal Control	37,111	37,111	38,476	38,861
Totals	<u>\$ 76,441</u>	<u>\$ 78,031</u>	<u>\$ 81,630</u>	<u>\$ 84,173</u>

Significant Budget Items

- * Newport News Animal Control increase is due to fringe benefits share. SPCA increase of \$2,158 represents costs to support a feral cat program including infrastructure.

	<u>Year 2008 Actual</u>	<u>Year 2009 Actual</u>	<u>Year 2010 Estimated</u>	<u>Year 2011 Estimated</u>
Calls for Service	222	255	255	255
Written Warnings	22	14	14	14
Summons Issued	1	12	12	12
Calls for Stray Animals	92	117	117	117
Calls for Animal Bites	14	9	9	9
Calls for Sick/Injured Animal	35	45	45	45
Calls for Nuisance Wildlife	39	42	42	42
Other Calls	16	17	17	17
Dogs Impounded	33	44	44	44
Cats Impounded	54	24	24	24
Wildlife Impounded	42	48	48	48

ENGINEERING

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 110,101	\$ 112,849	\$ 81,188	\$ 90,009	\$ 8,821	10.9%
Operating Expenses	19,250	11,985	10,284	3,220	(7,064)	-68.7%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 129,351	\$ 124,834	\$ 91,472	\$ 93,229	\$ 1,757	1.9%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Civil Engineer II	1	1	1	1
Totals	1	1	1	1

The oversight of the engineering functions of the City are now under the Community Development Department. The expenditures that relate to this function are classified for reporting purposes only under the public works function.

Goals and Objectives

- * Complete Pump Station #2 capacity upgrade.
- * Complete design work for Wythe Creek Road South project.
- * Begin Sanitary Sewer Evaluation System (SSES) inspections.
- * Complete Virginia Pollutant Discharge Elimination System (VPDES) Phase II MS4 Permit required actions.
- * Complete excavation enlarging lake at South Lawson Park; complete fill and grading of park to provide drainage; and create ball fields, entrance roadway, bike path and parking.
- * Add sanitary sewer and storm drain data to GIS and continue to add minor improvements to increase system's utility.
- * Comply with DEQ SSO Consent Order.

ENGINEERING

Major Departmental Functions

- * Manage special projects related to the City's infrastructure.
- * Coordinate and participate in outside agencies such as Hampton Roads Planning District Commission, Virginia Peninsulas Public Service Authority, Hampton Roads Public Works Association.
- * Meet with residents, staff and City Council members to provide solutions to issues such as drainage, traffic, and other infrastructure related matters of citizen concern.
- * Coordinate with State and Federal agencies including Environmental Protection Agency (EPA), U.S. Army Corps of Engineers, Department of Environmental Quality, Virginia Department of Transportation, Department of Conservation and Recreation, Virginia Marine Resources Commission and others.
- * Expand City GIS features to include all infrastructure including utilities and all public rights-of-way.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Capital Projects	18	15	14	16
Citizen Inquiries/Request Information	2,750	2,200	2,150	2,200
Right-of-Way Permits	250	175	55	90
Special Projects	18	18	17	20

Significant Budget Items

- * Decrease in operating expenses is due to reallocation of oversight to the Community Development department.

Program Accomplishments

- * Reviewed all subdivision and commercial site plans.
- * Worked with HRPDC, HRSD and 12 local municipalities to draft State Water Control Board Enforcement Action: Special Order by Consent to minimize Sanitary Sewer Overflows.
- * Completed Lodge Road drainage study, provided traffic impact analysis studies for community development and resolved environmental issues at South Lawson Park.
- * Participated in Development Review Committee.
- * Completed Flow Monitoring Plan in compliance with DEQ SSO Consent Order.
- * Created Sanitary Sewer evaluation system plan.
- * Produced maintenance and operations manual (MOM) for utility system.

PUBLIC WORKS

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 790,544	\$ 827,744	\$ 847,407	\$ 905,233	\$ 57,826	6.8%
Operating Expenses	160,791	148,413	151,020	310,722	159,702	105.7%
Capital Outlay	76,130	79,641	54,000	70,500	16,500	30.6%
Totals	\$ 1,027,465	\$ 1,055,798	\$ 1,052,427	\$ 1,286,455	\$ 234,028	22.2%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Director of Public Works	1	1	0	1
Deputy Director of Public Works	1	1	1	0
Construction Inspector	1	1	1	1
Equipment Operations Foreman	1	1	1	1
Equipment Operator III	1	1	1	1
Parks Maintenance Supervisor	0	0	0	1
Equipment Operator II	1	1	1	1
Equipment Operator I	1.5	2	2	2
Maintenance Worker III	3	3	3	3
Parks Maintenance Worker	0	0	0	1
Maintenance Worker I	4	4	4	4
Secretary (FTE)	0.5	0.5	0.5	0.5
Totals	15	15.5	14.5	16.5

Goals and Objectives

- * Oversee construction and maintenance of all City streets in accordance with Virginia Department of Highways and Transportation standards to ensure safe vehicle operation for all motorists.
- * Continue the next phase of the South Lawson Park Project.
- * Upgrade drainage system to include concrete swale on Laydon Way
- * Maintain all City public right-of-ways to create a positive City image and promote safety and environmental quality throughout the City. Maintenance includes cleaning streets twice a year, mowing grass and medians during normal growing season, beautification and maintenance of landscaped areas.
- * Scheduling infrastructure maintenance using the departmental computer system to increase efficiency.
- * Schedule at least one in-house training session per month. Sessions train employees for more versatility in infrastructure maintenance, "on and off the job" safety issues, and teach correct procedures for performance of specific tasks.
- * Produce in-house work procedure videos to train employees in safe and efficient ways to complete jobs.
- * Continue to complete 100% of all work orders within the same week of receipt of request.
- * Use time factors for each job in Public Works Department to assist in estimating work completion time and scheduling.
- * Upgrade Hudgins and Yorktown Road traffic light to use generator power during emergencies.
- * Continue to upgrade roadside and outfall drainage systems throughout the City according to drainage study.
- * Widen street shoulders, if possible, on any street repaving project.
- * Upgrade athletic facilities to meet expected increases in use. Efforts include core aeration, seeding, fertilizing, grading, and adding needed infield mix to ballfields.

PUBLIC WORKS

Major Departmental Functions

- * Construct and maintain all City streets to Virginia Department of Transportation standards. Perform preventative maintenance on City streets to maximize expected life including timely shoulder maintenance, street restoration, pothole repair, paving, and drainage maintenance.
- * Keep roadside drainage ditches clean to eliminate standing water breeding mosquitoes and to reduce pavement failure.
- * Keep curb and gutters clean to reduce stoppages and improve pavement life.
- * Maintain road shoulders by placing stone along edge of pavement, mowing grass and policing litter.
- * Maintain traffic control devices, traffic lines, traffic lights, traffic signs and "no wake" signs in the local waterways.
- * Provide safe travel for the public on City right-of-ways including keeping streets clear of snow and ice.
- * Review new construction plans and perform inspections.
- * Care for and maintain 39 acres of recreation, park, and municipal property, this includes 7 baseball/softball fields, 7 soccer fields, 3 tennis courts, 2 playgrounds, 4 picnic areas, Oxford Run Trail, and the City's public boat launching facilities.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Street Maintenance:				
Asphalt Material Used for Patching (tons)	137	220	150	160
Asphalt Paving Material Applied (tons)	2,590	3,000	3,000	3,000
Delivery of cases of Green Bags	139	116	112	120
Installation of New Drainage Pipe (feet)	1,255	388	500	500
Pavement Crack Sealing (lbs)	0	0	600	200
Regrading of Roadside Ditches (feet)	23,878	10,904	16,000	14,000
Stone Used for Street Maintenance (tons)	919	856	1,200	1,200
Work Orders Completed	218	104	150	150
Construction Inspections Performed:				
Driveways	55	48	55	50
Erosion & Sediment Control	61	68	70	75
Sewer	4	4	4	4
Curb & Gutter (feet)	21,564	14,250	1,800	1,800
Sanitary Sewer Pipeline (feet)	1,380	0	1,600	1,600
Storm Pipe & Drainage Ditches (feet)	8,497	12,359	11,000	13,000
New Street Construction (feet)	30,067	16,261	8,000	10,000
Facilities Maintained	n/a	n/a	n/a	51

Significant Budget Items

- * Increase in department is due reallocation of two positions including personal services and operating expenses to this department for FY 2011.

Program Accomplishments

- * Oversaw the South Lawson Park Project's partial completion.
- * Upgraded the roadside ditches and installed drainage pipe on Hudgins Road.
- * Installed drainage upgrade to the outfall ditch on Laydon Way Project.
- * Used contracted labor to increase the production of drainage ditch cleaning by hand throughout the City.
- * Oversaw the cleanup of 2 major Nor'easters.

STREET LIGHTS

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	-	n/a
Operating Expenses	72,763	78,543	75,000	75,000	-	0.0%
Capital Outlay	-	710	3,000	1,000	(2,000)	-66.7%
Totals	\$ 72,763	\$ 79,253	\$ 78,000	\$ 76,000	\$ (2,000)	-2.6%

Personnel Summary

N/A

Goals and Objectives

* Provide electricity for the City streetlights in order to maintain a safe community.

STREET LIGHTS

Major Departmental Functions

- * This department contains funding for electricity for existing streetlights and the installation of new streetlights. Developers pay the cost of installing streetlights in new subdivisions. The City is responsible for paying the cost of installing new streetlights in already developed areas.
- * This department also provides funding for electricity for the Christmas lights along Wythe Creek Road, which are illuminated during the holiday season and are maintained by the Public Works Department.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Number of Street Lights	561	574	587	587
New Lights Installed:				
City Installed	2	0	6	2
Developer Installed	15	13	30	30

Program Accomplishments

- * Provided the necessary electrical services essential for public safety.
- * Arranged for Dominion Virginia Power to replace burnt out light bulbs in the City.

FACILITIES & GROUNDS

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 93,492	\$ 98,589	\$ 113,013	\$ -	\$ (113,013)	-100.0%
Operating Expenses	168,984	152,678	255,310	86,125	(169,185)	-66.3%
Capital Outlay	11,164	24,259	9,500	15,800	6,300	66.3%
Totals	\$ 273,640	\$ 275,526	\$ 377,823	\$ 101,925	\$ (275,898)	-73.0%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Construction Supervisor	1	1	0	0
Parks Maintenance Supervisor	0	0	1	0
Parks Maintenance Worker	0	0	1	0
Totals	1.0	1.0	2.0	0.0

Goals and Objectives

- * Insure that the products used will be the best available for the long term life of the structures and the vendors are the best qualified while keeping in compliance with proper financial accounting procedures.
- * Maintain City Hall Complex for use of staff and citizens of the City of Poquoson.

FACILITIES & GROUNDS

Major Departmental Functions

* Operating items include general liability and property insurance; building heating and ventilation. As well as utilities including electricity, natural gas, water and sewer.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Facilities Maintained	51	51	51	n/a

Significant Budget Items

*The department was reorganized for FY 2010 to maintain and repair all City grounds and school grounds. Two full time staff were transferred from Parks and Recreation along with their associated costs. The FY 2011 recommended budget proposes the transfer of this unit to Public Works.

* Reduction in operating expenses due to expiration of lease for the School's satellite office, which the City funded in FY 2010.

HEALTH DEPARTMENT

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	45,223	43,670	42,330	43,138	808	1.9%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 45,223	\$ 43,670	\$ 42,330	\$ 43,138	\$ 808	1.9%

Personnel Summary

N/A



Goals and Objectives

* Continue to provide funding for the regional Public Health Department's services as well as \$200 for the cost of the Medical Examiner.

HEALTH DEPARTMENT

Major Departmental Functions

- * Provide for the City's contribution to the Poquoson Health Department, which is an organizational unit of the Peninsula Health District. The Peninsula Health District is funded through a cooperative agreement between its five local governments and the Commonwealth of Virginia. The City's minimum "match" requirement is 32.545% of the City's portion of the total Peninsula Health District budget which is \$151,574. The total Health District's budget for FY 2011 is \$7,634,413.
- * The Health Department offers a wide range of preventative, diagnostic and rehabilitative medical and health services to City residents. Clinics are held regularly for family planning, immunization, pediatrics, and senior citizen medical exams, among others. Nurses provide home care for homebound patients. Sanitarians inspect all eating establishments, train food handlers, supervise the installation and proper operation of septic tanks, inspect housing, and provide rabies surveillance for all animal bites.
- * The Health Department has a mobile unit that visits Poquoson on a once a month basis to provide more convenient services to the citizens of Poquoson.

MOSQUITO CONTROL

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 91,180	\$ 125,400	\$ 130,487	\$ 130,787	\$ 300	0.2%
Operating Expenses	129,463	146,926	94,380	92,310	(2,070)	-2.2%
Capital Outlay	4,586	835	800	1,800	1,000	125.0%
Totals	<u>\$ 225,229</u>	<u>\$ 273,161</u>	<u>\$ 225,667</u>	<u>\$ 224,897</u>	<u>\$ (770)</u>	<u>-0.3%</u>

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Mosquito Control & Drainage Supervisor	1	1	1	1
Equipment Operator III	1	1	1	1
Totals	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>



Goals and Objectives

- * Obtain drainage easements in areas where outfall ditches need to be upgraded.
- * Have property owners remove obstructions from drainage easements to allow proper cleaning with City equipment.
- * Educate the public on mosquito prevention and how important it is to keep drainage easements free of obstructions.
- * Continue to stress on and off the job safety through departmental training.
- * Improve drainage maintenance and mosquito prevention with additional manpower and equipment.
- * Have all drainage systems be constructed of cement swales and/or cement pipes.
- * Re-instate the City's blanket permit with the Army Corps of Engineers so the cleaning of outfall ditches in tidal areas can be accomplished.
- * With the continued funding for contracted labor, the cleaning of outfall ditches throughout the City on a preventative maintenance schedule will be possible.

MOSQUITO CONTROL

Major Departmental Functions

- * Provide good drainage in the City's right-of-ways to improve pavement life.
- * Eliminate or treat standing water to reduce mosquito breeding.
- * Keep outfall drainage ditches clean to improve water runoff from streets and reduce property flooding.
- * Spray mosquito adulticide and larvicide to reduce chance of infectious diseases carried by mosquitoes.
- * Educate employees through in-house training.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Cleaning Outfall Ditches by Hand (Feet)	111,920	100,790	115,000	100,000
Cleaning Outfall Ditches with Equip (Feet)	0	300	3,500	2,000
Drainage Pipe Installed (Feet)	1,255	44	500	500
Drainage Structures Maintained	790	800	815	800
Larvicide for Mosquito Control (Pounds)	0	50	50	50
Mosquito Spray Applied (Gallons)	145	101	110	110
Regrading of Roadside Ditches (Feet)	0	5,150	200	500
Weed Killer Applied (Gallons)	70	25	160	50



Significant Budget Items

- * Increase in capital outlay due to equipment replacement.

Program Accomplishments

- * Increased footage of outfall drainage ditches being cleaned by using contracted labor in conjunction with City employees.
- * Provided education programs at the Public Library on mosquito awareness and prevention.
- * Attended recertification courses to keep Pesticide users Certificates up to date.
- * Hand clean outfall ditches that equipment could not reach to help eliminate standing water and improve drainage.
- * Received fewer complaints from residents due to the additional help of contracted labor.

MENTAL HEALTH

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	160,710	173,993	177,530	178,621	1,091	0.6%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 160,710	\$ 173,993	\$ 177,530	\$ 178,621	\$ 1,091	0.6%

Personnel Summary

N/A

Goals and Objectives

- * Provide funding to Colonial Services Board for Poquoson's share of needed programming for mental health, mental retardation, or substance abuse.
- * Provide services for outreach detention, community supervision, and Crossroads Teen House.

MENTAL HEALTH

Major Departmental Functions

- * Provide the City's contribution to the Colonial Services Board, a regional agency that provides overall administration and coordination of mental health, mental retardation and substance abuse programs for Poquoson, York County and James City County. Services include psychiatric evaluation and treatment, individual and group counseling, drug and alcohol abuse treatment, vocational workshops for the developmentally disabled, special education and rehabilitation programs for handicapped children. Local funding is shared according to a predetermined formula. Funding for administrative expenses is based on 20% of the City's population and 80% on current utilization figures. The Headquarters for the Colonial Services Board is located in Williamsburg.
- * Provide for City contribution to the Crossroads Teen House, located in Williamsburg, which serves youth who are removed from a home setting but for whom traditional institutional care would not be appropriate.

<u>Budget Detail</u>	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Colonial Services Board	\$127,000	\$137,343	\$137,343	\$137,343
Crossroads Programs	33,710	36,650	40,187	41,278
Totals	<u>\$160,710</u>	<u>\$173,993</u>	<u>\$177,530</u>	<u>\$178,621</u>

Significant Budget Items

- * The Colonial Services Board absorbed the FY 2010 State budget reduction and did not request lost funding for FY 2011 from participating localities.

WELFARE / SOCIAL SERVICES

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	636,256	640,675	655,120	624,792	(30,328)	-4.6%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 636,256	\$ 640,675	\$ 655,120	\$ 624,792	\$ (30,328)	-4.6%

Personnel Summary

N/A

Goals and Objectives

- * Maintain the current level of services to our citizens.
- * Reduce local match requirements.

WELFARE / SOCIAL SERVICES

Major Departmental Functions

* This department funds the Peninsula Agency on Aging, Social Services, Department of Medical Assistance Service, and Comprehensive Services Act (CSA).

<u>Budget Detail</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
Comprehensive Services Act	\$ 409,308	\$ 356,661	\$ 390,000	\$ 350,000
Department of Medical Assistance	(1,039)	1,869	2,328	2,000
Peninsula Agency on Aging	2,580	2,639	2,792	2,792
Social Services	225,407	279,505	260,000	270,000
Totals	\$ 636,256	\$ 640,674	\$ 655,120	\$ 624,792

Significant Budget Items

- * Increased cost of Social Services due to increased use of these services by residents.
- * Comprehensive Services costs can fluctuate depending on the number of cases and type of treatment. Projections indicate that this will be \$350,000 in FY 2011.

SCHOOL CONTRIBUTION

Expenditures Summary

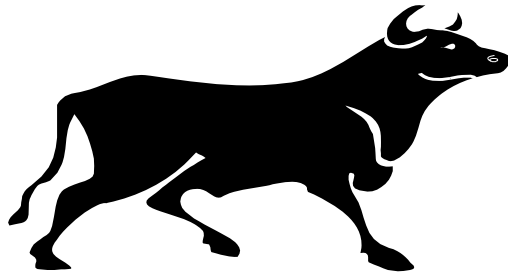
	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Operation Transfer	\$ 8,147,463	\$ 8,223,964	\$ 8,334,090	\$ 8,516,601	\$ 182,511	2.2%
Reappropriation	-	126,537	63,398	-	(63,398)	-100.0%
Totals	\$ 8,147,463	\$ 8,350,501	\$ 8,397,488	\$ 8,516,601	\$ 119,113	1.4%

Personnel Summary

N/A

Goals and Objectives

- * Provide a curriculum that meets the goals and objectives of the mandated State Standards of Learning (SOL).
- * Increase student achievement, which can be evidenced by scores on the Virginia State Assessment program.
- * Maintain a safe, comfortable environment which allows for diversity among individuals.
- * Encourage professionalism and mutual respect among staff, students, and the community.



Poquoson High School Mascot

SCHOOL CONTRIBUTION

Major Departmental Functions

* City Council appoints a seven member School Board to administer the Poquoson City School system. The School Board is the policy making body for the school system and appoints the School Superintendent who is responsible for the day-to-day administration of the schools. Funding for the operation of the schools and administration is shared by the State and the City with some limited assistance from the Federal government. The State's funding is determined by a formula based on Poquoson's composite index which generally measures local effort and ability to pay.

Performance Measures

- * Poquoson students continue to perform well on tests that measure content mastery and the schools are fully accredited according to the standards set by the Virginia Board of Education.
- * Poquoson Primary School, Elementary School, and High School met the federal Adequate Yearly Progress goals mandated by the No Child Left Behind Act.

Significant Budget Items

- * The FY 2011 adopted operation funding for the Poquoson City School system is \$8,516,601 which is an increase of \$182,511 from FY 2010. In FY 2010 the revised budget of \$63,398 represented leftover funds from FY 2009 which was subsequently reappropriated. The funds were for operating expenditures.
- * The School's budget is based on an average daily membership of 2,294 for the FY 2011 school year.
- * The School's total budget of \$20,130,782 is a reduction of 5.63% from FY 2010. This budget is a reflection of the difficult economic times. The School's budget projects a reduction of 5 teacher positions, 2 transportation positions, and 7.5 support administrative positions. This includes 3.5 positions at the School Board Office.

Program Accomplishments

- * Maintained a high percentage of high school graduates who pursue post secondary education.
- * Continued among the highest SOL test scores in the State.
- * Continued commitment to provide technology training for all staff members.
- * Expanded the use of technology in the classroom, improved networking capabilities, and added significant computer hardware.

SCHOOL CAPITAL CONTRIBUTION

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Capital Outlay	\$ -	\$ 28,190	\$ -	\$ -	n/a	n/a
Totals	\$ -	\$ 28,190	\$ -	\$ -	n/a	n/a

Personnel Summary

N/A

Goals and Objectives

* Purchase school bus from any unspent School funds at the end of FY 2010.

SCHOOL CAPITAL CONTRIBUTION

Major Departmental Functions

* The department accounts for occasional transfers to the Schools for capital purchases. The majority of School capital needs are accounted for in the Capital Projects Fund.

<u>Budget Detail</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
New Horizons	\$ -	\$ 28,190	\$ -	\$ -
School Buses	-	-	-	-
Totals	<u>\$ -</u>	<u>\$ 28,190</u>	<u>\$ -</u>	<u>\$ -</u>

**funded in school operations transfer

Significant Budget Items

* The budget amount represents the School's share of obligation for capital projects at New Horizons, the regional educational facility. FY 2009 cost was \$28,190. Capital Project Funding for FY 2010 of \$11,077 is funded in the School operation transfer. FY 2012 share is \$203,913 for a total of \$243,180. The project cost share is based on 50% full time equivalent student and 50% ownership of facility between Poquoson, Newport News, Hampton, Gloucester, York County and Williamsburg/James City County school districts.

* The Schools are required by City Charter to return any unspent funds to the City at the end of fiscal year. City Council has the option of reappropriating any unspent funds. In the past these funds have been used for school buses and other capital improvements.

PARKS & RECREATION

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 221,038	\$ 210,231	\$ 174,865	\$ 173,996	\$ (869)	-0.5%
Operating Expenses	218,155	183,025	87,378	86,257	(1,121)	-1.3%
Capital Outlay	943	9,952	2,500	-	(2,500)	-100.0%
Totals	\$ 440,136	\$ 403,208	\$ 264,743	\$ 260,253	\$ (4,490)	-1.7%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Director of Parks & Recreation	1	1	1	1
Parks Maintenance Supervisor	1	1	0	0
Program Specialist	0.5	0.5	1	1
Secretary	0	0	1	1
Parks Maintenance Worker	1	1	0	0
Part Time (FTE)	0.2	0.75	0	0
Totals	3.7	4.25	3	3

Goals and Objectives

- * Provide the City of Poquoson a comprehensive system of parks, recreation, and leisure services that are of the highest quality and most beneficial to improving the quality of life for its citizens.
- * Continue to work with the Parks & Recreation Advisory Board and Poquoson Parks and Recreation Foundation to develop a scholarship program to serve children who cannot afford access to community athletic and scholastic programs.
- * Update the Parks and Recreation Master Plan and City Comprehensive Plan to reflect current changes and citizen needs.
- * Continue to plan for needed recreational facilities in the Capital Improvements Plan.
- * Develop new special events for citizen enjoyment, and program special activities as part of the 30th Anniversary of the Poquoson Seafood Festival.
- * Engage Poquoson Civic Groups in a mutual support agreement whereby both the PPR Department and Poquoson Civic Groups share resources and defray costs for their respective projects.
- * Develop a comprehensive resource directory which will include contact information for all Poquoson Civic Groups.

PARKS & RECREATION

Major Departmental Functions

- * Plan, coordinate, organize and administer a variety of programs, activities and special functions to meet the needs of Poquoson citizens.
- * Coordinate departmental/school/independent league/community group activities at park/recreational/school facilities.
- * Develop comprehensive facilities agreement for all users to protect City facilities.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Programs Offered	245	250	250	250
Leagues Supported	28	28	28	28
Games Scheduled/Played	1,778	1,785	1,785	1,780

Significant Budget Items

- * Minimal decrease in personal services.
- * Decrease of \$2,500 in capital outlay.

Program Accomplishments

- * Introduced a before/after hours registration drop box at the PPR Building, enhancing resident convenience for program sign-up.
- * Continued to work with other City Departments on the develop of the South Lawson Complex, which is scheduled to open in the Fall of 2010.
- * Developed a facilities use agreement which when implemented will address and prioritize the use of City and School athletic facilities for all public and private groups.
- * Developed and introduced new instructional and athletic programs throughout the year.

LIBRARY

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 466,896	\$ 486,290	\$ 493,227	\$ 485,714	\$ (7,513)	-1.5%
Operating Expenses	101,750	126,584	121,420	114,690	(6,730)	-5.5%
Capital Outlay	152,574	151,785	149,425	122,458	(26,967)	-18.0%
Totals	\$ 721,220	\$ 764,659	\$ 764,072	\$ 722,862	\$ (41,210)	-5.4%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Library Director	1	1	1	1
Reference Librarian	1	1	1	1
Senior Library Associate/System Admin	1	1	1	1
Library Associate	1	1	1	1
Administrative Secretary	1	1	1	1
Library Associate (FTE)	1.5	1.25	1.25	1.25
Senior Library Assistant (FTE)	1.45	1.4	1.4	1.4
Library Assistant (FTE)	3.50	3.80	3.80	3.80
Library Page (FTE)	0.50	0.50	0.50	0.50
Totals	11.95	11.95	11.95	11.95



Goals and Objectives

- * Continue to develop the Library's resources and services on a wide variety of formats to meet the educational, informational, and leisure needs of the community.
- * Provide informational, recreational and cultural programs and activities to enrich the community.
- * Enable patrons to receive Library newsletters, overdue notices, etc. electronically.
- * Provide up-to-date and high quality technology resources and services which results in positive Library experiences.
- * Refine the Library's new operating system to make the Library more convenient and accessible.
- * Promote Library membership through services and various outreach programs.
- * Continue to enhance the Library's webpage.
- * Upgrade the Library operating system and online public catalogue to make services more accessible to the public.

LIBRARY

Major Departmental Functions

- * Operate as a free public lending facility with reading materials for all ages.
- * Provide high quality up-to-date service that is quick, efficient and convenient.
- * Serve as a community center where exhibits, workshops, book talks, storytimes, poetry readings, musical performances, reading clubs and other programs and activities for all ages are offered.
- * Provide meeting facilities and information on community issues and services.
- * Work with the Library Advisory Board, Friends of the Library, Library volunteers, and the local business partners to encourage library usage in the community.
- * Encourage pre-schoolers to develop an interest in reading and learning through services for children and for parents and children together.
- * Support students in their educational needs with the various public library/school cooperative programs.
- * Promote life long learning.
- * Provide the public with free notary public service and serve as a passport acceptance agency for the U.S. State Department.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Active Library Members	12,267	12,335	12,000	12,000
Attendance at Library Programs	8,403	9,178	9,000	9,000
Circulation	208,534	216,065	210,000	210,000
Documents Notarized	823	710	700	700
Interlibrary Loans	133	129	120	120
Internet, MS Office, etc. usage	15,374	16,759	17,000	17,000
Items Purged	6,956	9,981	9,000	9,000
Library Visits	122,591	130,778	130,000	130,000
Meeting Room Usage	1,152	1,227	1,100	1,100
New Items added to Collection	7,237	11,348	10,000	10,000
Overdue Items Retrieved	5,040	5,457	5,000	5,000
Reading Material Reserves	7,557	8,777	8,000	8,000
Web Page Hits	104,152	119,654	120,000	120,000

Significant Budget Items

- * Decrease in personal services is due to an employee retiring.
- * In FY 2011, the City expects to receive \$145,280 in State Aid, a reduction of \$7,646 from FY 2010. Funding is used to purchase of books, videos and subscriptions.
- * The Library generates \$17,000 in revenue from passport processing fees and \$23,000 in Library fines and fees.

Program Accomplishments

- * Upgraded computer operating system to provide easier access to resources and services.
- * The Library was awarded four program grants for various children's reading incentive programs.
- * Partnered with other Peninsula libraries and colleges in the Meet the Author event at the Ferguson Center for the Arts in October.
- * The Library was presented with the 2009 Outstanding Library Website and 2009 Outstanding Children's program awards.
- * The Library was rated as the 3rd best among the 91 public libraries in Virginia in 2009 and was in the 97th percentile in the nation among the 1,773 public libraries in the population category 10,000 - 25,000.

PLANNING

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 330,507	\$ 281,480	\$ 290,515	\$ 289,508	\$ (1,007)	-0.3%
Operating Expenses	35,236	47,329	34,230	43,430	9,200	26.9%
Capital Outlay	6,640	1,929	10,500	-	(10,500)	-100.0%
Totals	\$ 372,383	\$ 330,738	\$ 335,245	\$ 332,938	\$ (2,307)	-0.7%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Coordinator of Community Development	1	1	1	1
Principal Planner	1	1	1	1
Civil Engineer I	1	1	0	0
Environmental Compliance Officer	1	1	1	1
Administrative Secretary (FTE)	1	1	1	1
Part Time (FTE)	0.45	0.45	0.45	0.35
Totals	5.45	5.45	4.45	4.35

Goals and Objectives

- * Assist the IDA, City Manager, and City Council in the development of land.
- * Continue to lead the Development Review Committee in processing development plans for adherence of regulations.
- * Assist in the development of a GIS Program for the City.
- * Continue to seek grants in conjunction with implementation of land use applications.
- * Work with the Virginia Department of Transportation in planning for City roadway improvements.
- * Continue to work with Hampton Roads Planning District Commission in monitoring development of regional planning practices and issues.
- * Continue to update City land use ordinances to reflect the City's economic development needs and trends.
- * Assist in the adoption and implementation of the updated Comprehensive Plan.
- * Strive to provide professional, expeditious, thorough, accurate and courteous service to the public on local, State and Federal land use regulations.

PLANNING

Major Departmental Functions

- * Update and administer City land use ordinances including Zoning Ordinance, Subdivision Ordinance, Erosion & Sediment Control Ordinance, Site Plan Ordinance, Wetlands Ordinance and Sign Ordinance.
- * Prepare special project studies as assigned by the City Manager.
- * Provide technical assistance to other departments, real estate agents, developers, contractors, and citizens. Provide staff support to City Council, Planning Commission, Board of Zoning Appeals, Wetlands Board, Architectural Review Board and Industrial Development Authority.
- * Promote economic development through comprehensive planning, rezoning and master planning process.
- * Process all new subdivision proposals for presentation to City Council and Planning Commission.
- * Coordinate and serve as lead department for the Environmental Development Plan Review Committee.
- * Coordinate and monitor ongoing residential and commercial site development.
- * Review and monitor all CBLAD enforcement activities, erosion & sediment control plans and E&S measures through project.
- * Develop and maintain community access channel.
- * Plan for completion of Comprehensive Plan and assist in on-going hurricane recovery effort.
- * Oversee the engineering function of the City.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Citizen requests for information	1,600	1,600	1,600	1,600
City Council/Board/Comm Agenda Items	9	9	6	6
Major subdivision plans reviewed	4	5	2	2
Minor subdivision plans reviewed	8	8	6	6
Sign Permit Applications	60	60	11	11
Site Plans reviewed	6	6	18	18
Special Projects (non Planning)	10	10	2	2
Zoning Ordinance/City Code Amendments	2	2	3	3

Significant Budget Items

- * Increase in operating expenses is due to increased costs for membership in professional organizations.
- * Decrease in capital outlay due to purchase of equipment in FY 2010.

Program Accomplishments

- * Facilitated Council's adoption of the Comprehensive Plan Update.
- * Facilitated Citizen Sidewalk Vision Plan that was approved by Council.
- * Attained full funding for Wythe Creek Road from HRTPO.
- * Coordinated and Managed ARRA project obligation.
- * Provided in-kind services to the Langley Air Force Base Joint Land Use Study.
- * Participated and fulfilled numerous Census Bureau programs that are designed to ensure an accurate census count for Poquoson.

PLANNING / BZA / WETLANDS / ARB

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	-	\$ -	\$ -	n/a	n/a
Operating Expenses	7,864	3,542	5,200	8,700	3,500	67.3%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 7,864	\$ 3,542	\$ 5,200	\$ 8,700	\$ 3,500	67.3%

Personnel Summary

N/A

Goals and Objectives

Architectural Review Board (ARB)

- * Regulate exterior appearance of buildings, structures and improvements proposed for erection or alteration in the Village Commercial, General Commercial and Research and Development Districts in the Big Woods and along B-2 zoned segments of Wythe Creek Road.
- * Encourage construction of attractive commercial development and prevent garish, bizarre and inappropriate exterior designs which could deteriorate the appearance of development and ultimately threaten the integrity of future development and revenue within the City of Poquoson.

Board of Zoning Appeals (BZA)

- * Provide relief to property owners from the Zoning Ordinance when the strict application of the ordinance would prevent the reasonable use of land. Determine mitigation requirements.

Planning Commission

- * Provide competent, expedient and professional advice and technical support to City Council pertaining to land use and development issues facing Poquoson.
- * Expand upon staff's knowledge and technical abilities of planning, land use, development, and zoning issues.
- * Assist in guiding development in a fashion consistent with the Comprehensive Plan.

Wetlands Board

- * Provide competent, expedient and professional services and technical support to property owners proposing to perform development activities in wetlands.
- * Protect Poquoson's environmentally sensitive wetlands, through the enforcement and administration of local and State wetlands laws and expand upon the Board's and staff's knowledge and technical abilities pertaining to the use and protection of wetlands.
- * Make determinations of "imminent danger of erosion" in aftermath of significant storm events for issuance of emergency permits.

Development Review Committee

- * Review site and subdivision plans, proposed RPA encroachment on grandfathered lots, grant waivers where appropriate and determine mitigation requirements.

PLANNING / BZA / WETLANDS / ARB

Major Departmental Functions

- * Process a variety of land use applications.
- * Assist public in City land use policies and standards.
- * Prepare and modify the City's Comprehensive Plan.
- * Serve as staff liaison to various Boards/Commissions and Committees.
- * Prepare applications for public hearings, inspecting sites, monitoring construction, assisting public in preparation and delivery of formal applications.
- * Presentations to City Council/Boards/Commissions.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Architectural Review Applications	15	15	15	15
Board of Zoning Appeals - Ches Bay Exceptions	55	55	55	55
Board of Zoning Applications	39	39	39	39
Ordinance Amendments	14	14	14	14
Wetland Board Applications	46	46	46	46

Significant Budget Items

- * Increase in operating expenses attributable to increased training for board members.

Program Accomplishments

- * Processed applications in a timely manner.

ECONOMIC DEVELOPMENT

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	5,325	5,450	25,050	49,900	24,850	99.2%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 5,325	\$ 5,450	\$ 25,050	\$ 49,900	\$ 24,850	99.2%

Personnel Summary

N/A

Goals and Objectives

- * Strengthen the employment and tax base of the community through economic development activities.
- * Assist in the marketing of the Big Woods and Messick Point.
- * Participate in regional planning efforts to establish and implement development opportunities and define the region's priorities. An overall goal is to improve the competitiveness of the region especially in employment and income growth.

ECONOMIC DEVELOPMENT

Major Departmental Functions

* Retain and expand existing businesses and recruit new prospects. Promote quality, safe and environmentally friendly growth in the City.

Budget Detail

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Business Development Incentive	\$ -	\$ -	\$ 20,000	\$ 20,000
Other Operating Supplies	-	-	-	25,000
Public/Private Partnership	5,325	5,450	5,050	4,900
Total	<u>\$ 5,325</u>	<u>\$ 5,450</u>	<u>\$ 25,050</u>	<u>\$ 49,900</u>

Significant Budget Items

- * The Hampton Roads Partnership requested a 5% lower investment due to elimination of a staff position as well as lower overhead costs.
- * Incentive for business to relocate to Poquoson.
- * This budget recommends the establishment of a \$25,000 budget to support the City's economic development program.

COMMUNITY DEVELOPMENT

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	152,170	169,888	199,696	187,029	(12,667)	-6.3%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 152,170	\$ 169,888	\$ 199,696	\$ 187,029	\$ (12,667)	-6.3%

Personnel Summary

N/A

Goals and Objectives

- * Continue to contribute to a number of agencies which provide services to disadvantaged, elderly, and youth.
- * Continue to contribute to agencies which provide services which benefit Poquoson's economy, including those which attract new businesses to the area and increase local tourism.

COMMUNITY DEVELOPMENT

Major Departmental Functions

* Participate in agencies which provide services that improve the quality of life for citizens of Poquoson.

<u>Budget Detail</u>	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Litter Control Grant	\$ 9,025	\$ 2,781	\$ 5,125	\$ -
Contributions to Agencies:				
American Red Cross -- York/Poquoson Chapter	5,000	5,000	-	-
Commission on Homelessness	-	2,781	2,781	2,781
Disabilities Transportation	6,000	6,000	6,000	6,000
Food Bank of VA Peninsula	5,000	-	-	-
Green Jobs Alliance	-	-	1,180	-
Hampton Roads Economic Development	11,811	11,918	11,858	11,238
Hampton Roads Planning District Comm (HRPDC)	9,646	9,729	9,729	9,691
Heritage Park Project	-	-	67,500	67,500
HRPDC Municipal Construction Standards	373	376	377	375
HRPDC Other Projects	4,075	4,031	5,975	3,949
HRPDC Regional Groundwater Mitigation	3,421	3,461	3,564	3,461
HRPDC Stormwater Management Program	10,029	10,066	8,508	10,066
HR Military/Federal Facilities Alliance	5,176	5,882	5,932	5,318
Institute for Government	-	1,270	-	-
NASA Aeronautics Support Team (NAST)	10,000	10,000	5,000	5,590
Peninsula Chamber of Commerce	1,750	1,750	1,750	1,750
Peninsula Council Workforce Development	5,847	5,847	5,847	5,847
Peninsula Community Foundation	-	25,000	-	-
Peninsula Emergency Medical Services	1,156	1,156	1,156	1,156
Peninsula Workforce Development Center	-	10,500	-	-
Poquoson Museum Foundation	6,000	6,000	6,000	-
Poquoson Historical Commission	500	500	500	500
Regional Air Service Enhancement Fund (RAISE)	6,000	4,767	4,767	4,767
Regional Youth Violence Prevention	-	5,638	-	-
Retired Senior Volunteer Program	2,500	2,750	2,750	2,750
Small Business Development Center	3,000	3,000	3,000	3,000
Thomas Nelson Community College	34,561	17,935	28,647	29,540
Transitions Family Violence Services	1,300	1,750	1,750	1,750
YMCA Contribution	10,000	10,000	10,000	10,000
Totals	\$ 152,170	\$ 169,888	\$ 199,696	\$ 187,029

Significant Budget Items

- * Thomas Nelson Community College increased their funding request due to higher Poquoson enrollment.
- * The Green Jobs Alliance was a one time funding request in FY 2010 and has been eliminated in FY 2011.
- * The Heritage Park project is included in this budget and is funded solely through donations.

COMMUNITY RELATIONS

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 147,603	\$ 160,449	\$ -	\$ -	\$ -	n/a
Operating Expenses	26,738	7,984	-	-	-	n/a
Capital Outlay	1,638	-	-	-	-	n/a
Totals	\$ 175,979	\$ 168,433	\$ -	\$ -	\$ -	n/a

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Community Relations/Events Manager	1	1	0	0
Program Specialist	1.5	1.5	0	0
Totals	2.5	2.5	0	0

Goals and Objectives

* Department was merged into Parks and Recreation beginning FY 2010.

COMMUNITY RELATIONS

Major Departmental Functions

* Department merged into Parks and Recreation.

Performance Measures

	FY 2007 Actual	FY 2008 Actual	FY 2009 Estimated	FY 2010 Estimated
Business Directories Mailed	15,000	15,000	n/a	n/a
Business Appreciation Functions	2	1	n/a	n/a
Business Surveys Mailed	650	-	n/a	n/a
Employee Appreciation Events	3	3	n/a	n/a
Volunteer Appreciation Activity	1	1	n/a	n/a
Welcome Bags Distributed	120	130	n/a	n/a

Significant Budget Items

* Elimination of department, duties assumed in Parks and Recreation department.

NON-DEPARTMENTAL

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	120,055	39,838	23,509	34,300	10,791	45.9%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 120,055	\$ 39,838	\$ 23,509	\$ 34,300	\$ 10,791	45.9%

Personnel Summary

N/A

Goals and Objectives

- * Refund taxes, licenses and fees that occur in cases of erroneous real estate or personal property assessment or overpayment.
- * Provide a contingency for certain unanticipated expenses which inevitably arise during the year.
- * Continue to keep the contingency account less than one quarter of one percent of the total general fund budget.

NON-DEPARTMENTAL

Major Departmental Functions

- * Account for expenses that are not readily classified in other areas.
- * Refund overpayment by citizens of local taxes, licenses and fees.
- * Hold funds in reserve for any contingent situations which may occur.

<u>Budget Detail</u>	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Refunds	\$ -	\$ (116)	\$ 7,500	\$ -
Treasurer Cash Overages/Shortages	(6)	10	-	-
Bank Charges/Returned Checks	-	15,000	5,000	-
Hurricane Isabel Assistance	56,248	-	-	-
Hurricane Katrina Assistance	7,500	-	-	-
Contingencies	56,313	24,944	11,009	34,300
Totals	<u>\$ 120,055</u>	<u>\$ 39,838</u>	<u>\$ 23,509</u>	<u>\$ 34,300</u>

Significant Budget Items

- * Decrease for Bank Charges/Returned Checks, which was transferred to the Treasurer's Department.

DEPARTMENT OF MOTOR VEHICLES

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 89,995	\$ 90,418	\$ 98,257	\$ 96,922	\$ (1,335)	-1.4%
Operating Expenses	5,045	3,326	4,410	4,160	(250)	-5.7%
Capital Outlay	3,038	700	500	-	(500)	n/a
Totals	\$ 98,078	\$ 94,444	\$ 103,167	\$ 101,082	\$ (2,085)	-2.0%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
DMV Service Clerk	2	2	2	2
Totals	2	2	2	2

Goals and Objectives

* Continue to provide excellent customer service to all DMV customers.

DEPARTMENT OF MOTOR VEHICLES

Major Departmental Functions

- * Process applications for titling and registration of motor vehicles.
- * Issue motor vehicle license plates and/or decals.
- * Issue handicap placards.
- * Issue driver transcripts.
- * Collect fees, taxes, penalties and other monies in connection with above transactions.

Performance Measures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimated	FY 2011 Estimated
Total DMV Transactions	39,387	38,839	39,000	39,000
Car Dealers Serviced	9	15	24	24

Significant Budget Items

- * In FY 2011, it is estimated that the DMV operations will generate \$125,000 in revenue to the City.
- * Rate of compensation for DMV services is 4.5% of the first \$500,000 of gross collections and 5% on gross collection over \$500,000.

Program Accomplishments

- * Cross-trained with Commissioner of the Revenue employees.
- * Continued to establish new business relationships with car dealers in an effort to minimize the revenue impact resulting from the difficult economic conditions.

TRANSFER TO OTHER FUNDS

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	4,422,899	2,704,369	2,586,217	2,123,642	(462,575)	-17.9%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	\$ 4,422,899	\$ 2,704,369	\$ 2,586,217	\$ 2,123,642	\$ (462,575)	-17.9%

Personnel Summary

N/A

TRANSFERS

Goals and Objectives

- * Transfer to Debt Service Fund to cover payment of all general governmental debt service for the City and Schools.
- * Transfer to Parks and Recreation Fund to help the ongoing deficits of the fund.

TRANSFER TO OTHER FUNDS

Major Departmental Functions

* Account for all transfers from the General Fund to other funds of the City.

<u>Budget Detail</u>	<u>FY 2008 Actual</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
Transfer to Debt Service	\$ 2,482,454	\$ 2,548,119	\$ 2,411,481	\$ 2,042,842
Transfer to Capital Projects	765,000	-	43,736	-
Transfer to Facilities Improvement	635,234	-	-	-
Transfer to Special Revenue Fund	41,781	5,000	-	-
Transfer to Solid Waste	257,420	-	45,000	-
Transfer to Utilities Fund	-	-	-	-
Transfer to Parks & Recreation	131,010	100,000	46,000	80,800
Transfer to IDA	110,000	51,250	40,000	-
Totals	<u>\$ 4,422,899</u>	<u>\$ 2,704,369</u>	<u>\$ 2,586,217</u>	<u>\$ 2,123,642</u>

Significant Budget Items

- * The transfer to Debt Service of \$2,042,842 includes restructuring of loans resulting in a savings of \$344,345 in FY 2011.
- * The transfer to Parks and Recreation includes \$80,800 to supplement operational costs.

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DEBT SERVICE FUND - SUMMARY

Debt Service Fund Description

The Debt Service Fund accounts for the accumulation of resources for the payment of general obligation debt service for the City and the School Board, except for debt payable by the Utilities Fund. Revenues of the Debt Service Fund are derived from transfers from the General Fund and/or Capital Projects Fund.

The City's most significant debt is in School bonds and literary loans. Other significant debt service items relate to City bonds and notes. The City received the following bond ratings on the 2010 bond issue: Moody's Investors Service --A1 and Standard & Poors--A.

All the debt service presented in the budget is based on legally binding agreements, unless it is labeled estimate.

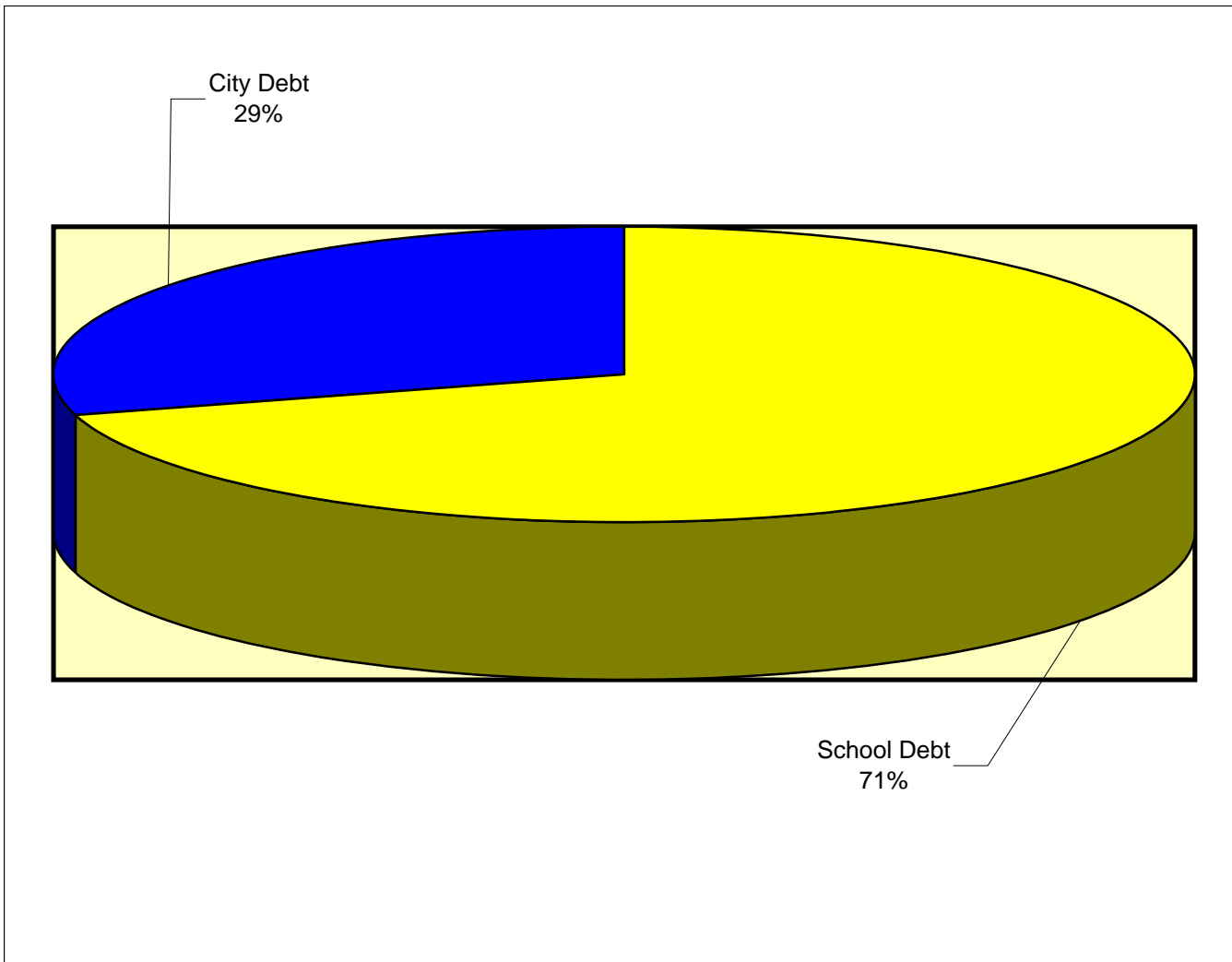
City of Poquoson Charter Article 13 "Limitation on the issuance of bonds or other interest bearing obligations" addresses the debt limit. It states that there shall not be any issued bonds or other interest-bearing obligations which exceed for any one issuance, one and one-half percentum of the assessed valuation of the real estate in the City subject to taxation, according to the most current assessment for taxes, without voter approval. Certificates of indebtedness, revenue bonds, or other obligations issued in anticipation of the collection of the revenues for the current year, provided they mature within one year from issuance, are not required to be voted on by the qualified voters of the City.

Debt Service Projection of Fund Balance

Beginning Fund Balance - 7/1/2007		\$	385,137
Actual FY 2008 Revenues	\$ 2,627,264		
Actual FY 2008 Expenditures	(2,753,677)	\$	(126,413)
Fund Balance - 6/30/2008		\$	258,724
Actual FY 2009 Revenues	\$ 7,347,739		
Actual FY 2009 Expenditures	(7,458,333)		(110,594)
Fund Balance - 6/30/2009		\$	148,130
Estimated FY 2010 Revenues	\$ 2,411,481		
Estimated FY 2010 Expenditures	(2,559,611)		(148,130)
Projected Fund Balance - 6/30/2010		\$	-
Estimated FY 2011 Revenues	\$ 2,042,842		
Estimated FY 2011 Expenditures	(2,042,842)		-
Projected Fund Balance - 6/30/2011		\$	-

DEBT SERVICE FUND - SUMMARY

Debt Service Expenditures



<u>Debt Service Expenditures</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
School Debt	\$ 1,945,708	\$ 1,442,135
City Debt	<u>613,903</u>	<u>600,707</u>
TOTAL	<u>\$ 2,559,611</u>	<u>\$ 2,042,842</u>

DEBT SERVICE FUND - REVENUE

Debt Service Revenue

Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2010 Estimated Revenue	FY 2011 Adopted Revenue	\$ Change From 2010 Budget	% Change From 2010 Budget
Transfer from General Fund	\$ 2,482,454	\$ 2,548,119	\$ 2,411,481	\$ 2,411,481	\$ 2,042,842	\$ (368,639)	-15.3%
Issuance of Debt	144,810	4,799,620	-	-	-	n/a	n/a
Use of Reserve	-	-	148,130	148,130	-	(148,130)	-100.0%
TOTAL TRANSFERS IN	\$ 2,627,264	\$ 7,347,739	\$ 2,559,611	\$ 2,559,611	\$ 2,042,842	\$ (516,769)	-20.2%

Revenue Explanations

Transfers: The Debt Service Fund is financed exclusively from transfers made by other funds. Usually the transfer of debt comes from the General Fund.

Issuance of Debt: In FY 2009, the City refinanced and restructured approximately \$4.8 million School and City outstanding debt. In May 2010, the City refunded \$15.4 million in School and City outstanding debt.

Use of Reserve: In FY 2006, the City established a capital reserve to set aside funds for future debt service in the amount of \$385,137. The City drew down, as planned, the reserve in FY 2008, FY 2009 and FY 2010, in the amount of \$126,413, \$110,594 and \$148,130 respectively.

Computation of Estimated Legal Debt Margins for FY 2011

There is a legal limit for cities in Virginia whereby the amount of bonded long-term debt cannot exceed 10% of the City's total assessed value of real estate. The computation of the margin for additional borrowing, based on estimated assessed values as of 7/1/2010 is shown below. A further discussion of the City's debt service can be found in the Appendix section of this document.

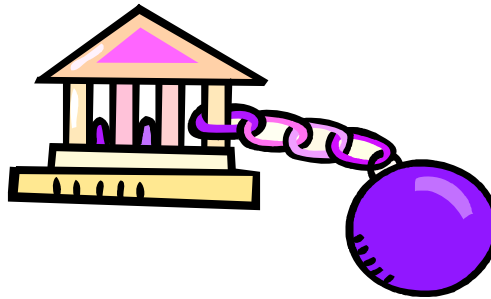
Estimated Assessed Value of Real Estate as of 7/1/2010

General	\$1,707,150,000
Public Service Corporation	17,300,000
Total	<u>\$1,724,450,000</u>
Total Bonding Limit (10% of total assessed value)	\$172,445,000
General Obligation Bonds, other than those authorized for a specific revenue producing project	\$28,689,878
State Literary Fund Loans	2,361,820
Capital Leases	316,180
Sewer Bonds	<u>9,870,072</u>
Net Bonded indebtedness subject to limit	\$41,237,950
Bonded indebtedness as percent of assessed value of real estate	<u>2.42%</u>
Margin for Additional Borrowing	<u>\$131,207,050</u>

DEBT SERVICE FUND - EXPENDITURES

Debt Service Expenditures

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
School Principal	\$ 815,090	\$ 787,870	\$ 999,165	\$ 547,306	\$ (451,859)	-45.2%
School Interest	905,167	882,495	946,543	894,829	(51,714)	-5.5%
City Principal	680,365	626,261	358,917	349,667	(9,250)	-2.6%
City Interest	351,205	361,587	252,986	249,041	(3,945)	-1.6%
Trustee Fees	1,850	500	2,000	1,999	(1)	-0.1%
Advance Refunding	-	4,659,921	-	-	-	n/a
Cost of Debt Issuance	-	139,699	-	-	-	n/a
Totals	\$ 2,753,677	\$ 7,458,333	\$ 2,559,611	\$ 2,042,842	\$ (516,769)	-20.2%



Significant Budget Items

- * In FY 2008, the City added a \$519,604 capital lease for the Police and Fire Department's mobile radio communications.
- * In FY 2009, the City added \$2 million for new turf for the football stadium at the Poquoson Middle School.
- * In FY 2009, the City refunded 2006A PES, 2001 School's VRS, 1998A Refunded Court House, 2001 Fire Station #2, 2002 Fire Pumper w/Aerial, 2008 Motorola Radios, 1998B and 2003 Sewer Bonds.
- * In FY 2009, the City transferred \$1,094,150 in bond proceeds to the School debt and borrowed an additional \$350,000 for the completion of the new Elementary School, bringing the total to \$19.9 million.
- * In FY 2010, the City refunded an additional \$15.4 million in debt.
- * In FY 2010, the City issued \$600,000 in general obligation bonds in the Sewer Fund to increase and upgrade the capacity at Pump Station 2.

DEBT SERVICE FUND - EXPENDITURES

Expenditures Summary

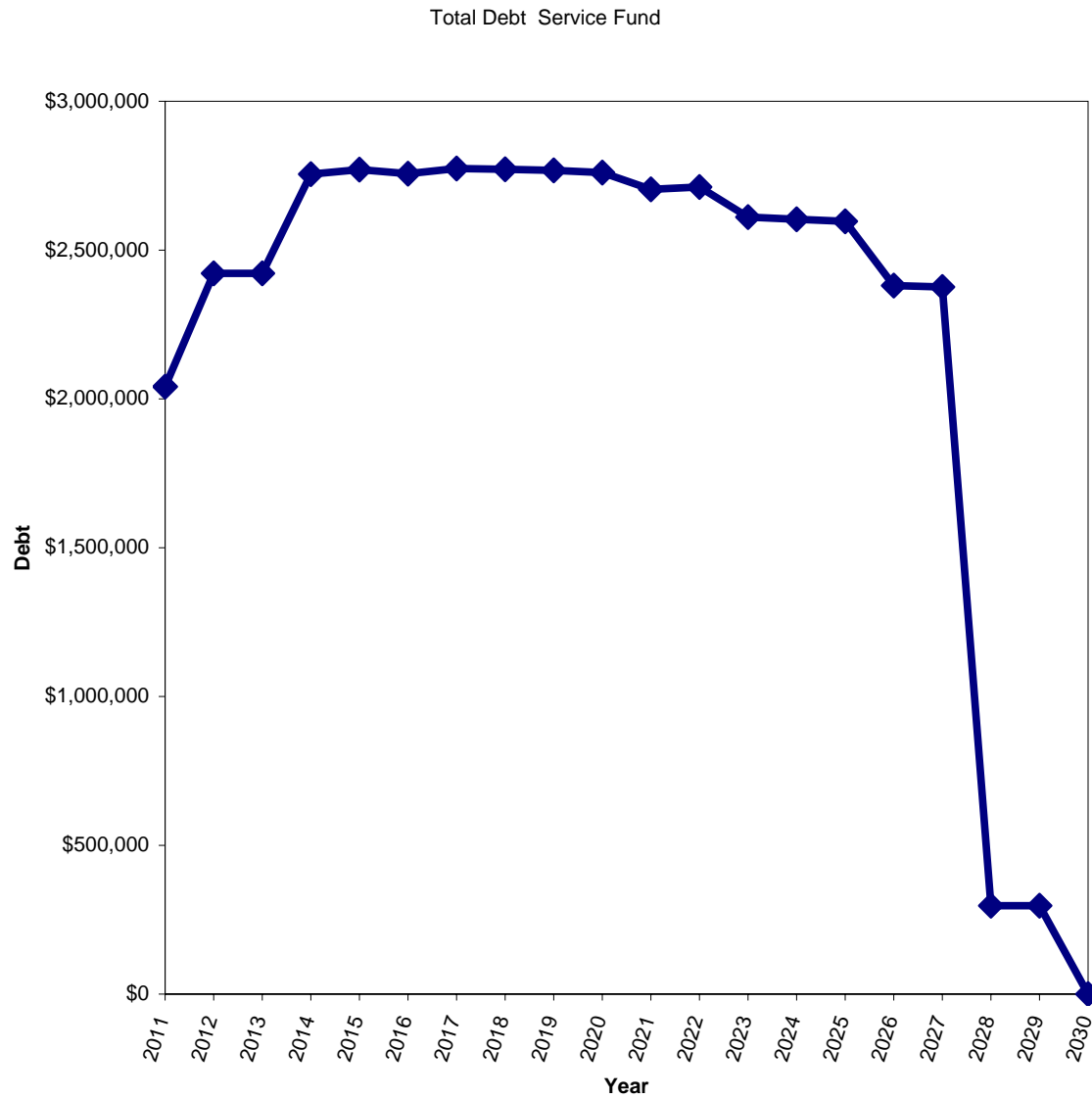
DEBT INSTRUMENT	FY 2011 Principal	FY 2011 Interest	FY 2011 Other Fees	FY 2011 Adopted Budget
<u>Schools</u>				
<u>Bonds:</u>				
1998A VPSSA PHS Addition/Renovations	\$ 30,000	\$ 12,480	\$ -	\$ 42,480
2002 Refunded 1994A (Cafeteria)	65,306	16,019	-	81,325
2007 Unrefunded PES	-	122,195	-	122,195
2008 PMS Stadium	175,000	65,419	-	240,419
2009A Refunded 2006A PES	-	126,273	-	126,273
2009C Refunded 2001 School's VRS	-	22,612	-	22,612
2010 PMS HVAC	-	4,270	-	4,270
2010 Refunded 2005 PES	-	111,930	-	111,930
2010 Refunded 2006B PES	-	229,740	-	229,740
2010 Refunded 2007 PES	-	113,036	-	113,036
<u>Literary Loans:</u>				
1998 PPS Desiccant Wheel	27,000	3,355	-	30,355
1998 PHS Addition/Renovations	250,000	67,500	-	317,500
Total Schools	\$547,306	\$894,829	\$ -	\$1,442,135
<u>City</u>				
<u>Bonds:</u>				
2002 Refunded 1994 A (City Hall)	254,694	62,473	-	317,167
2007 Unrefunded Fire Station #1	-	28,663	-	28,663
2009B Refunded 1998A Refunded Court House	-	28,703	-	28,703
2009B Refunded 2001 Fire Station #2	-	18,349	-	18,349
2009B Refunded 2002 Fire Pumper w/Aerial	10,000	7,722	-	17,722
2009B Refunded 2008 Motorola Radios	10,000	17,319	-	27,319
2010 Refunded 2005 Fire Station #1	-	47,970	-	47,970
2010 Refunded 2007 Fire Station #1	-	26,515	-	26,515
<u>Capital Leases:</u>				
2005 Fire Pumper	74,973	11,327	-	86,300
<u>Trustee Fees:</u>				
US Bank	-	-	1,999	1,999
Total City	\$349,667	\$249,041	\$1,999	\$600,707
TOTAL DEBT SERVICE FY 2011	\$896,973	\$1,143,870	\$1,999	\$2,042,842

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DEBT SERVICE FUND - LONG TERM DEBT OBLIGATIONS

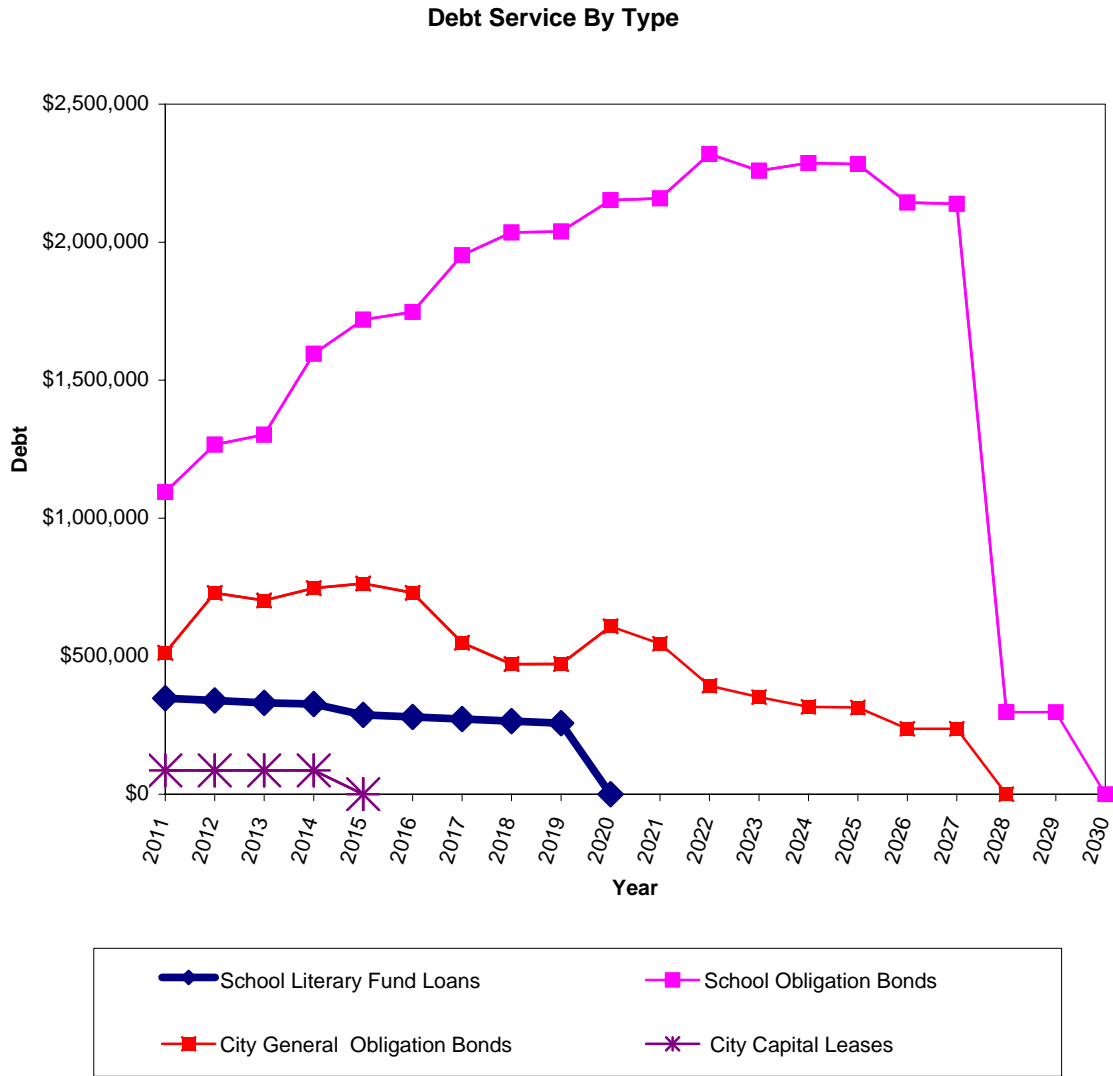
<u>Summary of Long Term Debt Obligations</u>	Projected Balance 6/30/2010	Additions	Retirement	Projected Balance 6/30/2011
<u>General Long Term Obligations</u>				
<u>School Bonds:</u>				
1998A VPSA PHS Addition/Renovations	\$ 270,000	\$ -	\$ 30,000	\$ 240,000
2002 Refunded 1994A (Cafeteria)	430,608	-	65,306	365,302
2007 Unrefunded PES	3,173,904	-	-	3,173,904
2008 PMS Stadium	1,832,000	-	175,000	1,657,000
2009A Refunded 2006A PES	2,806,067	-	-	2,806,067
2009C Refunded 2001 School's VRS	393,255	-	-	393,255
2010 PMS HVAC	215,000	-	-	215,000
2010 Refunded 2005 PES	3,269,000	-	-	3,269,000
2010 Refunded 2006B PES	6,600,000	-	-	6,600,000
2010 Refunded 2007 PES	3,159,000	-	-	3,159,000
	<u>\$22,148,834</u>	<u>-</u>	<u>\$270,306</u>	<u>\$21,878,528</u>
<u>School Literary Loans:</u>				
1998 PPS Desiccant Wheel	111,820	-	27,000	84,820
1998 PHS Addition/Renovations	2,250,000	-	250,000	2,000,000
	<u>2,361,820</u>	<u>-</u>	<u>277,000</u>	<u>2,084,820</u>
<u>City Bonds:</u>				
2002 Refunded 1994A (City Hall)	1,679,392	-	254,694	1,424,698
2007 Unrefunded Fire Station #1	744,496	-	-	744,496
2009B Refunded 1998A Court House	786,394	-	-	786,394
2009B Refunded 2001 Fire Station #2	502,719	-	-	502,719
2009B Refunded 2002 Fire Pumper w/Aerial	211,560	-	10,000	201,560
2009B Refunded 2008 Motorola Radios	474,483	-	10,000	464,483
2010 Refunded 2005 Fire Station #1	1,401,000	-	-	1,401,000
2010 Refunded 2007 Fire Station #1	741,000	-	-	741,000
	<u>6,541,044</u>	<u>-</u>	<u>274,694</u>	<u>6,266,350</u>
<u>Capital Leases:</u>				
2005 Fire Pumps	316,180	-	74,973	241,207
	<u>316,180</u>	<u>-</u>	<u>74,973</u>	<u>241,207</u>
Total General Long Term Obligations	\$31,367,878	\$0	\$896,973	\$30,470,905
<u>Sewer Fund Obligations</u>				
<u>Sewer Bonds:</u>				
2000 DEQ Loan	4,555,444	-	365,921	4,189,523
2000 DEQ Loan	1,654,835	-	132,926	1,521,909
2002 VRA Loan	770,000	-	50,000	720,000
2009B Refunded 1998B Bond	1,877,074	-	-	1,877,074
2009B Refunded 2003B Refunded	412,719	-	-	412,719
2010 Bond	600,000	-	-	600,000
Total Sewer Obligations	\$9,870,072	\$0	\$548,847	\$9,321,225

DEBT SERVICE FUND



The above graph depicts the City's debt service until the debt is paid.

DEBT SERVICE FUND



The City has various debt instruments. The largest debt obligation is from the School Obligation Bonds which added \$19.9 million over the last 3 years to pay for a new Elementary School. The City also has other notes and bonds, which have been used to pay for various School and City projects.

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

Amortization of Long Term Debt

Year Ending June 30	School Literary Fund Loans		School General Obligation Bonds	
	Principal	Interest	Principal	Interest
2011	277,000	70,855	270,306	823,973
2012	277,000	62,545	338,346	928,233
2013	277,000	54,235	387,387	914,854
2014	280,820	45,925	696,919	898,836
2015	250,000	37,500	843,980	875,196
2016	250,000	30,000	902,470	844,653
2017	250,000	22,500	1,147,195	805,463
2018	250,000	15,000	1,271,940	763,185
2019	250,000	7,500	1,323,718	714,945
2020			1,486,605	665,449
2021			1,553,858	604,749
2022			1,777,241	541,788
2023			1,777,636	481,246
2024			1,893,211	393,456
2025			1,982,728	299,936
2026			1,924,208	219,435
2027			2,014,670	124,470
2028			272,086	25,039
2029			284,330	12,795
TOTAL	\$ 2,361,820	\$ 346,060	\$ 22,148,834	\$ 10,937,701

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

Amortization of Long Term Debt

Year Ending	City General Obligation Bonds		City Capital Leases		Total Debt Service Fund	
	Principal	Interest	Principal	Interest	Principal	Interest
June 30						
2011	274,694	237,714	74,973	11,327	896,973	1,143,869
2012	483,299	246,131	77,657	8,642	1,176,302	1,245,551
2013	473,528	228,307	80,437	5,862	1,218,352	1,203,258
2014	535,846	210,833	83,113	2,983	1,596,698	1,158,577
2015	571,819	191,656			1,665,799	1,104,352
2016	559,068	170,626			1,711,538	1,045,279
2017	396,835	151,933			1,794,030	979,896
2018	336,771	134,507			1,858,711	912,692
2019	349,472	122,227			1,923,190	844,672
2020	499,639	108,494			1,986,244	773,943
2021	456,680	88,973			2,010,538	693,722
2022	321,393	71,430			2,098,634	613,218
2023	290,700	61,293			2,068,336	542,539
2024	269,950	46,758			2,163,161	440,214
2025	280,700	33,261			2,263,428	333,197
2026	214,950	22,033			2,139,158	241,468
2027	225,700	11,285			2,240,370	135,755
2028					272,086	25,039
2029					284,330	12,795
TOTAL	\$ 6,541,044	\$ 2,137,461	\$ 316,180	\$ 28,814	\$ 31,367,878	\$ 13,450,036

DEBT SERVICE FUND--AMORTIZATION OF LONG TERM DEBT

Amortization of Long Term Debt

Year	Sewer Bonds/Notes		Total Sewer	Total	Total
Ending	Principal	Interest	Principal &	Debt Service	City Debt
June 30			Interest	Fund Principal &	Principal &
				Interest	Interest
2011	548,847	351,597	900,444	2,040,842	2,941,286
2012	566,460	331,643	898,103	2,421,853	3,319,956
2013	836,428	311,233	1,147,661	2,421,610	3,569,271
2014	858,107	280,545	1,138,652	2,755,275	3,893,927
2015	1,512,240	248,950	1,761,190	2,770,151	4,531,341
2016	942,663	198,817	1,141,480	2,756,817	3,898,297
2017	979,171	164,398	1,143,569	2,773,926	3,917,495
2018	925,007	128,612	1,053,619	2,771,403	3,825,022
2019	955,456	94,768	1,050,224	2,767,862	3,818,086
2020	991,989	59,665	1,051,654	2,760,187	3,811,841
2021	673,704	23,184	696,888	2,704,260	3,401,148
2022	80,000	4,080	84,080	2,711,852	2,795,932
2023				2,610,875	2,610,875
2024				2,603,375	2,603,375
2025				2,596,625	2,596,625
2026				2,380,626	2,380,626
2027				2,376,125	2,376,125
2028				297,125	297,125
2029				297,125	297,125
TOTAL	\$ 9,870,072	\$ 2,197,492	\$ 12,067,564	\$ 44,817,914	\$ 56,885,478

Note:

All sewer debt service is accounted for in the Utilities Fund in accordance with Governmental Accounting practice. This schedule is shown so that the reader will have a comprehensive listing of all future City and School debt payments.

CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Fund Description

The Capital Projects Fund accounts for financial resources to be used for the acquisition or construction of major City or School capital facilities, infrastructure, and equipment other than those financed by proprietary funds.

For presentation purposes, the FY 2011 through FY 2015 CIP's General Fund Projects are shown in detail found on page 115.

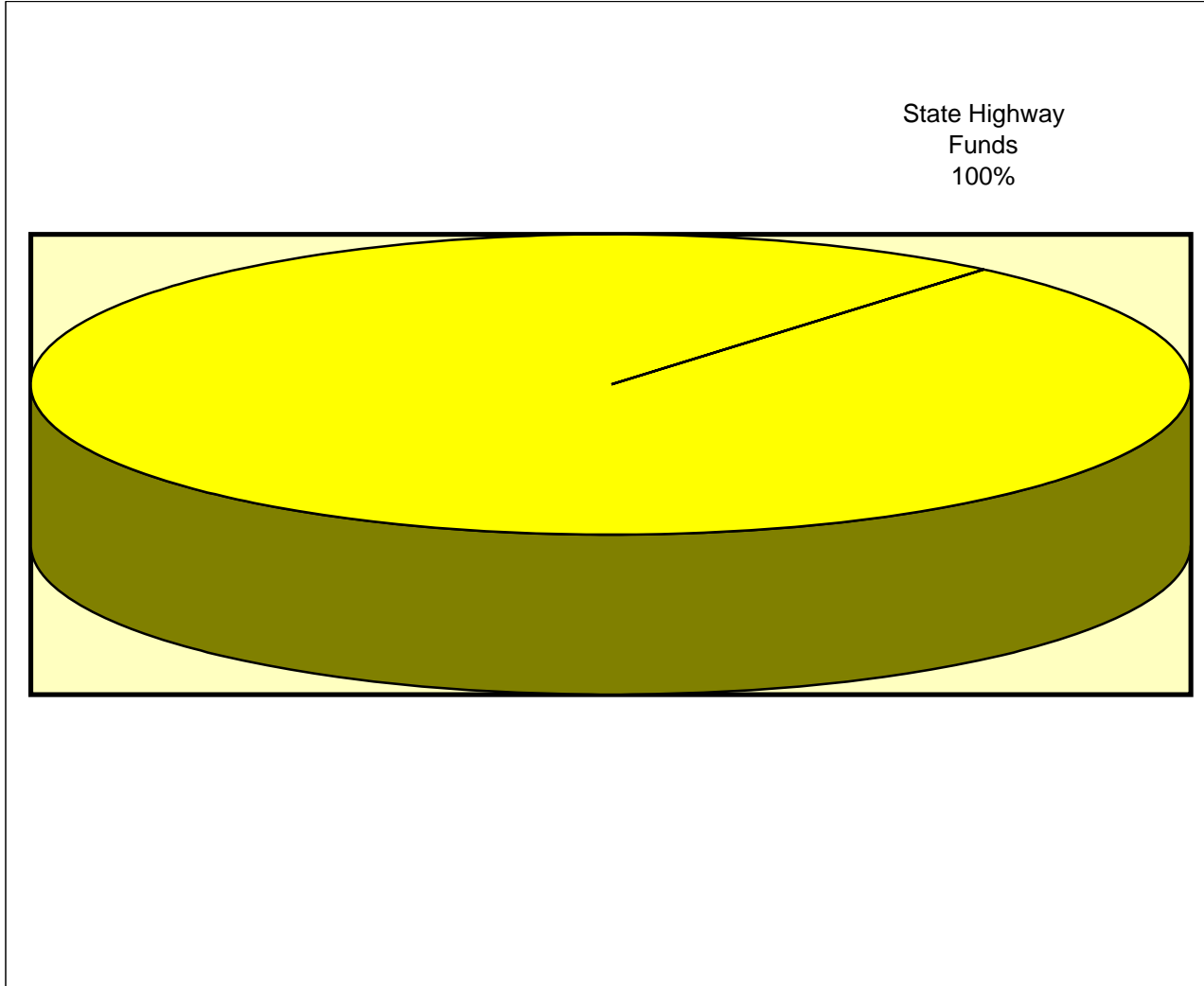
Unlike the City's General Fund in which any unexpended funds lapse at the end of the fiscal year, the monies appropriated in the Capital Fund lapse into the fund balance. Therefore, in addition to funds budgeted for FY 2011, there may also be monies remaining from prior years that fund continuing projects.

Capital Projects Projection of Fund Balance

Beginning Fund Balance - 6/30/2007		\$ 16,606,594
Actual FY 2008 Revenues	\$ 2,333,906	
Actual FY 2008 Expenditures	(13,492,699)	(11,158,793)
Fund Balance - 6/30/2008		\$ 5,447,801
Actual FY 2009 Revenues	\$ 2,811,729	
Actual FY 2009 Expenditures	(7,110,450)	(4,298,721)
Fund Balance - 6/30/2009		\$ 1,149,080
Estimated FY 2010 Revenues	\$ 495,736	
Estimated FY 2010 Expenditures	(1,270,344)	(774,608)
Projected Fund Balance - 6/30/2010		\$ 374,472
Estimated FY 2011 Revenues	\$ 392,000	
Estimated FY 2011 Expenditures	(392,000)	-
Projected Fund Balance - 6/30/2011		<u>\$ 374,472</u>

CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Revenue



<u>Capital Projects Revenue</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
State Highway Funds	\$ 242,000	\$ 392,000
South Lawson Park	210,000	-
Transfer from General Fund	43,736	-
Use of Fund Balance	774,608	-
TOTAL	<u>\$ 1,270,344</u>	<u>\$ 392,000</u>

CAPITAL PROJECTS FUND - SUMMARY

Capital Projects Expenditures



<u>Capital Projects Expenditures</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Street Paving	\$ 607,263	\$ 198,000
Drainage Projects	-	194,000
School Projects	43,736	-
PES	353,195	-
South Lawson Park	243,463	-
GIS System	22,687	-
TOTAL	\$ 1,270,344	\$ 392,000

CAPITAL PROJECTS FUND - REVENUE

Revenue Summary

Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Revenue	FY 2010 Estimated Revenue	FY 2011 Adopted Revenue	\$	%
						Change From 2010 Budget	Change From 2010 Budget
State Highway Funds	\$ 392,000	\$ 392,000	\$ 242,000	\$ 242,000	\$ 392,000	\$ 150,000	62.0%
VPA Pier Grant	80,703	-	-	-	-	n/a	n/a
VDOT Grant--S Lawson Park			210,000	210,000		(210,000)	-100.0%
Note or Bond Proceeds	519,604	24,858	-	-	-	n/a	n/a
Interest -- Bond Proceeds	550,464	2,044,821	-	-	-	n/a	n/a
FHWA VA Recreational Trails	25,935	-	-	-	-	n/a	n/a
Miscellaneous	200	50	-	-	-	n/a	n/a
Reappropriation of Fund Bal	-	350,000	774,608	774,608	-	(774,608)	-100.0%
Transfer from General Fund	765,000	-	43,736	43,736	-	(43,736)	-100.0%
TOTAL REVENUE	\$ 2,333,906	\$ 2,811,729	\$ 1,270,344	\$ 1,270,344	\$ 392,000	\$ (878,344)	-69.1%

Revenue Explanations

State Highway Funds: Each year the City allocates a portion of the funding it receives from the Virginia Department of Transportation (VDOT) to the City for the annual paving and drainage programs ("Street and Drainage" projects). The City is projected to receive a total of \$1,167,800 from the State Highway Maintenance Fund, \$392,000 is recorded in the Capital Projects Fund, and the remaining \$775,800 is recorded in the General Fund. The exact amount of revenue for FY 2011 will not be known until August 2010.

CAPITAL PROJECTS FUND - EXPENDITURES

Expenditures Summary

Project	Estimated FY 2010 Expended Projects	Estimated Prior Fiscal Year's Unexpended	FY 2011 New Projects Adopted Budget	Total FY 2011 Projects
		Prior Year	Year 1	
School Projects				
PES Design/Construction	\$ 353,195	\$ -	\$ -	\$ -
PES Outdoor Classroom	43,736	-	-	-
Transportation and Drainage Projects				
Street Paving	607,263	-	198,000	198,000
Drainage Projects			194,000	194,000
Parks & Recreation Projects				
South Lawson Park	243,463	-	-	-
Miscellaneous Projects				
GIS	22,687	-	-	-
Totals	\$ 1,270,344	\$ -	\$ 392,000	\$ 392,000

Expenditures Explanations

Funds are appropriated in the Capital Projects Fund as Year 1 projects usually with a Transfer from the General Fund. Unexpended funds at the end of Year 1 lapse into the Fund Balance of the Capital Projects fund for future expenditures. Those unspent funds are then reappropriated the next fiscal year shown above as "Prior Fiscal Year" provided the project is not completed. Completed projects with leftover funds may be transferred to the General Fund Unappropriated Fund Balance.

Major Fund Functions

- * Account for financial resources to be used for the acquisition or construction of major City or School capital facilities, land, infrastructure, and equipment, other than those financed by proprietary funds.
- * Incorporate into the Annual Financial Plan those items of a general governmental nature planned for in the Capital Improvements Plan.
- * May include projects such as parks and recreation improvements, transportation projects and capital feasibility studies where project total is greater than \$50,000.

FY 2011 New Projects

Street Paving: Projects are funded through VDOT State Highway Funds for maintenance, resurfacing, improvements, and drainage projects. Projects are at the City's discretion based on need of improvements. The City allocated \$198,000 towards paving for FY 2011.

Drainage Projects: The City allocated \$194,000 towards various drainage projects throughout the City. The planned projects include Sandy Bay Drive, Laydon Way and Hopkins Court/Oxford Mews. These existing drainage systems will be upgraded to lessen flooding.

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2011 Adopted Capital Projects Fund

Adopted CIP Summary FY 2011 - Beyond FY 2015

Project	FY 2011 Adopted Budget	Prior Year Funding	FY 2011 Adopted Project	FY 2012 Adopted Project	FY 2013 Adopted Project	FY 2014 Adopted Project	FY 2015 Adopted Project	Beyond FY 2015 Project	Total Cost
School Projects									
High School Forum Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,500,000	\$ -	2,500,000
High School Track	-	-	-	-	-	300,000	-	-	300,000
High School Locker Room Renovation	-	-	-	-	-	66,000	-	-	66,000
High School HVAC	-	-	-	-	-	-	75,000	-	75,000
High School Pavement	-	-	-	-	-	-	80,000	-	80,000
Primary School HVAC Replacement	-	-	-	145,000	-	-	-	-	145,000
Primary School Parking Lot	-	-	-	-	-	-	66,000	-	66,000
Primary School Roof Replacement	-	-	-	-	-	-	350,000	-	350,000
Middle School Locker Room Renovation	-	-	-	210,600	-	-	-	-	210,600
Middle School Gym Roof	-	-	-	-	110,000	-	-	-	110,000
Middle School Renovation	-	-	-	1,071,000	11,015,000	-	-	-	12,086,000
District-wide Electronic Door Access	-	-	-	-	-	52,000	-	-	52,000
Bus Replacement	-	-	130,000	153,000	65,000	65,000	153,000	-	566,000
Conversion of T12 Fluorescents to T8	-	-	-	50,000	-	-	-	-	50,000
Total School Projects	\$ -	\$ -	\$ 130,000	\$ 1,629,600	\$ 11,190,000	\$ 483,000	\$ 3,224,000	\$ -	\$ 16,656,600
Transportation and Drainage Projects									
Street Paving	\$ 198,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Drainage Projects	194,000	-	-	-	-	-	-	-	-
Wythe Creek Road South	-	4,159,000	200,000	400,000	1,645,850	1,458,288	8,295,862	-	16,159,000
Neighborhood Drainage Projects	-	-	194,000	350,000	396,000	40,000	-	-	980,000
Poq Ave/Little Florida Rd Realignment	-	-	-	-	-	-	-	-	-
ROW Acquisition, Bike paths & Sidewalks	-	-	500,000	-	-	-	-	-	500,000
Total Transportation and Drainage Projects	\$ 392,000	\$4,159,000	\$ 894,000	\$ 750,000	\$ 2,041,850	\$ 1,498,288	\$ 8,295,862	\$ -	\$ 17,639,000
Public Safety: Fire and Police Projects									
Replacement of Engine 102	\$ -	\$ -	\$ -	350,000	\$ -	\$ -	\$ -	\$ -	350,000
Replacement of Medic 3	-	-	-	-	-	150,000	-	-	150,000
Replacement of Medic 4	-	-	-	-	150,000	-	-	-	150,000
Public Safety Building	-	-	-	-	-	-	-	2,500,000	2,500,000
Total Public Safety: Fire and Police Projects	\$ -	\$ -	\$ -	\$ 350,000	\$ 150,000	\$ 150,000	\$ -	\$ 2,500,000	\$ 3,150,000
Public Works Projects									
Equipment Replacement	\$ -	\$ -	\$ -	265,000	\$ 190,000	\$ -	\$ -	\$ -	455,000
Public Works Compound	-	-	600,000	-	-	-	-	-	600,000
Total Public Works Projects	\$ -	\$ -	\$ 600,000	\$ 265,000	\$ 190,000	\$ -	\$ -	\$ -	\$ 1,055,000

CAPITAL PROJECTS FUND - CIP PLAN SUMMARY

FY 2011 Adopted Capital Projects Fund

Adopted CIP Summary FY 2011 - Beyond FY 2015

Project	FY 2011 Adopted Budget	Prior Year Funding	FY 2011 Adopted Project	FY 2012 Adopted Project	FY 2013 Adopted Project	FY 2014 Adopted Project	FY 2015 Adopted Project	Beyond FY 2015 Project	Total Cost
Parks & Recreation Projects									
Municipal Ballfield Lighting Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 75,000	\$ -	\$ 80,000
Blue Way System	-	-	-	13,000	22,500	15,000	15,000	-	65,500
Messick Point Breakwater	-	-	-	-	25,000	335,000	-	-	360,000
Messick Point Pier & Beach	-	-	700,000	-	-	-	-	-	700,000
Pool Reconstruction	-	-	-	-	-	-	-	3,500,000	3,500,000
Pool House Renovation	-	-	-	25,000	175,000	-	-	-	200,000
Recreation Center	-	-	-	-	-	-	-	16,063,624	16,063,624
Western Precinct Park	-	-	-	-	-	1,000,000	-	-	1,000,000
Kid's Island Refurbishment	-	-	-	5,000	200,000	-	-	-	205,000
South Lawson Park Upgrades	-	-	-	-	-	200,000	200,000	-	400,000
Total Parks & Recreation Projects	\$ -	\$ -	\$ 700,000	\$ 43,000	\$ 422,500	\$ 1,555,000	\$ 290,000	\$ 19,563,624	\$ 22,574,124
Totals	\$ 392,000	\$4,159,000	\$ 2,324,000	\$ 3,037,600	\$ 13,994,350	\$ 3,686,288	\$ 11,809,862	\$ 22,063,624	\$ 61,074,724

Expenditures Explanations

The FY 2011 - Beyond FY 2015 CIP prepared by staff was presented to Poquoson Planning Commission on November 25, 2009. The Planning Commission held a Work Session and Public Hearing on December 21, 2009 for document review. The Planning Commission adopted the CIP Plan on December 21, 2009. The Plan was submitted to City Council on January 25, 2010 for their consideration and adopted on March 22, 2010. City Council adopted the FY 2011 budget on May 10, 2010.

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SPECIAL REVENUE FUND - SUMMARY

Special Revenue Fund Description

The Special Revenue Fund previously accounted for revenues and expenditures related to State and Federal grants for community development and public safety. The City received two Federal Hazard Mitigation Grant Program (HMGP) grants for the purpose of raising houses to above flood elevation level so they will not flood in the future. The grant was a shared grant with 75% funding coming from the Federal Government, 20% coming from the State and a local match of 5% paid by the City. The City also received two Community Development Block (CDBG) grants to elevate homes and to reimburse citizens for their repair costs.

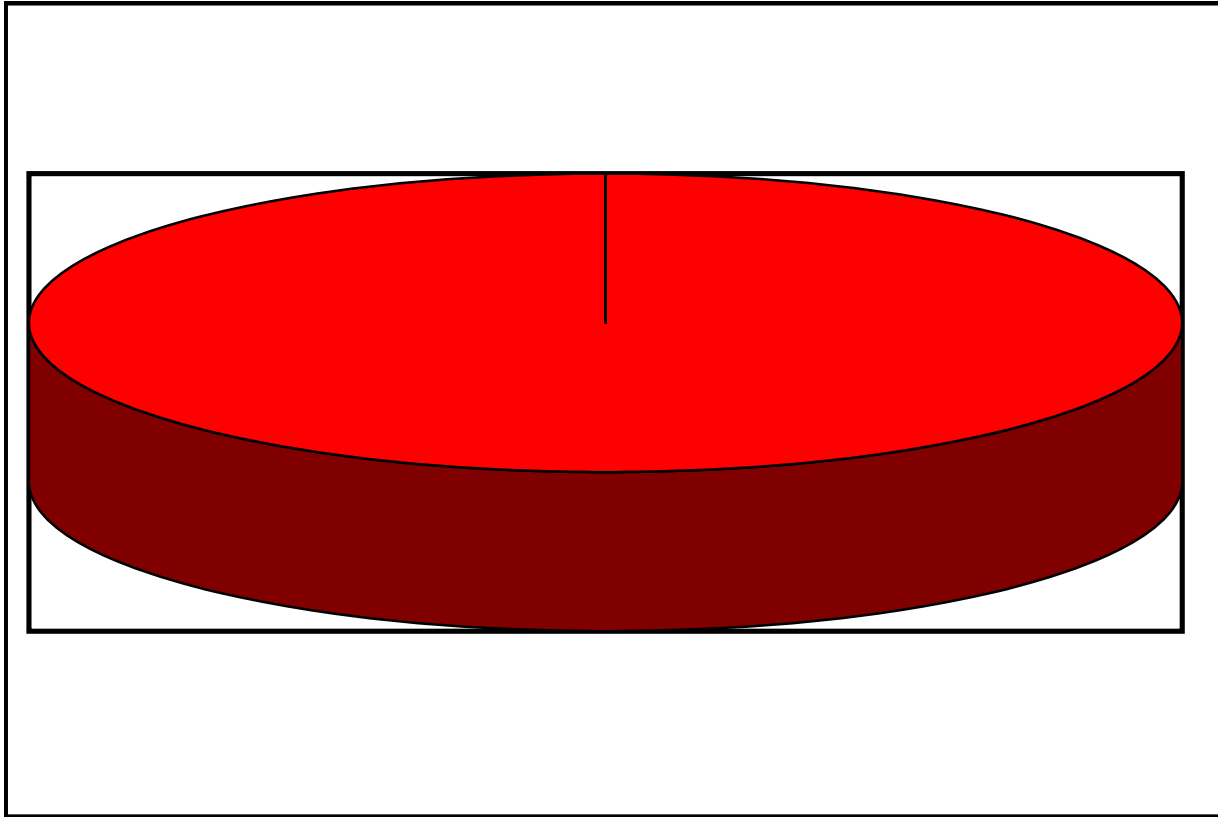
Presently, the fund balance of \$32,077 is for the Poquoson Museum. The Museum received a grant from VDOT to assist with relocation expenses of the Tom Hunt Store with the City as the fiscal agent for the Museum.

Special Revenue Projection of Fund Balance

Beginning Fund Balance - 6/30/2007		\$ 9,738
Actual FY 2008 Revenues	\$ 1,541,312	
Actual FY 2008 Expenditures	<u>(1,523,882)</u>	<u>17,430</u>
Fund Balance - 6/30/2008		\$ 27,168
Actual FY 2009 Revenues	\$ 577,164	
Actual FY 2009 Expenditures	<u>(572,255)</u>	<u>4,909</u>
Fund Balance - 6/30/2009		\$ 32,077
Estimated FY 2010 Revenues	\$ -	
Estimated FY 2010 Expenditures	<u>-</u>	<u>-</u>
Projected Fund Balance - 6/30/2010		\$ 32,077
Estimated FY 2011 Revenues	\$ -	
Estimated FY 2011 Expenditures	<u>-</u>	<u>-</u>
Projected Fund Balance - 6/30/2011		<u><u>\$ 32,077</u></u>

SPECIAL REVENUE FUND - SUMMARY

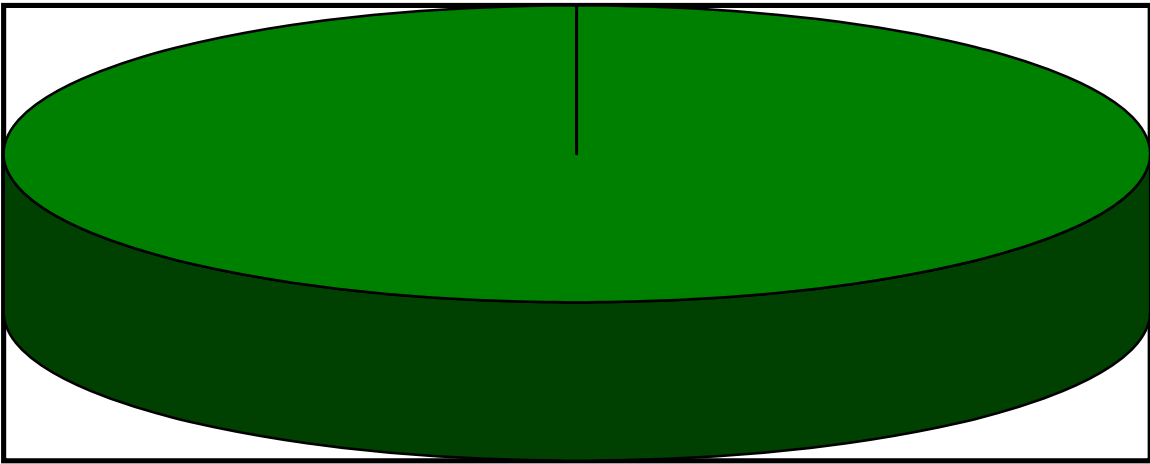
Special Revenue Fund Revenue



<u>Special Revenue Fund Revenue</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Federal Grants	\$ -	\$ -
HMGP Grant	-	-
CDBG Grant	-	-
TEA 21 Museum Grant	-	-
Use of Fund Balance	-	-
Transfer from General Fund	-	-
TOTAL	\$ -	\$ -

SPECIAL REVENUE FUND - SUMMARY

Special Revenue Fund Expenditures



<u>Special Revenue Fund Expenditures</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Operating Expenditures	\$ -	\$ -
TOTAL	\$ -	\$ -

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SPECIAL REVENUE FUND-REVENUE

Special Revenue Fund Revenue

Account Title			FY 2010	FY 2010	FY 2011	\$	%
	FY 2008	FY 2009	Revised	Estimated	Adopted	Change	Change
	Actual	Actual	Budget	Revenue	Revenue	From 2010	From 2010
			Budget			Budget	Budget
HMGP Local Match	\$ 30,000	\$ -	\$ -	\$ -	\$ -	n/a	n/a
HMGP State	195,842	77,745	-	-	-	n/a	n/a
HMGP Federal	749,535	300,538	-	-	-	n/a	n/a
CDBG Local Match	157,456	29,199	-	-	-	n/a	n/a
CDBG State	-	148,619	-	-	-	n/a	n/a
CDBG Federal	353,740	-	-	-	-	n/a	n/a
Homeland Security Grant	-	14,973	-	-	-	n/a	n/a
Museum TEA 21 Grant	10,322	1,090	-	-	-	n/a	n/a
Miscellaneous Revenue	2,636	-	-	-	-	n/a	n/a
Use of Fund Balance	-	-	-	-	-	n/a	n/a
Transfer from General Fund	41,781	5,000	-	-	-	n/a	n/a
TOTAL REVENUE	\$1,541,312	\$ 577,164	\$ -	\$ -	\$ -	n/a	n/a

Revenue Explanations

HMGP: Hazard Mitigation Grant Program for the purpose of elevating homes to prevent future flooding. This grant was a 75% Federal share, 20% State share, and 5% local share. The City administers the grant for the homeowners and also paid the 5% local match using a transfer from the general fund. Twenty-eight homes qualified for the grant funding.

CDBG: Community Development Block Grant to elevate homes damaged by Hurricane Isabel in 2003. The City anticipates that these grant funds will help citizens that had more than 50% damage to their homes from the storm surge raise their homes to an elevation of one foot above the required flood elevation. Twenty-eight homes qualified for the grant funding.

Homeland Security Grant: The City received a grant to purchase needed equipment for emergency services.

Museum TEA 21 Grant: This a grant that the Poquoson Museum received from the Virginia Department of Transportation to move the Tom Hunts Store. The City is the fiscal agent for the Museum and this fund has a balance of \$32,077 held on behalf of the museum for completion of the project.

SPECIAL REVENUE FUND - EXPENDITURES

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ -	\$ -	\$ -	\$ -	n/a	n/a
Operating Expenses	1,521,037	560,158	-	-	n/a	n/a
Capital Outlay	2,845	12,097	-	-	n/a	n/a
Totals	\$ 1,523,882	\$ 572,255	\$ -	\$ -	n/a	n/a

Personnel Summary

n/a

Goals and Objectives

* Assist the Poquoson Museum in the completion of the relocation project for the Tom Hunt Store.

Major Fund Functions

* City is fiscal agent for the Poquoson Museum's grants and the local match is provided by Museum.

SPECIAL REVENUE FUND - EXPENDITURES

Detailed Expenditures Summary

					\$	%
	FY 2008	FY 2009	FY 2010	FY 2011	Change	Change
	Actual	Actual	Revised	Adopted	From 2009	From 2009
			Budget	Budget	Budget	Budget
HMGP I Grant	\$ 568,552	\$ 500	\$ -	\$ -	n/a	n/a
HMGP II Grant	419,710	312,473	-	-	n/a	n/a
HMGP Special Grant		50,768	-	-	n/a	n/a
CDBG I Grant	520,556	32,481	-	-	n/a	n/a
CDBG II Grant	116	113,775	-	-	n/a	n/a
CDBG III Grant		48,481	-	-	n/a	n/a
Homeland Security Grant	1,018	12,316	-	-	n/a	n/a
Museum TEA 21 Grant	13,930	1,461	-	-	n/a	n/a
Totals	\$ 1,523,882	\$ 572,255	\$ -	\$ -	n/a	n/a

Performance Measures

	Actual	Actual	Estimated	Estimated
	FY 2008	FY 2009	FY 2010	FY 2011
Homes Eligible for Grant Funding	22	22	0	0
Homes Elevated/Citizens Reimbursed	8	8	0	0
Special Purpose Grants Received	2	2	0	0

Program Accomplishments

* Successful completion of the HMGP and CDBG grant process in FY 2009.

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SOLID WASTE FUND - SUMMARY

Solid Waste Fund Description

The Solid Waste Fund is an Enterprise Fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris.

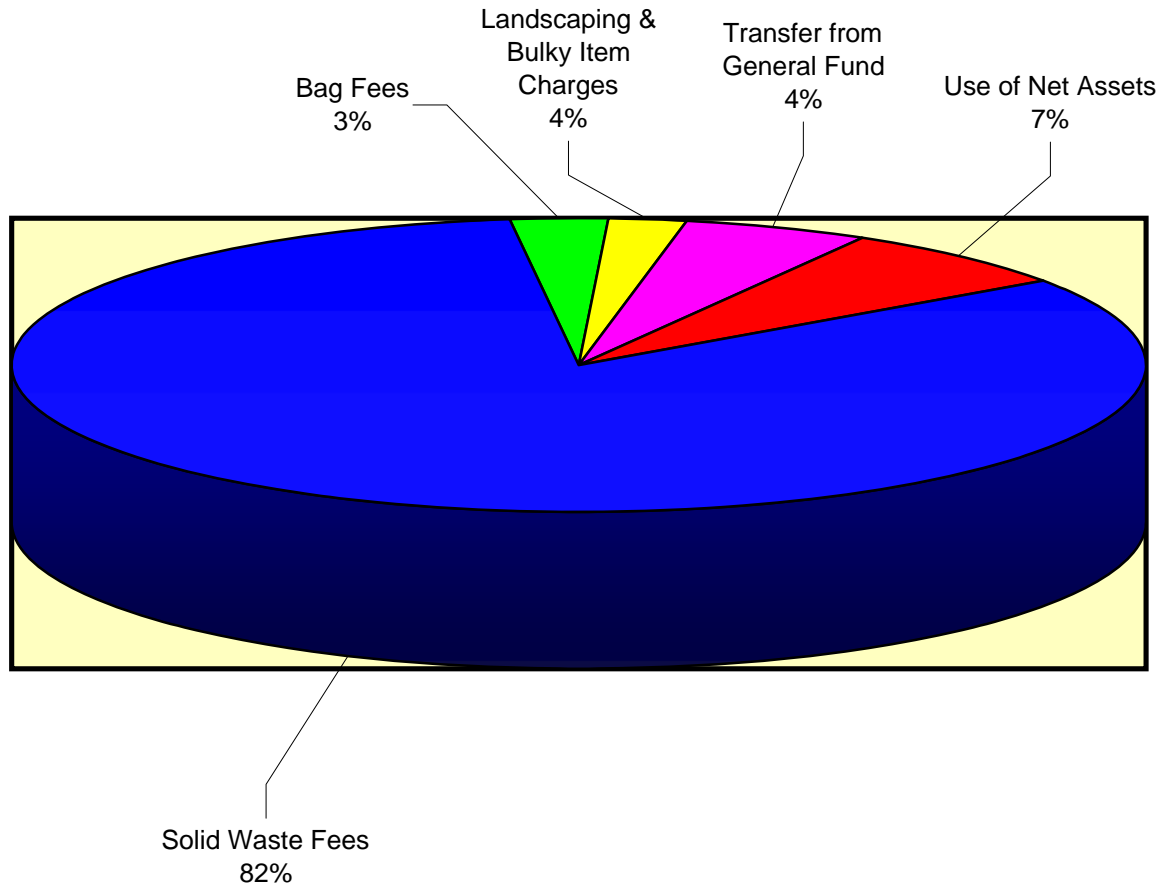
The City used a pay-by-the-bag program for 13 years. In FY 2007, it was the intention of City Council to eliminate the green bag fee and institute a monthly disposal fee of \$10 per eligible address. Due to many citizen comments received opposing the change in the service, Council established a Solid Waste Committee to study the City's refuse collection and disposal service. After several months of evaluating different programs, the Committee's recommendation was to implement a container/cart program which would provide a convenient means for homeowners to dispose of trash. In January 2007, City Council approved the Committee's recommendation and City staff implemented the container/cart program on October 1, 2007.

In FY 2011, there is an increase in the planned use of Net Assets to balance the fund.

Solid Waste Projection of Net Assets

Beginning Net Assets - 7/1/2007		\$ 658,362
Actual FY 2008 Revenues	\$ 723,129	
Actual FY 2008 Expenses	<u>(904,411)</u>	<u>(181,282)</u>
Net Assets - 6/30/2008		\$ 477,080
Actual FY 2009 Revenues	\$ 586,277	
Actual FY 2009 Expenses	<u>(768,565)</u>	<u>(182,288)</u>
Net Assets - 6/30/2009		\$ 294,792
Estimated FY 2010 Revenues	\$ 798,280	
Estimated FY 2010 Expenses	<u>(812,280)</u>	<u>(14,000)</u>
Projected Net Assets - 6/30/2010		\$ 280,792
Estimated FY 2011 Revenues	\$ 793,100	
Estimated FY 2011 Expenses	<u>(851,299)</u>	<u>(58,199)</u>
Projected Net Assets - 6/30/2011		<u><u>\$ 222,593</u></u>

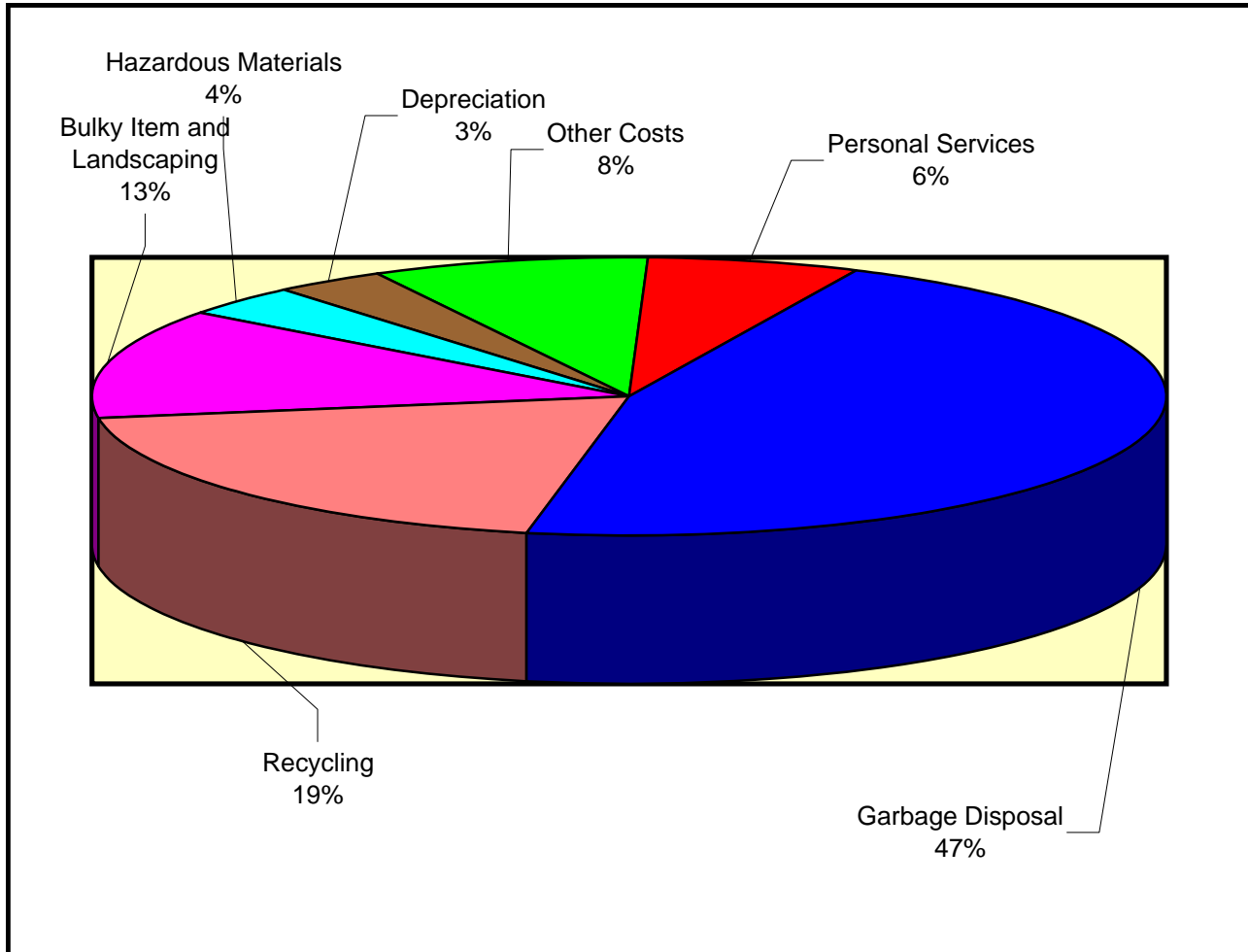
SOLID WASTE FUND - SUMMARY



<u>Solid Waste Revenue</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Solid Waste Fees	\$ 698,430	\$ 704,100
Bag Fees	25,000	25,000
Landscaping & Bulky Item Charges	29,850	19,000
Transfer from General Fund	45,000	-
Miscellaneous Revenue	-	45,000
Use of Net Assets	14,000	58,199
TOTAL	<u>\$ 812,280</u>	<u>\$ 851,299</u>

SOLID WASTE FUND - SUMMARY

Solid Waste Expenses



<u>Solid Waste Expenses</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Personal Services	\$ 54,850	\$ 54,392
Garbage Disposal	366,800	393,390
Recycling	164,795	165,845
Bulky Item and Landscaping	108,360	108,360
Hazardous Materials	29,230	30,900
Depreciation	30,510	28,257
Other Costs	57,735	70,155
TOTAL	<u>\$ 812,280</u>	<u>\$ 851,299</u>

SOLID WASTE FUND - REVENUE

Solid Waste Revenue

Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2010 Estimated Revenue	FY 2011 Adopted Revenue	\$ Change From 2010 Budget	% Change From 2010 Budget
Solid Waste Fees	\$ 413,940	\$ 559,766	\$ 698,430	\$ 698,430	\$ 704,100	\$ 5,670	0.8%
Bag Fees	87,150	16,800	25,000	25,000	25,000	-	0.0%
Disposal Fees	108	291	150	150	-	(150)	-100.0%
Landscaping Debris Charge	9,192	8,916	17,500	17,500	18,000	500	2.9%
Bulky Item Charge	426	210	12,000	12,000	1,000	(11,000)	-91.7%
Miscellaneous	357	294	200	200	-	(200)	-100.0%
Sale of Equipment	(45,464)	-	-	-	-	n/a	n/a
Transfer from General Fund	257,420	-	45,000	45,000	45,000	-	100.0%
Use of Unrestricted Net Assets	-	-	14,000	14,000	58,199	44,199	315.7%
TOTAL REVENUE & TRANSFERS IN	\$ 723,129	\$ 586,277	\$ 812,280	\$ 812,280	\$ 851,299	\$ 39,019	4.8%

Revenue Explanations

Solid Waste Fees: In FY 2011, the fees are based on the container/cart program implemented on October 1, 2007. The fees are billed bi-monthly along with the sewer service fees. Citizens have the option to choose from 5 plans. The Solid Waste Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$9,120 of Solid Waste fees is waived due to the scale.

Residents have a choice of Plan A, Plan B or Plan C. Residents who qualify, have a choice of Plan D for pick-up every other week based on age. Plan E is offered only to residents who live on a private lane or townhomes where a hardship exists that a trash container/cart is impractical to use. Residents choosing Plan E will still use the pay-by-the-bag system and the bimonthly fee is to cover the cost of recycling. All residents may use the pay-by-the-bag system when their chosen trash container/cart is not large enough for their weekly trash service. Trash bags will still be available for purchase at local businesses.

It is estimated that 20 new homes will bring an additional \$3,660 in revenue for FY 2011, which is not included in the figures

	Number of Homes	FY 2010 Adopted Bi-Monthly Fees	FY 2011 Adopted Bi-Monthly Fees	FY 2011 Adopted Revenue	FY 2011 Adopted Fees Waived	FY 2011 Total Adopted Revenue
Plans:						
Plan A = 35 gallon container/cart	1,884	\$23.00	\$23.00	\$ 259,992	\$ (2,442)	\$ 257,550
Plan B = 65 gallon container/cart	1,644	38.00	38.00	374,832	(2,205)	372,627
Plan C = (2) 65 gallon container/carts	70	70.00	70.00	29,400	(648)	28,752
Plan D = 35 gallon container/cart (bi-weekly pickup	501	14.00	14.00	42,084	(3,618)	38,466
Plan E = no container/cart (private lanes, townhom	144	8.00	8.00	6,912	(207)	6,705
	4,243			\$ 713,220	\$ (9,120)	\$ 704,100

Bag Fees: The fee for the green bags will remain at 5 bags for \$8.75 per package (\$1.75 per bag). This fee has been the same for the previous 6 fiscal years.

Landscaping Debris Charges: The City provides curbside pickup service for woody waste at a fee of \$30 per pickup. The fee is intended to cover a small portion of the labor cost incurred in picking up landscaping debris. The City is estimated to pay VPPSA \$68,360 to operate the composting/disposal facility in FY 2011. Residents may also take their landscaping debris to the VPPSA regional composting facility located at the York County Landfill at no charge to the resident.

Bulky Item Charge: In FY 2011 the proposed fee is free for the first pickup only and \$30 per subsequent pickup. The fee is intended to limit the number of bulky item pickups in a year, not to cover the cost of the operation.

Transfer from the General Fund: In FY 2011, there is a transfer of \$45,000.

Use of Unrestricted Net Assets: In FY 2011, there is a usage of \$58,657 to cover the operating deficit in this fund.

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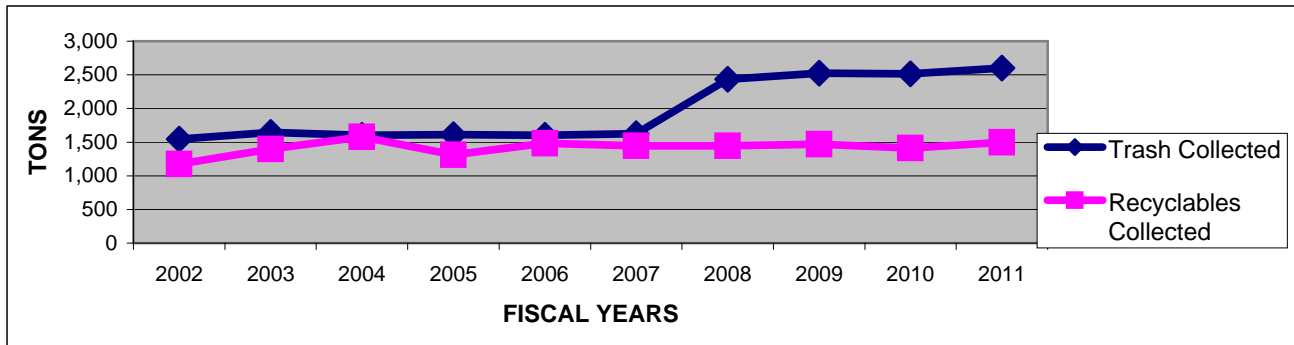
SOLID WASTE FUND - GARBAGE AND RECYCLING

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Proposed Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 20,039	\$ -	\$ -	\$ -	\$ -	n/a
Operating Expenses	626,230	526,141	560,355	596,515	36,160	6.5%
Capital Outlay	9,297	-	-	-	-	n/a
Totals	\$ 655,566	\$ 526,141	\$ 560,355	\$ 596,515	\$ 36,160	6.5%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Proposed
Equipment Operator II	0.5	0	0	0
Totals	0.5	0	0	0



Goals and Objectives

- * Oversee the new trash collection program that began on October 1, 2007.
- * Continue collecting all City trash routes within four days using a contractor.
- * Continue to provide curbside recycling via VPPSA to all City residents.

SOLID WASTE FUND - GARBAGE AND RECYCLING

Major Departmental Functions

- * Oversee the contracted solid waste disposal service to the citizens of Poquoson.
- * Collect and dispose of non-recyclable waste.
- * Oversee the curbside recycling program which is administered by VPPSA.

Performance Measures

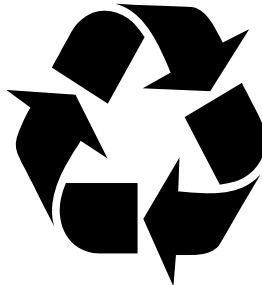
	Actual FY 2008	Actual FY 2009	Estimated FY 2010	Estimated FY 2011
Number of Trash Bags Collected	50,550	17,400	16,971	17,000
Trash Collected (Tons)	2,435	2,524	2,514	2,600
Recyclables Collected by Contractor (Tons)	1,445	1,469	1,410	1,500

Significant Budget Items

- * Total cost for contracted residential refuse pickup and disposal cost is expected to be \$391,890 in FY 2011, an increase of \$25,090 from FY 2010.
- * Curbside recycling cost in FY 2011 is expected to be \$165,845 an increase of \$1,050 from FY 2010.
- * Hazardous material disposal is contracted through VPPSA. In FY 2011, the cost is expected to be \$30,900 an increase of \$1,670 from FY 2010.

Program Accomplishments

- * Successfully continued container/cart program while outsourcing the collection of residential waste.



SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 79,589	\$ 87,128	\$ 54,850	\$ 54,392	\$ (458)	-0.8%
Operating Expenses	138,752	124,629	166,565	172,135	5,570	3.3%
Capital Outlay	30,504	30,667	30,510	28,257	(2,253)	-7.4%
Totals	\$ 248,845	\$ 242,424	\$ 251,925	\$ 254,784	\$ 2,859	1.1%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Equipment Operator II	1	1	1	1
Maintenance Worker I	1	1	0	0
Totals	2	2	1	1

Goals and Objectives

- * Furnish bulky item and landscaping debris pickup for the citizens of Poquoson.
- * Collect waste oil and batteries for recycling.
- * Assist in the recycling of landscaping debris to produce mulch and compost.
- * Collect metal items for recycling to help reduce disposal costs.
- * Pick up bulk items and landscaping debris within 7 days after it is placed in the City's right-of-way when a request from the property owner has been received.

SOLID WASTE FUND - BULKY ITEM AND LANDSCAPING

Major Departmental Functions

- * To continue to furnish quality service to the citizens of Poquoson.
- * To continue to complete all bulky item and landscaping debris pickup within one week.
- * Educate citizens about the availability and use of the regional composting facility in York County.
- * Educate citizens about the need to call in for debris pickups and to not place their debris piles in the gutters or ditches for pickup.

Performance Measures

	Actual FY 2008	Actual FY 2009	Estimated FY 2010	Estimated FY 2011
Waste Oil Collected for Recycling (gallons)	2,410	1,850	2,460	3,000
*Bulky Item Debris Collected for Disposal	993	1,326	3,180	2,000
*Landscape Debris Collected for Recycling	1,948	1,373	1,143	2,000
*Metal Items Collected for Recycling	37	0	0	0
Used Tires Collected for Recycling	290	580	510	500
* Amounts given in tons				

Significant Budget Items

- * Increase in operating expenses is due to garbage disposal costs, contracted labor and motor vehicle parts.

Program Accomplishments

- * Notified citizens with door hangers of the need to call in for a debris pickup if a pile had been in front of their home for more than a week.
- * Provided good and dependable bulky item and landscaping service. Received compliments on how clean the City employees leave the bulky item area after a pickup.
- * Put in place a revised pickup structure to help offset departmental costs.

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UTILITIES FUND - SUMMARY

Utilities Fund Description

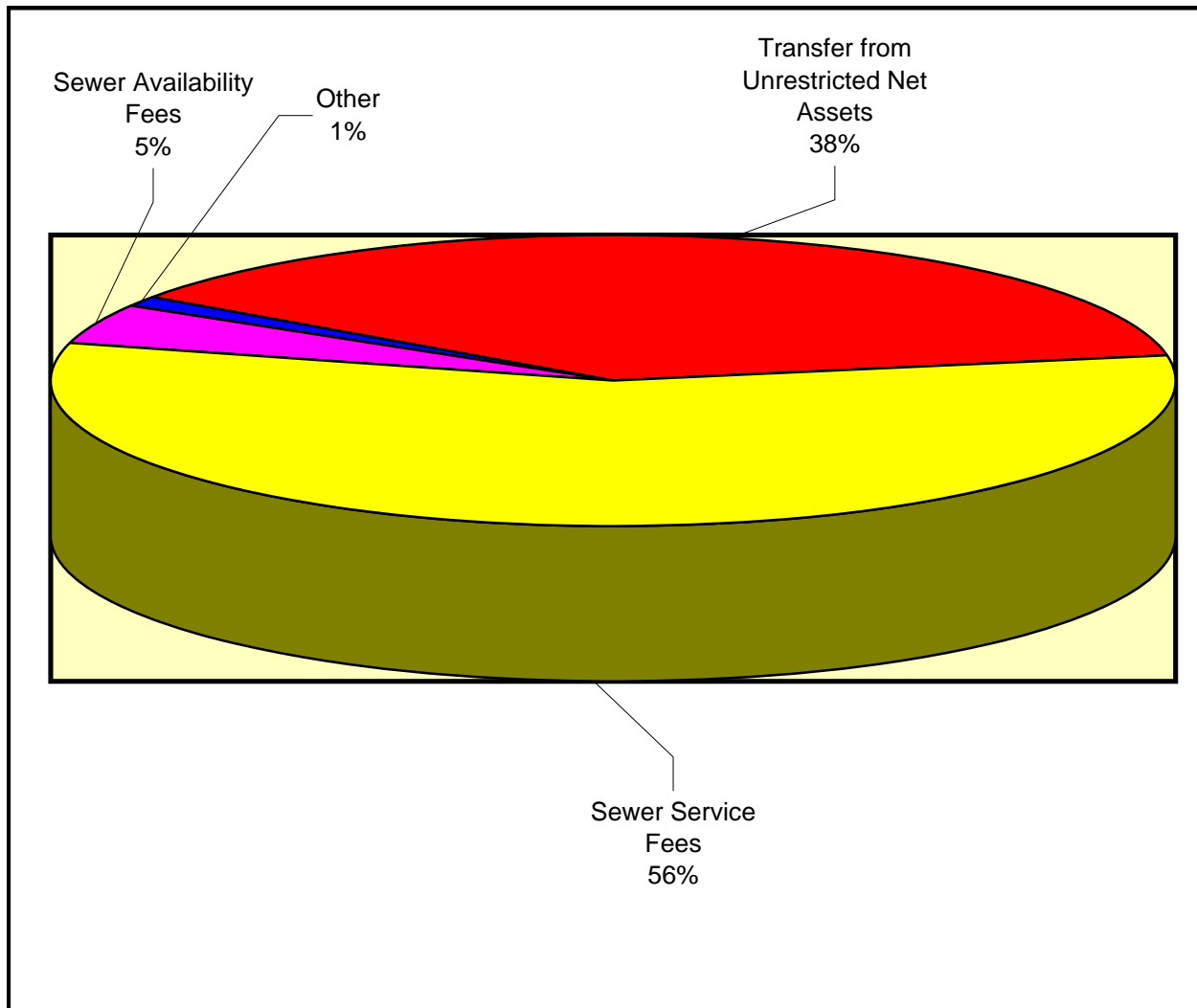
The Utilities Fund is operated as an Enterprise Fund which is used to account for sewer operations that function as though they were a private-sector entity. An Enterprise Fund is expected to cover its costs through user charges. The Utilities Fund provides for the maintenance of sewer lines and pump station and the debt service incurred in having the sewer originally extended and renovated. The Department provides 24 hour service for the 29 pump stations, 51.3 miles of gravity sewer lines and 18 miles of sewer force mains, installation of sewer taps, replacement or repair of broken or misaligned lines.

Utilities Fund Projection of Net Assets

Beginning Net Assets - 7/1/2007		\$ 6,536,268
Actual FY 2008 Revenues	\$ 1,551,974	
Actual FY 2008 Expenses	<u>(1,734,560)</u>	<u>(182,586)</u>
Net Assets - 6/30/2008		\$ 6,353,682
Actual FY 2009 Revenues	\$ 1,557,722	
Actual FY 2009 Expenses	<u>(1,664,743)</u>	<u>(107,021)</u>
Net Assets - 6/30/2009		\$ 6,246,661
Estimated FY 2010 Revenues	\$ 1,643,073	
Estimated FY 2010 Expenses	<u>(2,299,686)</u>	<u>(656,613)</u>
Projected Net Assets - 6/30/2010		\$ 5,590,048
Estimated FY 2011 Revenues	\$ 1,635,132	
Estimated FY 2011 Expenses	<u>(2,618,823)</u>	<u>(983,691)</u>
Projected Net Assets - 6/30/2011		<u><u>\$ 4,606,357</u></u>

UTILITIES FUND - SUMMARY

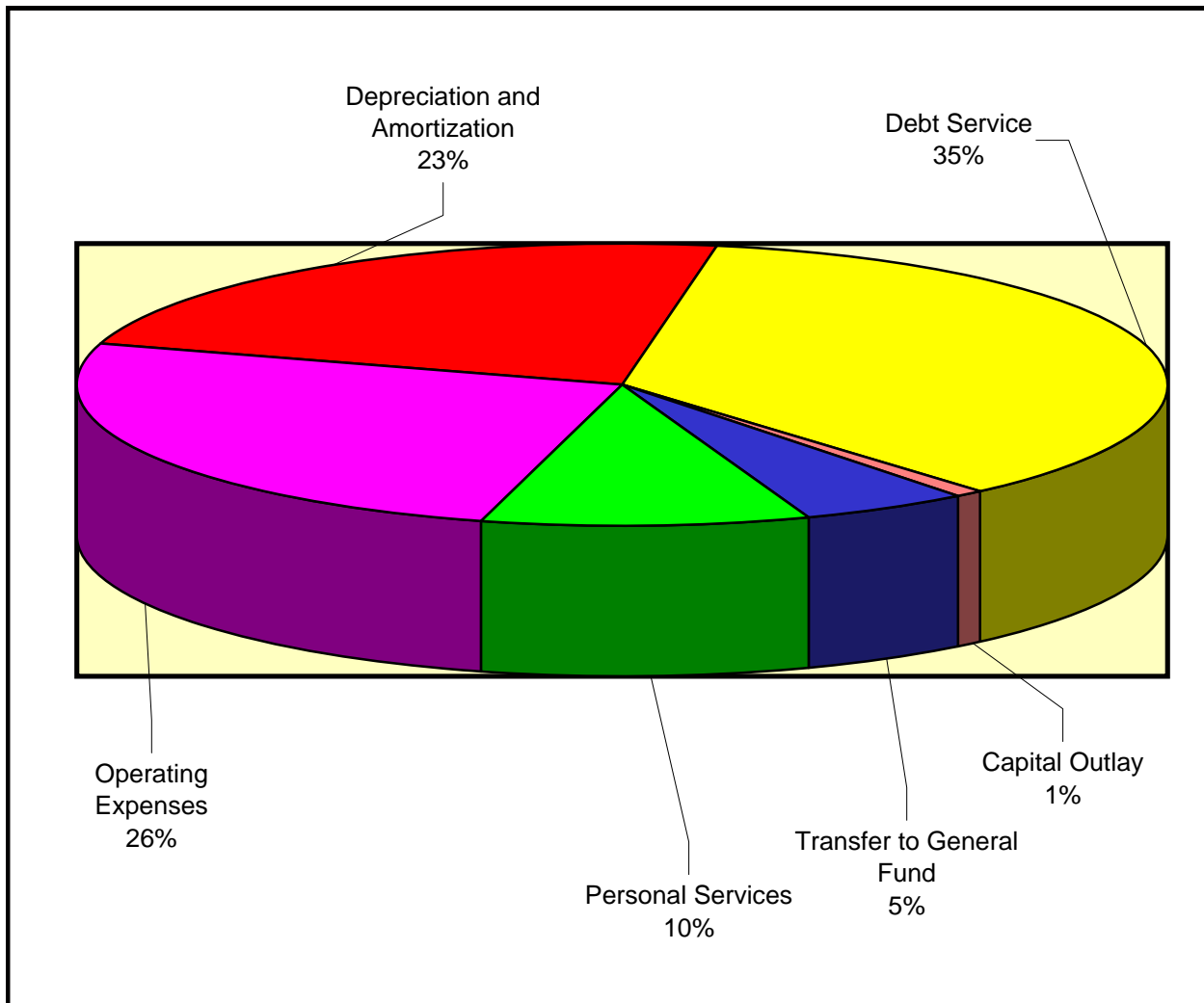
Utilities Fund Revenue



<u>Utilities Fund Revenue</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Sewer Service Fees	\$1,490,580	\$1,491,132
Sewer Availability Fees	120,000	120,000
Other	32,493	24,000
Transfer from Unrestricted Net Assets	656,613	983,691
TOTAL	<u>\$2,299,686</u>	<u>\$2,618,823</u>

UTILITIES FUND - SUMMARY

Utilities Fund Expenditures



<u>Utilities Fund Expenditures</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Personal Services	\$243,390	\$251,883
Operating Expenses	410,507	673,420
Depreciation and Amortization	606,692	603,876
Debt Service	895,447	935,994
Capital Outlay	13,650	23,650
Transfer to General Fund	130,000	130,000
TOTAL	<u>\$2,299,686</u>	<u>\$2,618,823</u>

UTILITIES FUND - REVENUE

Utilities Revenue

Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2010 Estimated Revenue	FY 2011 Adopted Revenue	\$ Change From 2010 Budget	% Change From 2010 Budget
Sewer Service Fees	\$ 1,433,893	\$ 1,438,439	\$ 1,490,580	\$ 1,490,580	\$ 1,491,132	\$ 552	0.0%
Sewer Availability Fees	81,000	90,000	120,000	120,000	120,000	-	0.0%
Notes Receivable - Interest	218	359	-	-	-	n/a	n/a
Notes Receivable - Penalties	80	20	-	-	-	n/a	n/a
Miscellaneous Revenue	-	-	275	275	-	(275)	-100.0%
Late Payment Fees	23,122	23,216	23,218	23,218	24,000	782	3.4%
Interest Income	13,661	5,688	9,000	9,000	-	(9,000)	-100.0%
Transfer from General Fund	-	-	-	-	-	n/a	n/a
Transfer-Unrestricted Net Assets	182,586	107,021	656,613	656,613	983,691	327,078	49.8%
TOTAL REVENUE & TRANSFERS IN	\$ 1,734,560	\$ 1,664,743	\$ 2,299,686	\$ 2,299,686	\$ 2,618,823	\$ 319,137	13.9%

Revenue Explanations

Sewer Service Fees: Each household which is connected to sewer is assessed a flat sewer service fee unless a waiver is granted by City Council. In FY 2011, the Sewer Service fee is \$50 bi-monthly.

The Sewer Ordinance has a sliding scale that is offered to households who meet certain income requirements. It is estimated that \$35,175 of sewer fees is waived due to the scale. Reduced fees are projected to be \$7,800.

Sliding Scale Sewer Service Fees:

	FY 2010 Adopted Bi-Monthly Fees	FY 2011 Adopted Bi-Monthly Fees	Projected Number of Households	FY 2011 Adopted Revenue	FY 2011 Adopted Loss Revenue
Combined Income					
\$25,000 or less	\$0	\$0	75	\$ -	\$ 22,500
25,001 - 30,000	12.50	12.50	41	3,075	9,225
30,001 - 35,000	25.00	25.00	15	2,250	2,250
35,001 - 40,000	37.50	37.50	16	3,600	1,200
over 40,000	50.00	50.00	4,788	1,436,625	-
			4,935	\$ 1,445,550	\$ 35,175

In FY 2011, there are an estimated 4,935 users of sewer for total revenues of \$1,445,550. It is also estimated that 20 new homes will connect to sewer and pay bi-monthly fees for 1/2 of the year totaling \$3,075 in additional revenue.

Commercial users are charged the flat sewer service fee plus a fee based on water consumption. In FY 2011, the commercial fee is proposed at \$1.75 for every 100 cubic feet of water consumed. In FY 2011, it is estimated that \$54,507 in commercial water consumption fees will be collected.

Sewer Availability Fees: The sewer availability fee for a vacant lot is \$6,000. For FY 2011, it is estimated that 20 new properties will generate \$120,000.

The Sewer Availability Fee is as follows:

Water Meter Size (inches)	<u>Availability Fee</u>
5/8	\$6,000
3/4	6,600
1	7,200
1 1/2	7,800
2	8,400
3	9,000
4	10,500
6	14,500

Miscellaneous Revenue: This account includes \$5 sewer tokens for the sewage pump out facility on a City pier, repair revenue for sewer clean outs available to plumbers, and other unusual non-routine transactions.

Late Payment Fees: Represents \$5 fee bi-monthly plus 1% interest per month on unpaid bi-monthly sewer service fees for homeowners and commercial accounts.

Interest Income: Includes interest earned on non-restricted investments.

Transfer from Unrestricted Net Assets: The transfer from retained earnings is the planned drawdown of excess reserves. The Utilities Fund budget includes items affecting the inflow and outflow of cash and non-cash items such as depreciation and amortization. The budgeted use of retained earnings in the Utilities Fund equals non-cash depreciation and amortization. This amount is estimated. Actual use of retained earnings is slightly different than budgeted use of retained earnings since Generally Accepting Accounting Principals (GAAP) requires principal payments on notes receivable to be recorded as a reduction in an asset rather than revenue and debt principal payments are recorded as a reduction in a liability rather than an expenditure.

UTILITIES FUND - EXPENDITURES

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 237,374	\$ 234,043	\$ 243,390	\$ 251,883	\$ 8,493	3.5%
Operating Expenses	255,625	213,270	410,507	673,420	262,913	64.0%
Depreciation & Amortization	637,845	640,709	606,692	603,876	(2,816)	-0.5%
Debt Service	1,181,510	3,412,496	895,447	935,994	40,547	4.5%
Transfer to General Fund	130,000	130,000	130,000	130,000	-	n/a
Capital Outlay*	28,346	30,981	13,650	23,650	10,000	73.3%
Totals	\$ 2,470,700	\$ 4,661,499	\$ 2,299,686	\$ 2,618,823	\$ 319,137	13.9%

*Capital Outlay does not include larger capital expenditures paid for with bond issuances.

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Adopted
Superintendent of Utilities	1	1	1	1
Utilities Foreman	1	1	1	1
Utilities Technician	2	2	1	1
Utilities Worker	0	0	1	1
Totals	4	4	4	4

Goals and Objectives

- * Maintain current level of system reliability and provide 24 hour emergency service.
- * Meet the goals and objectives set forth in the DEQ mandated Consent Order.
- * Continue to improve system's ability to handle major disaster events.
- * Continue to operate the sewer system in a safe and cost effective manner with emphasis on protecting the environment.
- * Further investigate possible bacteria pollution within the waterways, and identify and eliminate the source.
- * Complete the mapping and inventory of the sanitary sewer system in coordination with the GIS mapping.

UTILITIES FUND - EXPENDITURES

Major Departmental Functions

- * Operate and maintain the City's sanitary sewer system.
- * Train employees in the areas of system operation and safety.
- * Document and explain departmental programs and expenditures.
- * Assist in planning and inspections of proposed development and building projects within the City.
- * Coordinate with Planning Department on sewer extension, rehabilitation and other infrastructure projects.
- * Assist departments with services and special projects.
- * Meet the requirements for complying with the DEQ and EPA consent order.

Performance Measures

	Actual FY 2008	Actual FY 2009	Estimated FY 2010	Estimated FY 2011
Force Main Miles	18	18	12.1	12.1
Grinder Pump Stations	19	19	19	19
Laterals Cleaned bi-monthly	10	11	11	11
Laterals Cleaned bi-yearly	14	11	19	16
Laterals Installed	10	6	3	1
Laterals Repaired	10	15	65	15
Locations Marked for Miss Utilities	2,500	2,500	2,326	2,326
Pump Stations	29	29	29	29
Pumps Repaired	14	15	15	21
Sewer Connections	4,758	4,758	4,898	4,935
Sewer Gravity Miles	46	47	51.3	51.3

Significant Budget Items

- * Increase in personal services is due to an increase in overtime and reclassification.
- * Increase in operating expenses is due to cost associated with a Special Order by Consent with DEQ in conjunction with Hampton Roads Sanitation District (HRSD) and twelve (12) other Hampton Roads localities in an effort to reduce sanitary sewer overflows through a collective effort.
- * Increase in capital outlay expenses is due to the replacement of older equipment.

Program Accomplishments

- * Received, reviewed and finalized the plans to upgrade Pump Station #2.
- * Up-graded the pumping capacity of Pump Station #17 to create a more reliable system.
- * Provided job skill and system training for new employees.
- * Met the requirements of the Environmental Protection Agency (EPA) consent order for flow monitoring and sanitary sewer evaluation study (SSES).
- * Maintained a high level of customer service while increasing the number of customers.
- * DEQ/EPA requirements were met and services to the community were increased, for example the partnership established with the citizens group "Poquoson's Citizens for the Environment" (PCE) to locate and identify possible sources of contamination in our waterways.
- * Met the added requirements of the "Miss Utilities" system due to the increased number of location requests as a result of Verizon installing fiberoptic cable throughout the City.

UTILITIES FUND CAPITAL PROJECTS - CIP PLAN SUMMARY

FY 2011 Utilities Fund Capital Projects

CIP Summary FY 2011 -- Beyond FY 2015

Project	FY 2011 Adopted Budget	FY 2011 Adopted Project	FY 2012 Adopted Project	FY 2013 Adopted Project	FY 2014 Adopted Project	FY 2015 Adopted Project	Beyond FY 2015 Adopted Project
Facility Projects							
Pump Station Generators	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -
Sewer Cleaning Truck	-	-	90,000	-	-	-	-
Utilities Building	-	-	-	-	-	-	54,000
Replacement of Power Supplies	-	-	100,000	-	-	-	-
Sanitary Sewer Evaluation Study	500,000	500,000	200,000	-	-	-	-
Total Facility Projects	\$ 500,000	\$ 500,000	\$ 390,000	\$ 120,000	\$ -	\$ -	\$ 54,000
Totals	\$ 500,000	\$ 500,000	\$ 390,000	\$ 120,000	\$ -	\$ -	\$ 54,000

Expenditures Explanations

The FY 2011 -- Beyond FY 2015 CIP prepared by staff was presented to Poquoson Planning Commission on November 25, 2009. The Planning Commission held a Work Session and Public Hearing on December 21, 2009 for document review. Planning Commission adopted the CIP Plan on December 21, 2009. The plan was submitted to City Council on January 25, 2010 for their consideration and adopted on March 22, 2010. City Council adopted the FY 2011 Budget on May 10, 2010.

PARKS AND RECREATION FUND - SUMMARY

Parks and Recreation Fund Description

The Parks & Recreation Enterprise Fund is used to account for parks and recreation programs and activities which are financed by user fees. The Parks & Recreation Fund is separated into several departments; Field, Pool, and Special Events. The Field Department includes activities for recreational leagues, athletics, arts and crafts and instructional classes. The Pool Department funds all activities relating to the pool, including swim lessons, recreational swimming and the swim team. An enclosed dome was constructed in September 2005 over the pool to allow year round use of the facility. In FY 2009 the pool dome was not erected due to a lack of contracted usage and was not used in FY 2010 nor planned for in FY 2011. Special Events provide family oriented programs and festivals for the enjoyment of Poquoson citizens.

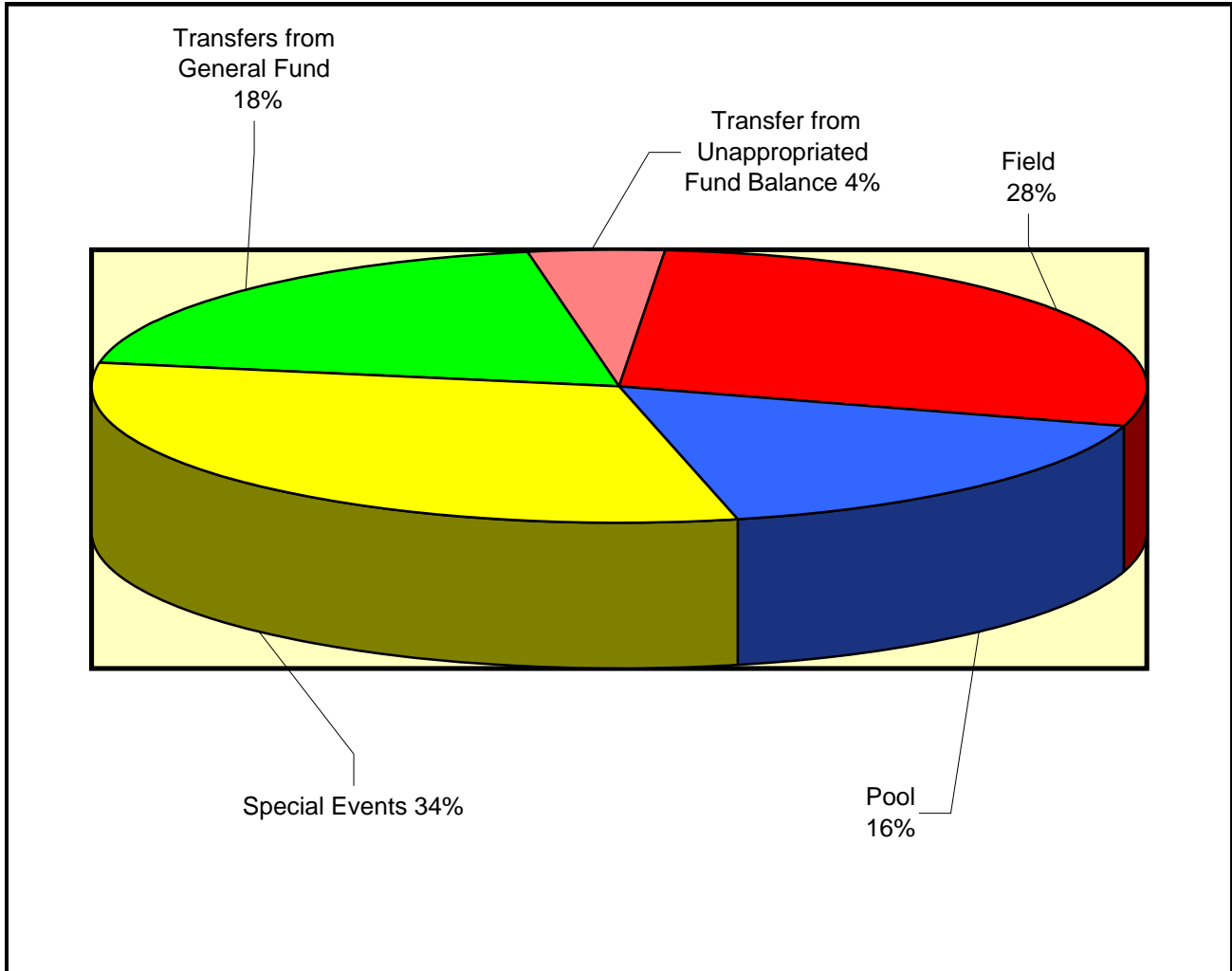
This fund also pays for several full time staff as well as part time positions of gym supervisor, lifeguards, and swim instructors at the pool.

Parks and Recreation Fund Projection of Net Assets

Beginning Net Assets - 6/30/2007		\$ 130,358
Actual FY 2008 Revenues	\$ 475,823	
Actual FY 2008 Expenses	<u>(463,668)</u>	<u>12,155</u>
Net Assets - 6/30/2008		\$ 142,513
Actual FY 2009 Revenues	\$ 413,236	
Actual FY 2009 Expenses	<u>(463,662)</u>	<u>(50,426)</u>
Net Assets - 6/30/2009		\$ 92,087
Estimated FY 2010 Revenues	\$ 381,610	
Estimated FY 2010 Expenses	<u>(381,610)</u>	<u>-</u>
Projected Net Assets - 6/30/2010		\$ 92,087
Estimated FY 2011 Revenues	\$ 399,095	
Estimated FY 2011 Expenses	<u>(416,220)</u>	<u>(17,125)</u>
Projected Net Assets - 6/30/2011		<u><u>\$ 74,962</u></u>

PARKS AND RECREATION FUND - SUMMARY

Parks and Recreation Revenue

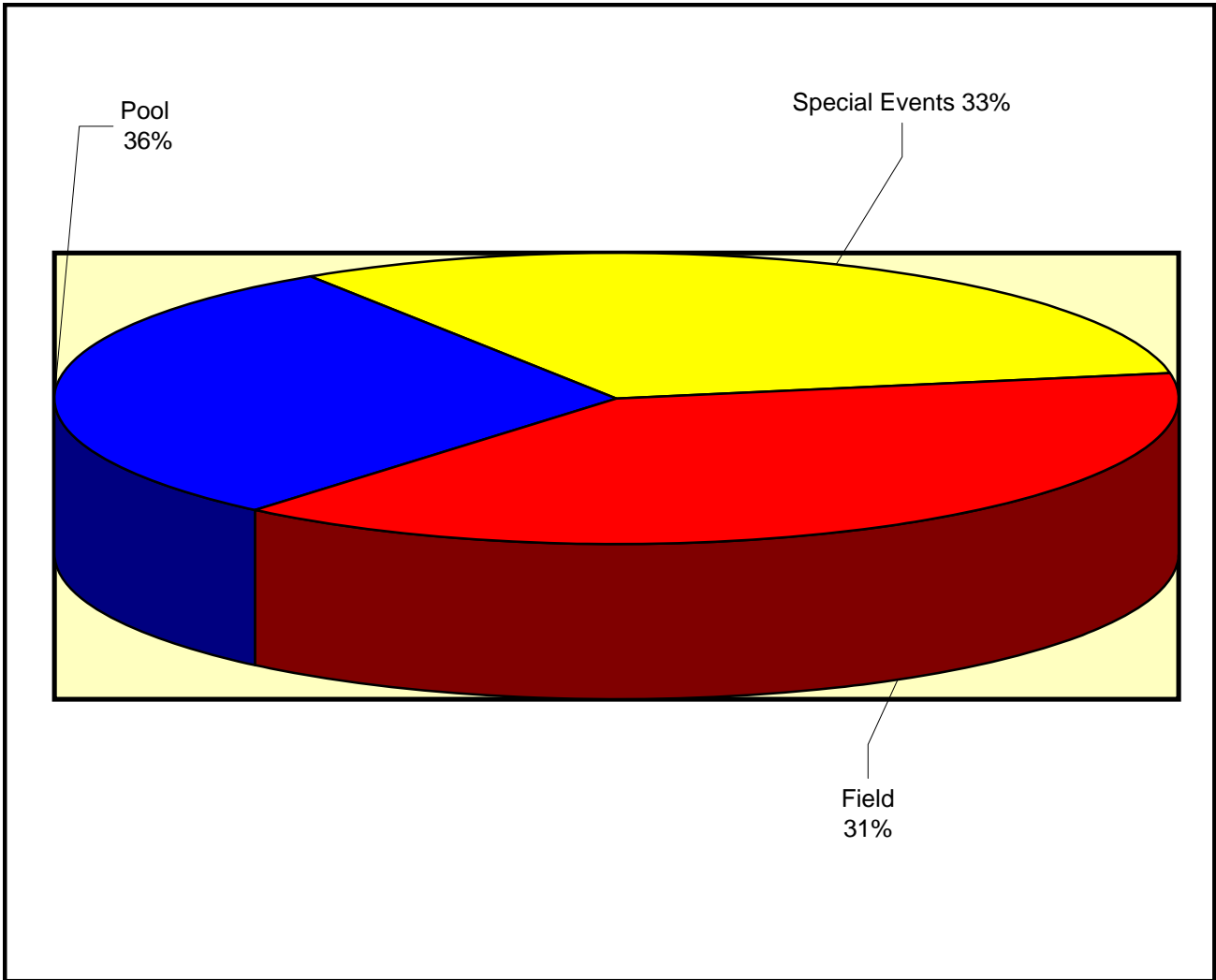


Parks and Recreation Revenue

	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Charges for Services:		
Field	\$ 116,435	\$ 118,195
Pool	82,375	69,550
Special Events	136,800	130,550
Transfers from General Fund	46,000	80,800
Transfer from Unappropriated Fund Balance	-	17,125
TOTAL	<u>\$ 381,610</u>	<u>\$ 416,220</u>

PARKS AND RECREATION FUND - SUMMARY

Parks and Recreation Expenses



Parks and Recreation Expenses

	Estimated FY 2010	Adopted FY 2010
Field	\$ 137,485	\$ 161,701
Pool	107,325	123,969
Special Events	<u>136,800</u>	<u>130,550</u>
TOTAL	<u>\$ 381,610</u>	<u>\$ 416,220</u>

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PARKS & RECREATION FUND - REVENUE

Parks and Recreation Revenue

Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Revenue	FY 2010 Estimated Revenue	FY 2011 Adopted Revenue	\$ Change From 2010 Budget	% Change From 2010 Budget
Field:							
Adult Athletics	\$ 5,005	\$ 6,496	\$ 6,100	\$ 6,100	\$ 10,600	\$ 4,500	73.8%
Adult Recreation Program	1,825	1,711	2,000	2,000	1,500	(500)	-25.0%
Discount Ticket Sales	6,715	4,246	8,000	8,000	4,000	(4,000)	-50.0%
Facility User Fee	-	-	-	-	7,500	7,500	n/a
Instructional Classes	63,770	57,757	54,240	54,240	48,000	(6,240)	-11.5%
Miscellaneous	4,388	3,456	750	750	750	-	0.0%
Teen Program	202	-	-	-	-	-	n/a
Donations	-	-	500	500	500	-	0.0%
Youth Athletics	34,205	42,250	44,845	44,845	45,345	500	1.1%
Field Revenue	\$ 116,110	\$ 115,916	\$ 116,435	\$ 116,435	\$ 118,195	\$ 1,760	1.5%
Pool:							
Gate Admission	13,256	11,022	18,900	18,900	18,000	(900)	-4.8%
Miscellaneous	1,306	672	750	750	750	-	0.0%
Other Pool Activities	3,594	1,753	2,500	2,500	1,000	(1,500)	-60.0%
Pool Passes	10,438	10,315	13,750	13,750	10,000	(3,750)	-27.3%
Pool Rental	1,600	1,599	7,500	7,500	1,800	(5,700)	-76.0%
Swim Team	19,632	12,602	21,875	21,875	23,000	1,125	5.1%
Swimming Lessons	17,386	21,205	17,100	17,100	15,000	(2,100)	-12.3%
Pool Revenue	\$ 67,212	\$ 59,168	\$ 82,375	\$ 82,375	\$ 69,550	\$ (12,825)	-15.6%
Special Events:							
Childrens Events	4,925	-	2,500	2,500	2,500	-	0.0%
Fireworks in the Marsh	1,877	1,395	-	-	-	-	n/a
Holiday Parade	250	561	200	200	200	-	0.0%
Seafood Festival Activities	17,563	20,470	3,800	3,800	4,800	1,000	26.3%
Seafood Festival Sponsors	50,982	45,800	39,800	39,800	31,000	(8,800)	-22.1%
Seafood Festival Vendors	55,002	54,191	60,500	60,500	62,050	1,550	2.6%
Seafood Festival Parking	30,892	15,735	30,000	30,000	30,000	-	0.0%
Special Events Revenue	\$ 161,491	\$ 138,152	\$ 136,800	\$ 136,800	\$ 130,550	\$ (6,250)	-4.6%
Transfer from General Fund	\$ 131,010	\$ 100,000	\$ 46,000	\$ 46,000	\$ 80,800	\$ 34,800	75.7%
Transfer from Unappropriated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 17,125	\$ 17,125	n/a
TOTAL REVENUE & TRANSFERS IN	\$ 475,823	\$ 413,236	\$ 381,610	\$ 381,610	\$ 416,220	\$ 34,610	9.1%

Field Revenue Explanations:

Adult Recreation Program: Revenues collected for trips to local and regional attractions. The program provides transportation and admission tickets for these outings. Transportation is provided by the Parks and Recreation or Peninsula Agency on Aging vans.

Discount Ticket Sales: Revenues collected from the sale of theme park tickets to Kings Dominion, Busch Gardens and Water Country USA. The City receives a percentage profit share for all tickets sold on consignment.

Facility User Fee: Implement a \$10 per participant fee charged to participants of non-City sponsored athletics to defray the costs of man power and lights for the use of the athletic facilities.

Instructional Classes: Fees paid for instructional classes in baton, arts and crafts, yoga, self defense, fencing, drama, various sports clinics and camps. A negotiated percentage is charged for instructors' fees.

Youth Athletics/Adult Athletics: Revenue from registration for youth soccer, youth and adult basketball league, volleyball and other programs. There are some propose fee increases and changes for FY 2011 as shown below and compared to FY 2010.

Sample Participation Fees:	<u>FY 2010</u>	<u>FY 2011</u>
Adult Basketball	\$480/team	\$500/team
Arts & Crafts Series	39	39
Baseball Pitching Clinic	43	43
Basketball Camp	80	80
Baton	20	20
Drama	45	45
Drama Camp	110	110
Facility User Fee	0	10
Field Hockey Camp	30	30
Golf Camp	135	135
Soccer -- Fall and Spring	49	49
Soccer -- Summer Camp	72	72
Tennis Camp	95	95
Volleyball	145/team	145/team
Volleyball Camp	65	65
Youth Basketball	49	55

Pool Revenue Explanations:

Gate Admission: Daily admission charge of \$5 per day.

Pool Passes: Membership rate is \$50 per pass for the summer.

Pool Rental: The private rental of the pool and lifeguards after normal operating hours is \$175 for the first 50 people.

Swim Team: Fee the participants pay to be on the summer swim team; \$155 resident and \$165 non-resident. This collected fee pays for the coaches, use of pool and chemicals.

Swimming Lessons: Swimming classes offered are certified by the American Red Cross. Fees charged are \$40 per child from ages 3-5 years for the Little Peoples Swim class. Level I through Level VI courses are available for ages 6 and older for \$50 per session. There are five sessions offered per summer that provide instruction for eight days per session.

Sample Pool Fees:	Resident	Resident	Non-Resident	Non-Resident
	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2010</u>	<u>FY 2011</u>
Gate Admission	\$5	\$5	\$5	\$5
Pool Rental--private party	\$175	\$175	\$175	\$175
Swim Lessons	40/50*	40/50*	50/60*	40/50*
Swim Team	\$150	\$155	\$160	\$165

*lower rate for Little People, higher rate for various levels of classes

Special Events Revenue Explanations:

Children's Events: Sponsorship of children's events held in the City throughout the year.

Seafood Festival Activities: Revenue from the games, pony rides, glow necklaces and ice.

Seafood Festival Sponsors: Donations and contributions made to the City on behalf of businesses to sponsor certain events at the Seafood Festival or as general sponsors for the entire festival. Poquoson has pursued and secured significant sponsorship revenue.

Seafood Festival Vendors: Fees paid by an estimated 155 Arts & Craft vendors, 15 exhibitors and 27 food vendors. Food vendors are estimated to be 24 commercial at \$1,400 each and 3 civic at \$300 each. Exhibitors are estimated to be 6 commercial at \$425, 6 civic at \$225, and 3 student at \$100. Arts & Crafts fees are expected to be 155 at \$55 which includes electricity for all participants.

Seafood Festival Parking: Parking fee for approximately 6,000 vehicles during the multi-day event.

Transfer from General Fund Explanation: The transfer of \$80,800 is to cover the ongoing operating deficits which have been occurring in this fund.

Transfer from Unappropriated Fund Balance: The transfer of \$17,125 is for depreciation of the pool.

PARKS AND RECREATION FUND - FIELD

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 66,310	\$ 73,555	\$ 75,100	\$ 77,409	\$ 2,309	3.1%
Operating Expenses	93,625	98,488	62,385	83,992	21,607	34.6%
Capital Outlay	328	1,845	-	300	300	100.0%
Totals	<u>\$ 160,263</u>	<u>\$ 173,888</u>	<u>\$ 137,485</u>	<u>\$ 161,701</u>	<u>\$ 24,216</u>	<u>17.6%</u>

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Recreation Program Coordinator	0.50	0.50	0.50	0.50
Admin Support Technician	1.00	1.00	1.00	1.00
Part Time (FTE)	0.30	0.30	0.30	0.30
Totals	<u>1.80</u>	<u>1.80</u>	<u>1.80</u>	<u>1.80</u>

Goals and Objectives

- * Provide a wide range of recreational opportunities, events, tours, environmental and athletic activities for the community.
- * Maintain a safe and comfortable atmosphere for weekly luncheons for the Peninsula Agency on Aging.
- * Expand program offerings for all ages and interests.
- * Continue to generate program-supporting revenue through user fees.

PARKS AND RECREATION FUND - FIELD

Major Departmental Functions

- * Plan, organize and produce leisure services for City residents including youth soccer, youth basketball, summer sports camps, adult recreation trips, youth and adult instructional classes.
- * Maintain, upkeep and develop existing and new athletic facilities.
- * Provide support for 12 high school and 74 independent league teams.
- * Provide support to the Peninsula Agency on Aging's programs, and support civic initiatives and activities.

Performance Measures

	Actual FY 2008	Actual FY 2009	Estimated FY 2010	Estimated FY 2011
Adult Athletic Leagues	570	570	570	560
Adult Instructional Classes	110	115	115	100
Senior Center (Mature Adults)	885	890	890	850
Trips -- Youth/Adult	275	275	275	260
Youth Athletic Leagues	995	998	998	910
Youth Instructional Classes	435	435	435	400

Significant Budget Items

- * Increase in operating expenses is due to Adult Leagues expansion which include 2 seasons for outdoor adult soccer and opportunities for indoor play as well for adults and youth. Field Hockey participation and offerings have grown significantly.

Program Accomplishments

- * Continued to offer instructional programs including youth drama, self defense, summer sports camps, youth and adult team sports, various health and fitness programs, adult trips and activities.
- * Publish program booklet 3 times per year to City residents highlighting events and recreation for community participants.
- * Support independent community organizations and PHS in field scheduling and facility use for athletics.

PARKS AND RECREATION FUND - POOL

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 67,850	\$ 68,709	\$ 61,940	\$ 62,469	\$ 529	0.9%
Operating Expenses	81,404	45,495	27,760	29,375	1,615	5.8%
Capital Outlay	16,837	23,159	17,625	32,125	14,500	82.3%
Totals	\$ 166,091	\$ 137,363	\$ 107,325	\$ 123,969	\$ 16,644	15.5%

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Athletic/Aquatic Coordinator	0.50	0.50	0.50	0.50
Part Time (FTE)	5.00	4.50	4.50	4.50
Totals	5.50	5.00	5.00	5.00

Goals and Objectives

- * Provide a comprehensive aquatics program for citizens.
- * Updated pool to meet the Standards for the Virginia Gramme Baker Act.
- * Continue to provide swimming lessons and aquatic safety classes for all citizens.
- * Continue to provide an opportunity for youth to participate in a competitive swim program.
- * Provide opportunities for better health and fitness through aquatic activities and programs.
- * Review pool Operations Procedures Manual to ensure all safety and operations standards are current with accepted industry practices.

PARKS AND RECREATION FUND - POOL

Major Departmental Functions

- * Provide nationally accredited swimming instruction for youth and adults.
- * Redefine and develop the swimming ability of City youth by providing competitive swimming opportunities through the Department's Barracuda Swim Team and Rip Tide Swim Team.
- * Educate children and adults regarding safety around pools and other bodies of water.

Performance Measures

	Actual FY 2008	Actual FY 2009	Estimated FY 2010	Estimated FY 2011
*Daily Gate Admissions	3,177	2,000	2,000	2,000
*Season Pass Admissions	266	275	200	200
Swimming Lessons	500	300	250	250
Swim Teams-- combined	110	130	140	140

- * one pass for each swim team participant

Significant Budget Items

- * Increase in Capital Outlay is due to the replacement of equipment such as ladders and new pump operating system.

Program Accomplishments

- * Completed another season with no serious injuries or drowning incident.
- * Provided lifeguarding and Water Safety Instructor Course enabling young people the opportunity to obtain employment at aquatic facilities.
- * Poquoson Barracuda Swim Team was named the top swim team on the Virginia Peninsula for the Greater Peninsula Swim Association as the 2009 Champion Overall.
- * Provided winter swim team opportunities through partnership with Hampton Aquatic Center for the Poquoson Rip Tide Swim Team.
- * Support swimming opportunities for community youth programs with local day camps.

PARKS AND RECREATION FUND - SPECIAL EVENTS

Expenditures Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 16,796	\$ 17,359	\$ 16,600	\$ 16,600	\$ -	0.0%
Operating Expenses	120,518	135,052	120,200	113,950	(6,250)	-5.2%
Capital Outlay	-	-	-	-	-	n/a
Totals	\$ 137,314	\$ 152,411	\$ 136,800	\$ 130,550	\$ (6,250)	-4.6%

Personnel Summary

Existing part time staff work at various special events.

Goals and Objectives

- * Continue to generate revenues through fees and sponsorships to support the Seafood Festival and other special events.
- * Provide safe family oriented events for the citizens of Poquoson including the Poquoson Seafood Festival, Holiday Parade, Child Fest, Easter Egg Hunt and other seasonal celebrations.
- * The 30th Poquoson Seafood Festival will be held October 15 - 17, 2010. Goals for this year's festival include attracting 50,000 patrons, 215 vendors, regional entertainment, and increasing waterman and bay exhibits.

PARKS AND RECREATION FUND - SPECIAL EVENTS

Major Departmental Functions

- * Plan, organize and produce special events throughout the year, the largest being the Seafood Festival.
- * Maintain calendar of special events through the City with points of contact for each.
- * Provide leadership and direction to the Poquoson Seafood Festival Committee and the various activities and events included in the Seafood Festival.
- * Prepare and administer proposals for service needed for special events.

<u>Performance Measures</u>	Actual FY 2008	Actual FY 2009	Estimated FY 2010	Estimated FY 2011
Poquoson Seafood Festival:				
Arts & Crafts Vendors	172	160	170	170
Exhibitors	60	60	60	60
Food Vendors	31	31	31	31
Workboat Race Entries	55	55	55	55
Attendance	55,000	50,000	30,000	50,000
Other Events	15	15	15	15
Days of Programming	20	20	20	20

Significant Budget Items

- * In FY 2011, planned festivals include the Poquoson Seafood Festival Weekend on October 15-17, 2010, Poquoson Holiday Parade, an Easter Egg Hunt in spring 2011 and Child Fest in May 2011.

Program Accomplishments

- * Maintained the quality of existing events such as the Poquoson Seafood Festival, Easter Egg Hunt and Child Fest, while introducing new activities to each event.
- * Introduced new food vendors, exhibitors and media support partners at the Seafood Festival.

PARKS AND RECREATION FUND - SUMMARY

Expenditures Summary - Comparison of Years

Project	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2010 Estimated Budget	FY 2011 Adopted Budget
Field	\$ 160,263	\$ 173,888	\$ 137,485	\$ 137,485	\$ 161,701
Pool	166,091	137,363	107,325	107,325	123,969
Special Events	137,314	152,411	136,800	136,800	130,550
Totals	\$ 463,668	\$ 463,662	\$ 381,610	\$ 381,610	\$ 416,220



Youth Soccer Game



Field Hockey



City Pool



Special Events

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Fund Description

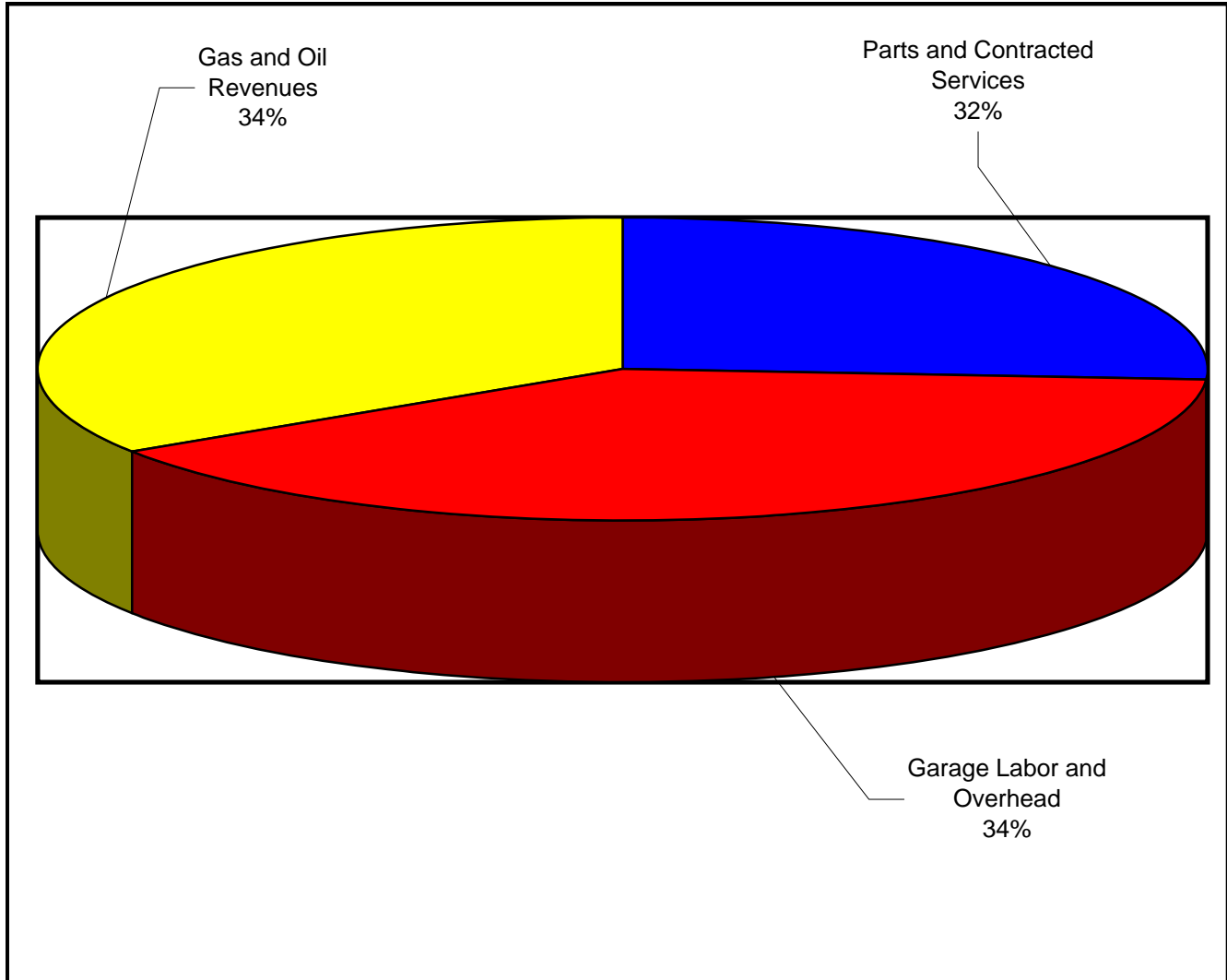
The Fleet Management Fund is operated as an Internal Service Fund. An Internal Service Fund is used to account for the financing of costs of services provided by one department to other departments or agencies of the governmental unit, or to other governmental units on a cost-reimbursement basis. Internal Service Funds are classified as proprietary funds in recognition of the commercial accounting principles they follow. The Fleet Management Fund, which consists of the garage operation, provides maintenance/repair service of all City vehicles and equipment as well as for School Board vehicles and buses. The charging of garage services through an Internal Service Fund allows for equitable distribution of the cost of operating the garage to the departments using the services. Each department is billed directly for repair and maintenance of vehicles. The Fleet Management Fund also provides fuel and lubricants for City and School vehicles which are billed directly to the departments based on usage.

Fleet Management Projection of Net Assets

Beginning Net Assets - 6/30/2007		\$ 144,610
Actual FY 2008 Revenues	\$ 713,897	
Actual FY 2008 Expenses	<u>(731,011)</u>	<u>(17,114)</u>
Net Assets - 6/30/2008		\$ 127,496
Actual FY 2009 Revenues	\$ 677,711	
Actual FY 2009 Expenses	<u>(664,977)</u>	<u>12,734</u>
Net Assets - 6/30/2009		\$ 140,230
Estimated FY 2010 Revenues	\$ 716,846	
Estimated FY 2010 Expenses	<u>(716,846)</u>	<u>-</u>
Estimated Net Assets - 6/30/2010		\$ 140,230
Estimated FY 2011 Revenues	\$ 633,569	
Estimated FY 2011 Expenses	<u>(633,569)</u>	<u>-</u>
Projected Net Assets - 6/30/2011		<u><u>\$ 140,230</u></u>

FLEET MANAGEMENT FUND - SUMMARY

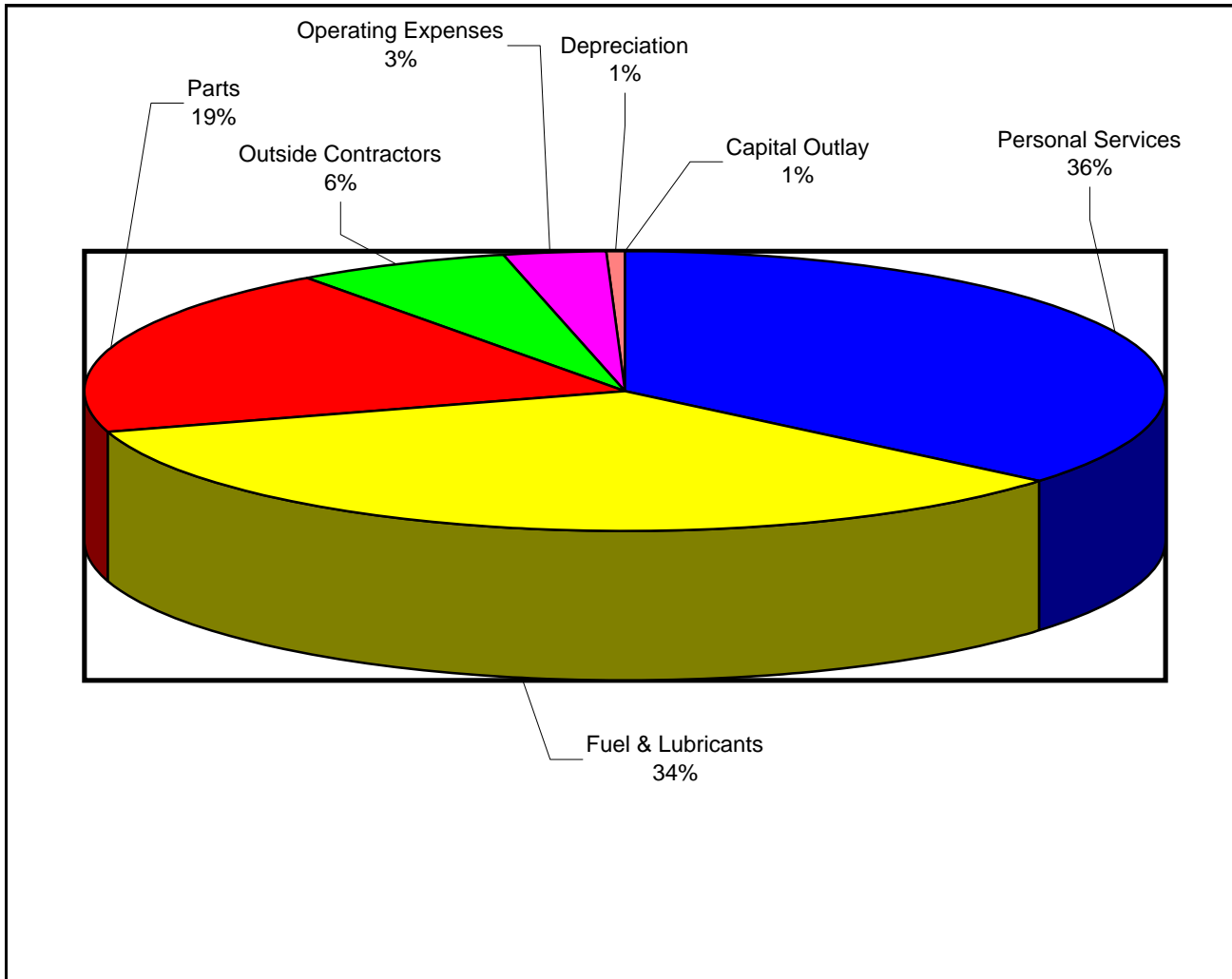
Fleet Management Revenue



<u>Fleet Management Revenue</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Parts and Contracted Services	\$ 225,000	\$ 165,846
Garage Labor and Overhead	246,846	251,723
Gas and Oil Revenues	<u>245,000</u>	<u>216,000</u>
TOTAL	<u>\$ 716,846</u>	<u>\$ 633,569</u>

FLEET MANAGEMENT FUND - SUMMARY

Fleet Management Expenses



<u>Fleet Management Expenses</u>	<u>Estimated FY 2010</u>	<u>Adopted FY 2011</u>
Personal Services	\$ 225,491	\$ 229,067
Fuel & Lubricants	245,000	216,000
Parts	180,000	125,846
Outside Contractors	45,000	40,000
Operating Expenses	17,555	19,942
Depreciation	3,300	2,214
Capital Outlay	500	500
TOTAL	\$ 716,846	\$ 633,569

FLEET MANAGEMENT FUND - REVENUE

Fleet Management Revenue

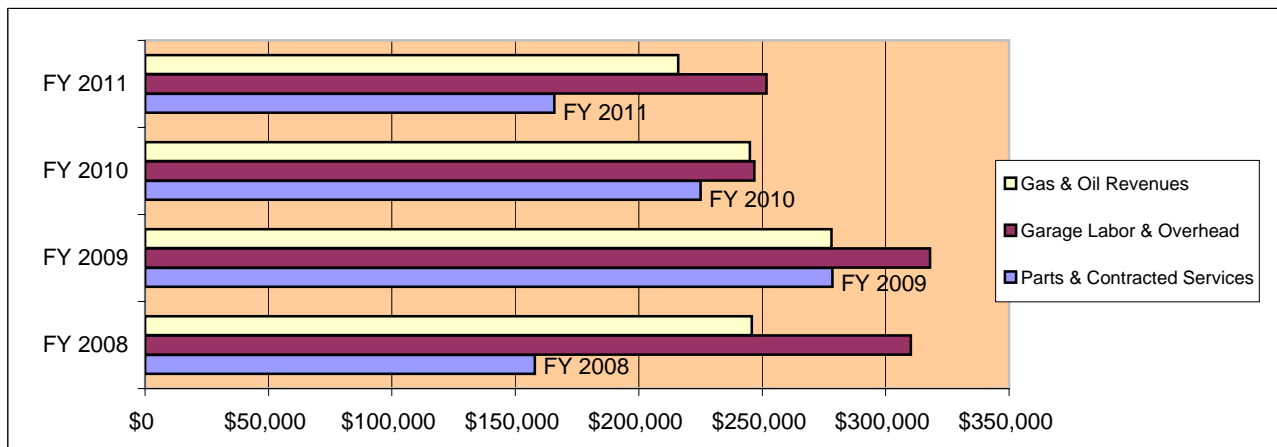
Account Title	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2010 Estimated Revenue	FY 2011 Adopted Revenue	\$ Change From 2010 Budget	% Change From 2010 Budget
Parts and Contracted Services	\$ 157,903	\$ 167,490	\$ 225,000	\$ 225,000	\$ 165,846	\$ (59,154)	-26.3%
Garage Labor and Overhead	310,234	317,964	246,846	246,846	251,723	4,877	2.0%
Gas and Oil Revenues	245,779	192,257	245,000	245,000	216,000	(29,000)	-11.8%
Miscellaneous Revenue	34	-	-	-	-	n/a	n/a
Sale of Equipment	(53)	-	-	-	-	n/a	n/a
Transfer from General Fund	-	-	-	-	-	n/a	n/a
TOTAL REVENUE	\$ 713,897	\$ 677,711	\$ 716,846	\$ 716,846	\$ 633,569	\$ (83,277)	-11.6%

Revenue Explanations

Parts and Contracted Services: Anticipated revenue for charges to users for the cost of parts for vehicles and equipment. Parts and contracted services are charged to departments based on actual cost incurred. The amount for FY 2011 is based on estimates from the Fleet Management Supervisor.

Garage Labor and Overhead: Fleet employee salaries, benefits, and garage charges are billed to users as labor involved with repairing and maintaining vehicles and equipment. Each department is charged a pro-rated share of the Fleet operating costs based on the anticipated time that will be spent repairing and maintaining their vehicles in FY 2011. Departments' labor line item is charged based on overall percentage of vehicles and equipment for each department.

Gas and Oil Revenues: Projected revenues from the direct billing to users of gas and oil for vehicles and equipment. Gas and oil are charged to departments based on actual costs incurred. The decrease is based on an estimated cost of \$2.50 per gallon of fuel. Usage is an estimated 56,648 gallons of diesel fuel and 30,802 gallons of gasoline.



FLEET MANAGEMENT FUND - EXPENSES

Expense Summary

	FY 2008 Actual	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget	\$ Change From 2010 Budget	% Change From 2010 Budget
Personal Services	\$ 270,977	\$ 278,309	\$ 225,491	\$ 229,067	\$ 3,576	1.6%
Operating Expenses	450,262	380,394	487,555	401,788	(85,767)	-17.6%
Capital Outlay	9,772	6,274	3,800	2,714	(1,086)	-28.6%
Totals	<u>\$ 731,011</u>	<u>\$ 664,977</u>	<u>\$ 716,846</u>	<u>\$ 633,569</u>	<u>\$ (83,277)</u>	<u>-11.6%</u>

Personnel Summary

	FY 2008 Authorized	FY 2009 Authorized	FY 2010 Authorized	FY 2011 Authorized
Fleet Management Supervisor	1	1	1	1
Chief Equipment Mechanic	1	1	1	1
Equipment Mechanic	2	2	1	1
Secretary (FTE)	0.50	0.50	0.50	0.50
Totals	<u>4.50</u>	<u>4.50</u>	<u>3.50</u>	<u>3.50</u>

Goals and Objectives

- * Maintain a safe, serviceable fleet of approximately 262 vehicles and equipment at the lowest possible cost and down time to the individual departments.
- * Provide vehicle users with safe and dependable vehicles.
- * Purchase vehicle and equipment parts and components from the least expensive source.
- * Perform as many repairs in-house as economically feasible.
- * Ensure all Fleet Management personnel are kept abreast of the many changes that occur in vehicles and equipment.
- * Assist departments in replacement of vehicles and equipment that are no longer economical to maintain through monitoring of repair frequency, costs and vehicle down time.
- * Provide safe working environment through safety program that identifies potential hazards and train employees to identify and correct deficiencies.
- * Perform quality control inspections on 20% of repairs.
- * Coordinate repair costs with department heads when extensive repairs are needed.
- * Maintain effective communications between Fleet Management and other departments.

FLEET MANAGEMENT FUND - EXPENSES

Major Fund Functions

- * Perform necessary repairs to City and School vehicles and equipment.
- * Perform State and locally established safety and preventive maintenance inspections and services.
- * Ensure a qualified mechanic is available to respond to emergencies after normal working hours.
- * Provide training and/or education to staff regarding changes in vehicle/equipment repair and maintenance.
- * Maintain complete service records, including costs and down time, for all vehicles and equipment.
- * Provide technical assistance to department heads concerning vehicle and equipment replacement.
- * Develop vehicle and equipment repair estimates for budgeting purposes.
- * Assist in safety, disaster preparedness, and other programs involving the operation of motor vehicles.

Performance Measures

	Actual FY 2008	Actual FY 2009	Estimated FY 2010	Estimated FY 2011
Number of Vehicles & Equipment	289	262	262	262
% of Maintenance Performed In-House	93%	96%	85%	80%
Scheduled Maintenance Work Orders	715	544	504	500
Scheduled Work %	57%	39%	39%	35%
Unscheduled Maintenance Work Orders	542	813	766	800
Unscheduled Work %	43%	61%	61%	65%
Direct Labor Hours	5,656	5,790	3,710	3,710
Direct Labor Hours of Available Hours %	82%	83%	80%	80%
Overtime Hours	59	37	60	80
Sublet Work Orders (Outside Repairs)	74	45	90	100
Service Calls for Repairs Out of Shop	88	104	110	110
Quality Control Inspections %	8%	5%	3%	2%
Parts Transactions	2,844	3,351	2,278	2,200
Lost Days due to Work Related Accidents	0	0	0	0

Significant Budget Items

- * Decrease in Operating Expenses due to the decreased cost of fuel and vehicle maintenance charged to departments.
- * Minimal decrease in Capital Outlay due to decreased cost of depreciation.

Program Accomplishments

- * This is the 20th year that Vehicle Maintenance has gone with no reportable discrepancies on the school buses per the inspections performed by the Virginia Department of Education's Transportation Division.
- * Maintained a 76% rate on in-house repairs.

FLEET MANAGEMENT FUND - EXPENSES

FY 2011 costs charged to City Departments and Schools

	FY 2010	FY 2011	FY 2010	FY 2011	FY 2010	FY 2011
	<u>Parts</u>	<u>Parts</u>	<u>Gas & Oil</u>	<u>Gas & Oil</u>	<u>Labor & Overhead</u>	<u>Labor & Overhead</u>
City Manager	\$300	\$0	\$1,700	\$0	\$498	\$0
Police	26,000	25,387	47,000	43,547	30,000	31,440
Fire	38,000	22,002	22,000	17,142	30,360	30,960
Inspections	750	775	4,000	2,411	1,728	2,520
Engineering	750	375	1,800	1,610	1,236	1,235
Public Works	39,000	21,577	28,000	27,080	23,760	30,600
Facilities & Grounds	7,200	1,245	9,100	1,138	9,600	1,995
Mosquito	22,000	22,375	8,200	6,607	16,044	18,725
Parks	0	4,520	0	5,552	0	7,500
Utilities	8,300	5,665	14,000	10,274	6,180	7,200
Solid Waste - Bulky Item/Landscaping	7,500	11,240	16,000	13,482	7,656	10,500
Fleet	0	0	700	683	0	0
Schools	75,200	50,685	92,500	86,473	119,784	109,048
Totals	<u>\$225,000</u>	<u>\$165,846</u>	<u>\$245,000</u>	<u>\$216,000</u>	<u>\$246,846</u>	<u>\$251,723</u>

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APPENDIX

A Short History of Poquoson:

“Poquoson” is an Indian word for low, flat land. The City is believed to be one of the older English-speaking American settlements that still bears its original name.

Settlement of the Poquoson area was opened in 1628 by order of the Council of State at Jamestown. Many of the early settlers were plantation owners who, with their tenants and apprentices, originally lived south of the Back River. The Great Marsh and Messick Point were important shipping points as early as 1635 for tobacco and other products from the plantations.

After the Revolutionary War, the larger colonial plantations were divided and sold as smaller farms because they were no longer able to survive financially. Many of the people buying the farms were Methodists from Baltimore and the Eastern Shore area. Methodism is a prevailing denomination in the City today.

Poquoson remained a “backwater” farming and fishing community. While there was extensive civil war action on the Peninsula, there was no known war activity in Poquoson. However, many citizens fought for the confederacy.

Poquoson’s rural lifestyle started to change during World War I with the construction of Langley Field. Rapid changes and population growth occurred in the years following World War II. Farming and fishing quickly gave way to suburbanization.

Poquoson, which had been a part of York County for many years, became a town in 1952 and an independent city in 1975 upon referendum of the citizens. Certain municipal offices and functions continue to be shared with York County.

Form of Government:

Poquoson is organized under the Council-Manager form of government. The Poquoson City Council is composed of seven members who are elected by the voters and serve four year terms. The City is divided into three precincts. Each precinct is entitled to two representatives. One representative is elected at large and is the City Mayor. Persons elected to City Council take office on the first day of January following the election.

The City Council is the policy determining body of the City. Its responsibilities include: adoption of the City budget; creation, combination or elimination of City departments; approval of all tax levies; approval of amendments, supplements or repeals to ordinances, and the City Code; and appointment of the City Manager, City Clerk, City Attorney, School Board and various local boards, commissions and committees. The City Manager acts as Chief Executive and Administrative Officer of the City. The manager serves at the pleasure of Council, carries out its policies, directs business procedures and has the power of appointment and removal of the heads of all departments (except Constitutional Officers) as well as all other employees of the City.

Fiscal Year:

Begins July 1 and ends the following June 30.

APPENDIX

Assessments:

Real estate is assessed biennially at "fair market value" by the City Assessor. This value is currently estimated to be over to 98% of actual value.

Taxes Due:

Real estate taxes are assessed as of the first day of July. Real estate and personal property taxes are payable in two installments each year on June 5 and December 5. If paid after the due date, a 10% penalty is added. Interest at the rate of 10% per annum accrues on all delinquent taxes beginning on the first day following the due date.

Overlapping Debt:

The City of Poquoson is autonomous and entirely independent of any other political subdivision of the State, being a separate and distinct political unit. It has no overlapping debt with other political units.

Land Area:

	<u>Acres</u>	<u>Square Miles</u>
Non-Wetlands	4,997	7.8
Wetlands	<u>4,398</u>	<u>6.9</u>
Total	<u>9,395</u>	<u>14.7</u>

Miles of Roadway:

	<u>Miles</u>
Primary	4.62
Secondary	<u>49.98</u>
Total	<u>54.60</u>

Population:

1960 U.S. Census Count	4,278
1970 U.S. Census Count	5,441
1980 U.S. Census Count	8,726
1990 U.S. Census Count	11,005
2000 U.S. Census Count	11,566

Education:

	<u>Number of Schools</u>	<u>Actual 2009 - 2010 Enrollment</u>	<u>Projected 2010 - 2011 Enrollment</u>
Primary	1	427	388
Elementary	1	520	428
Middle	1	580	580
High	1	<u>869</u>	<u>863</u>
Total		<u>2,396</u>	<u>2,259</u>

APPENDIX

FINANCIAL TRENDS ANALYSIS 2000 – 2009

FACTORS USED IN ANALYZING TRENDS

The *Financial Trends Analysis 2000 - 2009* is presented here to show some of the trends over time.

Much of the following data is presented in 2000 dollars as well as current dollars. The intent is to take inflation out of the numbers in order that the real change, if any, will be more apparent. No single statistical index precisely measures inflation in a given locality. The report uses the National Consumer Price Index (CPI) because it is the index most widely understood by the public at large and because it is historically consistent from year to year.

Similarly, data is also presented on a per household basis because as revenues grow and additional expenditures become necessary as a result of population growth, the underlying trend is most important. Household estimates from year to year are not precise, but are derived from a combination of U. S. Bureau of Census information, the University of Virginia Center for Public Service and the City of Poquoson Planning Department. Therefore, as is the case with the estimates for inflation, no single year's data should be viewed in isolation.

The factors used in the analysis are shown below:

Year	Annual Increase in CPI	Population	Housing Units
2000	3.4%	11,566	4,300
2001	1.6%	11,500	4,349
2002	2.4%	11,500	4,418
2003	1.9%	11,500	4,489
2004	3.3%	11,700	4,534
2005	3.4%	11,764	4,568
2006	2.5%	11,865	4,673
2007	4.1%	11,818	4,898
2008	0.1%	11,815	4,735
2009	2.7%	11,881	4,505
% Change		2.7%	4.8%

CPI Change is December - December. 2009 change estimated by The Kiplinger Letter.

2000 Population and housing unit's figures from U.S. Bureau of the U.S. Census.

2001 - 2009 population, Weldon Cooper Center for Public Service.

APPENDIX

HOUSEHOLD INCOME

Household Income is an important measure of a community's ability to pay for the services provided by the local government. The higher the income, the greater the ability to generate revenue to pay for the desired level of services. For example, a higher income can translate into greater spending power within the community, which translates into greater local sales tax, and meals tax revenue, as well as a greater base of personal property value. In addition, if income is evenly distributed, a higher-than-average household income will usually mean lower dependency upon governmental services, particularly in the health and welfare area. Bond rating firms also use such an indicator as an important measure of a locality's ability to repay debt.

The following table indicates that Poquoson has the highest median household income in the Hampton Roads area for 2008, at \$79,123 which is 29% above the Virginia average of \$61,210.

Median Household Income

	2006	2007	2008
Poquoson	\$76,741	\$78,191	\$79,123
York County	\$71,272	\$78,234	\$78,920
James City County	\$67,054	\$70,487	\$76,705
Chesapeake	\$61,584	\$63,016	\$67,082
Virginia Beach	\$60,985	\$61,234	\$64,979
Suffolk	\$55,858	\$57,546	\$57,573
Gloucester County	\$53,052	\$56,123	\$56,922
Williamsburg	\$41,814	\$43,777	\$50,209
Newport News	\$43,435	\$44,887	\$48,849
Hampton	\$46,272	\$46,462	\$47,301
Portsmouth	\$39,702	\$42,940	\$45,292
Norfolk	\$39,378	\$40,295	\$40,380
Virginia	\$56,297	\$59,575	\$50,575

Source: U.S. Bureau of the Census, most recent information available.

APPENDIX

TOTAL REVENUES

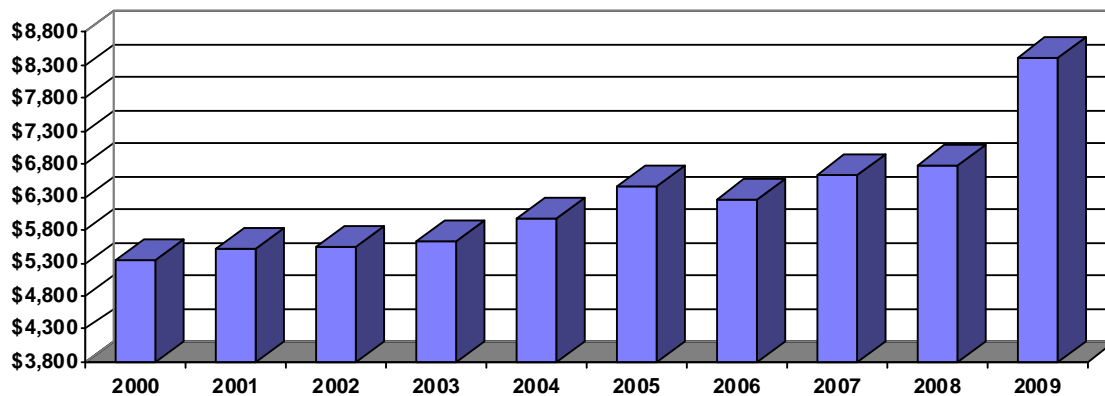
After adjusting for inflation, total revenue received per Poquoson household has increased 57.7% since 2000, or an average of 5.8% per year.

Total Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2000 Dollars	Revenue Per Household
2000	\$22,944,724	\$5,336	\$22,944,724	\$5,336
2001	\$24,783,411	\$5,699	\$23,968,483	\$5,511
2002	\$25,687,323	\$5,814	\$24,451,449	\$5,535
2003	\$27,172,586	\$6,053	\$25,259,036	\$5,627
2004	\$29,733,770	\$6,558	\$27,124,491	\$5,982
2005	\$33,462,935	\$7,326	\$29,551,214	\$6,469
2006	\$34,304,554	\$7,341	\$29,298,307	\$6,270
2007	\$39,045,892	\$7,972	\$32,534,358	\$6,642
2008	\$40,147,113	\$8,479	\$32,134,421	\$6,787
2009	\$47,418,837	\$10,526	\$37,916,914	\$8,417
% Change	106.7%	97.3%	65.3%	57.7%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*, includes General, Special Revenue, Debt Service and Capital Projects Funds and Component Unit (School Board).

Total Revenue Per Household in 2000 Dollars



APPENDIX

The State implemented the Personal Property Tax Relief Act (PPTRA) in 1999, changing revenue from a local source to a State source. In 2004, the City had an unusual increase in Federal revenues due to Federal aid from Hurricane Isabel. 2005 and 2006 Federal revenue was higher than previous fiscal years due to grants for the Police Department. Federal revenue continued to increase in 2007 and 2008 due to Federal mitigation grants that were awarded. These grants ended during fiscal year 2009.

Sources of Revenue - Poquoson

Year	Local	State	Federal	Total
2000	54.3%	43.2%	2.5%	100.0%
2001	53.5%	43.3%	3.2%	100.0%
2002	52.8%	43.8%	3.4%	100.0%
2003	54.8%	42.1%	3.1%	100.0%
2004	49.5%	39.8%	10.7%	100.0%
2005	52.6%	43.5%	3.9%	100.0%
2006	53.6%	42.5%	3.9%	100.0%
2007	53.4%	41.8%	4.8%	100.0%
2008	54.3%	39.8%	5.9%	100.0%
2009	55.6%	40.6%	3.8%	100.0%

Source: Annual edition of the *Comparative Report of Local Government Revenues and Expenditures*, Commonwealth of Virginia, Auditor of Public Accounts.

When compared with the following data, Poquoson still relies less upon local revenue sources and more upon State revenue, than does the typical Virginia locality. This is primarily due to Schools receiving approximately 58% of their revenue from the State.

Sources of Revenue - All Virginia Localities

Year	Local	State	Federal	Total
2000	56.8%	35.6%	7.6%	100.0%
2001	55.6%	36.9%	7.5%	100.0%
2002	56.2%	36.1%	7.7%	100.0%
2003	56.2%	35.1%	8.7%	100.0%
2004	56.3%	33.9%	9.8%	100.0%
2005	56.3%	35.0%	8.7%	100.0%
2006	57.7%	33.9%	8.4%	100.0%
2007	57.6%	34.6%	7.8%	100.0%
2008	58.3%	33.8%	7.9%	100.0%
2009	57.5%	34.4%	8.1%	100.0%

Source: Annual edition of *Comparative Report of Local Government Revenues and Expenditures*, Commonwealth of Virginia, Auditor of Public Accounts.

APPENDIX

It is also useful to consider the various sources from which local revenue is raised. As can be seen from the following table, 81.8% comes from General Property Taxes (Real Estate and Personal Property) and Other Local Taxes (Local Sales Tax and Consumer Utility Tax, etc.). This percentage has fluctuated between 81% and 87% since 2000.

Sources of Local Revenue - Poquoson

Year	General Property Taxes	Other Local Taxes	Permits & Fees	Fines	Charges For Services	Interest and Rent	Misc.
2000	70.4%	14.4%	0.7%	0.3%	11.2%	1.7%	1.3%
2001	71.9%	14.3%	0.8%	0.2%	9.9%	1.7%	1.2%
2002	67.8%	16.7%	1.0%	0.2%	11.9%	0.9%	1.5%
2003	68.4%	15.4%	0.7%	0.2%	11.0%	0.8%	3.5%
2004	67.1%	15.1%	1.0%	0.2%	10.8%	0.4%	5.5%
2005	70.2%	14.7%	1.0%	0.2%	11.2%	0.7%	2.0%
2006	68.5%	14.6%	0.9%	0.2%	12.5%	1.0%	2.3%
2007	74.2%	12.0%	0.8%	0.4%	8.8%	1.2%	2.6%
2008	71.4%	11.4%	0.4%	0.2%	9.2%	1.3%	6.1%
2009	70.8%	11.0%	0.4%	0.2%	6.8%	0.8%	10.0%

Source: Annual edition of *Comparative Report of Local Government Revenues and Expenditures*, Commonwealth of Virginia, Auditor of Public Accounts.

As one would expect in a community that does not have an extensive commercial and industrial base, property taxes generate more revenue than in the typical Virginia locality. Poquoson's local revenue sources are compared to the statewide figures in the following table.

Sources of Local Revenue Poquoson Compared to State Average

	2000		2009	
	Poquoson	All Cities	Poquoson	All Cities
General Property Taxes	70.4%	52.6%	70.8%	57.0%
Other Local Taxes	14.4%	30.4%	11.0%	26.9%
Permits & Fees	0.7%	0.8%	0.4%	0.6%
Fines	0.3%	0.9%	0.2%	0.7%
Charges for Services	11.2%	9.5%	6.8%	10.3%
Interest and Rent	1.7%	2.6%	0.8%	1.6%
Miscellaneous	1.3%	3.2%	10.0%	2.9%

Source: Annual edition of *Comparative Report of Local Government Revenues and Expenditures*, Commonwealth of Virginia, Auditor of Public Accounts.

APPENDIX

REAL ESTATE TAX REVENUE

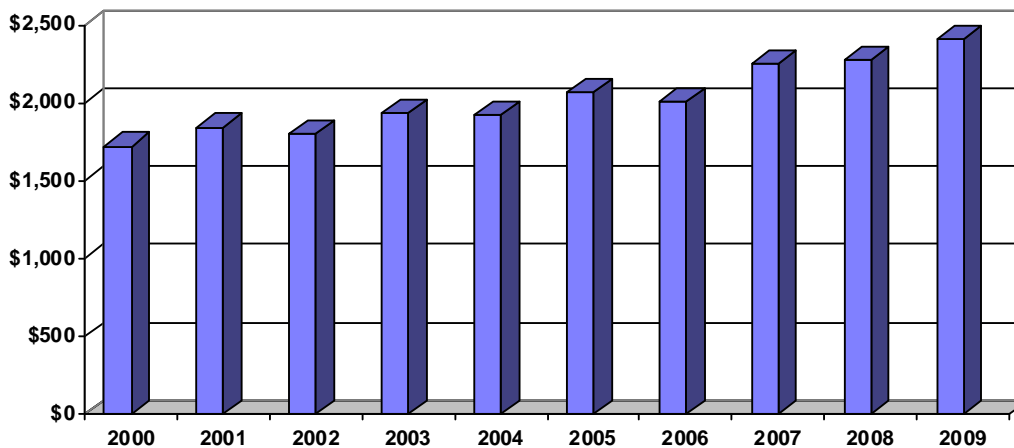
After adjusting for inflation, real estate tax revenue per Poquoson household has increased by approximately 40.0% in 2000 dollars, or an average of 4.0% per year.

Total Real Estate Property Tax Revenue Per Household

<i>Year</i>	<i>Revenue In Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 2000 Dollars</i>	<i>Revenue Per Household</i>
2000	\$7,390,489	\$1,719	\$7,390,489	\$1,719
2001	\$8,289,411	\$1,906	\$8,016,838	\$1,843
2002	\$8,327,868	\$1,885	\$7,927,196	\$1,794
2003	\$9,345,943	\$2,082	\$8,687,782	\$1,935
2004	\$9,546,989	\$2,106	\$8,709,195	\$1,921
2005	\$10,681,417	\$2,338	\$9,432,790	\$2,065
2006	\$10,974,911	\$2,349	\$9,373,284	\$2,006
2007	\$13,208,997	\$2,697	\$11,006,183	\$2,247
2008	\$13,440,790	\$2,839	\$10,758,233	\$2,272
2009	\$13,560,850	\$3,010	\$10,843,488	\$2,407
% CHANGE	83.5%	75.1%	46.7%	40.0%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Real Estate Tax Revenue Per Household in 2000 Dollars



APPENDIX

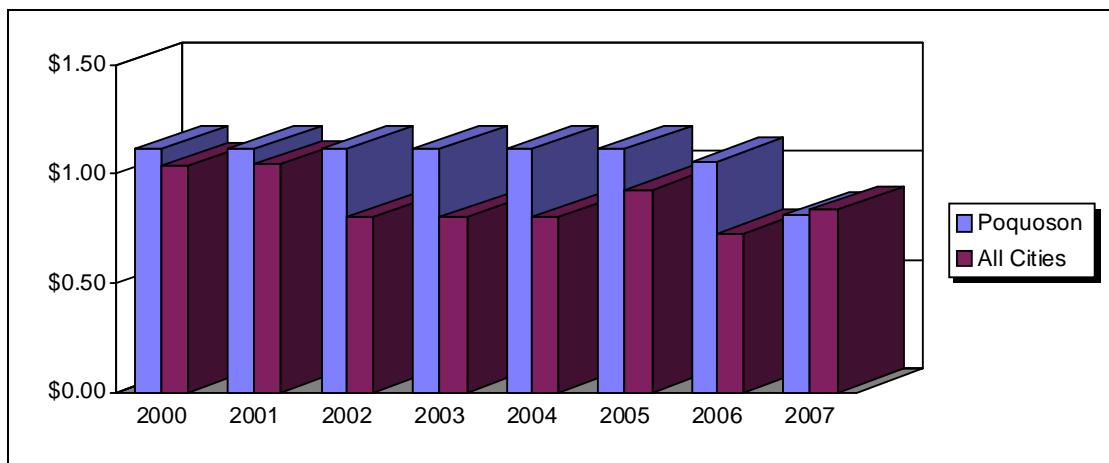
In considering Real Estate Tax Revenue, the locality's assessments must also be considered. The Assessment/Sales Ratio, computed by the State Department of Taxation, compares assessed values and selling prices of all residential property sold within a locality during a given year.

Median, Nominal and Effective Real Estate Tax Rates

Year	Median Ratio		Nominal Tax Rates		Effective Tax Rates	
	Poquoson	VA Cities/ Counties	Poquoson	VA Cities/ Counties	Poquoson	VA Cities/ Counties
2000	91.6%	85.6%	\$1.12	\$1.04	\$1.03	\$0.89
2001	93.8%	76.8%	\$1.12	\$1.05	\$1.05	\$0.80
2002	87.5%	83.8%	\$1.12	\$0.80	\$0.98	\$0.68
2003	85.8%	82.0%	\$1.12	\$0.80	\$0.96	\$0.66
2004	94.1%	73.2%	\$1.12	\$0.80	\$1.05	\$0.62
2005	77.4%	70.8%	\$1.12	\$0.93	\$0.82	\$0.66
2006	67.2%	87.7%	\$0.83	\$0.73	\$0.71	\$0.73
2007	97.0%	83.8%	\$0.81	\$0.84	\$0.79	\$0.70

Source: *The Virginia Assessment/Sales Ratio Study*, Virginia Department of Taxation. Latest data available.

Nominal Real Estate Tax Rate



APPENDIX

The City remains overwhelmingly dependent upon the single-family residential taxpayer base. The Commissioner of the Revenue and City Assessor has furnished the assessed values for single-family, multi-family residential property, commercial and agricultural property for each of the years shown below.

Real Property Assessments by Category and Percent of Total

Year	Residential		Other		Total
	Single Family	Multi- Family	Commercial	Agriculture	
2000	91.6%	1.3%	6.8%	0.3%	100.0%
2001	91.6%	1.3%	6.8%	0.3%	100.0%
2002	91.8%	1.4%	6.6%	0.2%	100.0%
2003	91.8%	1.4%	6.6%	0.2%	100.0%
2004	92.0%	1.2%	6.6%	0.2%	100.0%
2005	91.9%	1.2%	6.7%	0.2%	100.0%
2006	92.6%	0.6%	6.6%	0.2%	100.0%
2007	94.1%	0.7%	5.0%	0.2%	100.0%
2008	93.3%	0.7%	5.8%	0.2%	100.0%
2009	93.6%	0.9%	5.3%	0.2%	100.0%

Source: Assessment data furnished by the Commissioner of the Revenue and City Assessor.

APPENDIX

Analysis of real estate revenue must consider the percentage of taxes actually collected by the Treasurer. Poquoson's record is as follows:

Uncollected Current Property Taxes as a Percent of Net Levy as of June 30,2009

<i>Year</i>	<i>Percent</i>
2000	0.07%
2001	0.08%
2002	0.07%
2003	0.05%
2004	0.07%
2005	0.02%
2006	0.05%
2007	0.13%
2008	0.42%
2009	1.03%

Source: City of Poquoson's Treasurer

Bond rating firms consider that a municipality will normally be unable to collect about two or three percent of its current and back property taxes each year. If uncollected property taxes rise to more than five to eight percent, rating firms consider this a negative factor because it signals potential problems in the stability of the property tax base. Rating firms also consider it a negative factor if the rate of delinquency significantly rises for two consecutive years.

APPENDIX

PERSONAL PROPERTY TAX REVENUE

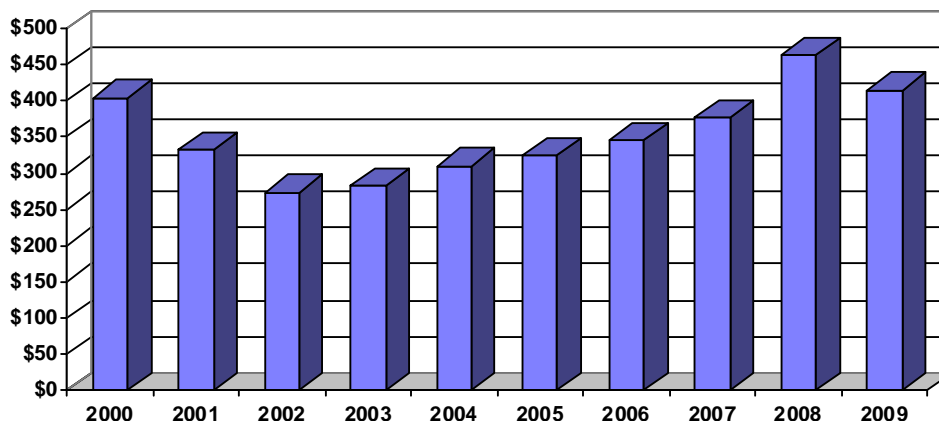
In 1999, the State implemented the Personal Property Tax Relief Act (PPTRA), where the State reduced the percentage of personal property tax the citizen paid on vehicles. The State reimbursed localities for the reduced personal property taxes. Due to the soaring costs associated with PPTRA, the General Assembly made significant changes to PPTRA. The changes included converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments. The cap for Poquoson as identified by the State Auditor of Public Accounts is \$1,923,430.

Total Personal Property Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2000 Dollars	Revenue Per Household
2000	\$1,735,218	\$404	\$1,735,218	\$404
2001	\$1,495,673	\$344	\$1,446,492	\$333
2002	\$1,271,261	\$288	\$1,210,098	\$274
2003	\$1,367,354	\$305	\$1,271,062	\$283
2004	\$1,538,520	\$339	\$1,403,508	\$310
2005	\$1,682,524	\$368	\$1,485,842	\$325
2006	\$1,888,246	\$404	\$1,612,684	\$345
2007	\$2,210,975	\$451	\$1,842,259	\$376
2008	\$2,581,520	\$545	\$2,066,292	\$436
2009	\$2,335,554	\$518	\$1,867,549	\$415
% CHANGE	34.6%	28.5%	7.6%	2.7%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Personal Property Tax Revenue Per Household in 2000 Dollars



APPENDIX

OTHER LOCAL SALES TAX REVENUE

Other Local Tax Revenue consists of revenue received from three general sources: revenue received from the local sales tax of 1% on taxable retail sales, revenue received from the Consumer Utility Tax imposed on electrical, gas and telephone bills, and revenue from other local taxes such as meals tax, business licenses, motor vehicle licenses, E-911 tax, taxes on recordations and wills, etc.

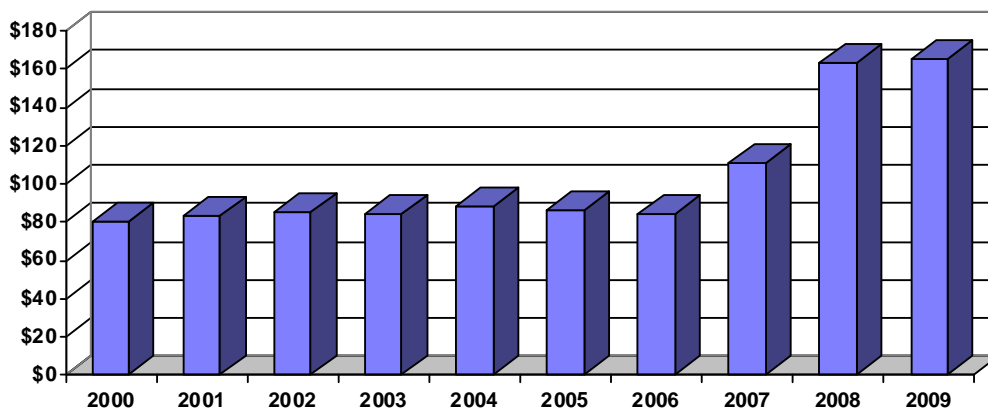
In current dollar terms, revenue received from the local 1% sales tax has increased by 171.0% since 2000. However, when viewed on a per household basis and after adjustment for inflation, revenue has increased by 106.8%. This increase is mainly due to the restructuring of local consumer taxes. A new 5% communication and sales and use tax imposed by the state was paid by customers of landline and wireless phones, satellite and radio services and other communication services and is now included in local sales tax revenue instead of Consumer Utility Tax revenue. This particular source of revenue, like personal property tax revenue, tends to follow general economic conditions.

Local Sales Tax Revenue Per Household

<i>Year</i>	<i>Revenue in Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 2000 Dollars</i>	<i>Revenue Per Household</i>
2000	\$343,158	\$80	\$343,158	\$80
2001	\$375,179	\$86	\$362,842	\$83
2002	\$395,630	\$90	\$376,595	\$85
2003	\$407,006	\$91	\$378,344	\$84
2004	\$435,253	\$96	\$397,057	\$88
2005	\$446,435	\$98	\$394,248	\$86
2006	\$458,238	\$98	\$391,365	\$84
2007	\$653,112	\$133	\$544,195	\$111
2008	\$962,735	\$203	\$770,589	\$163
2009	\$929,900	\$206	\$743,564	\$165
% CHANGE	171.0%	158.7%	116.7%	106.8%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Local Sales Tax Revenue Per Household in 2000 Dollars



APPENDIX

Revenue from the Consumer Utility Tax has declined when viewed on a per household basis in 2000 dollars. This is due to the restructuring of the local consumer taxes, which took effect on January 1, 2007. Part of this local Consumer Utility Tax is now a 5% Communication Sales and Use Tax and is included in local sales tax revenues.

Consumer Utility Tax Revenue Per Household

Year	Revenue in Current Dollars	Revenue Per Household	Revenue in 2000 Dollars	Revenue Per Household
2000	\$436,602	\$102	\$436,602	\$102
2001	\$416,631	\$96	\$402,931	\$93
2002	\$419,694	\$95	\$399,502	\$90
2003	\$440,543	\$98	\$409,519	\$91
2004	\$439,998	\$97	\$401,386	\$89
2005	\$447,622	\$98	\$395,296	\$87
2006	\$440,102	\$94	\$375,876	\$80
2007	\$354,783	\$72	\$295,617	\$60
2008	\$282,436	\$60	\$226,066	\$48
2009	\$285,776	\$63	\$228,511	\$51
% CHANGE	-34.5%	-38.2%	-47.7%	-50.0%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

APPENDIX

When viewed on a per household basis after adjusting for inflation, Other Local Tax Revenue has kept pace with residential development. In 2002, meals tax increased from 4.0% to 5.5% and a 10 cent cigarette tax was instituted.

Other Local Tax Revenue

<i>Year</i>	<i>Revenue in Current Dollars</i>	<i>Revenue Per Household</i>	<i>Revenue in 2000 Dollars</i>	<i>Revenue Per Household</i>
2000	\$1,110,667	\$258	\$1,110,667	\$258
2001	\$1,192,543	\$274	\$1,153,330	\$265
2002	\$1,587,462	\$359	\$1,511,086	\$342
2003	\$1,594,936	\$355	\$1,482,617	\$330
2004	\$1,649,713	\$364	\$1,504,943	\$332
2005	\$1,741,665	\$381	\$1,538,069	\$337
2006	\$1,894,252	\$405	\$1,617,814	\$346
2007	\$1,533,294	\$313	\$1,277,592	\$261
2008	\$1,368,024	\$289	\$1,094,989	\$231
2009	\$1,321,878	\$293	\$1,056,996	\$235
% CHANGE	19.0%	13.6%	-4.8%	-9.2%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

APPENDIX

EXPENDITURES

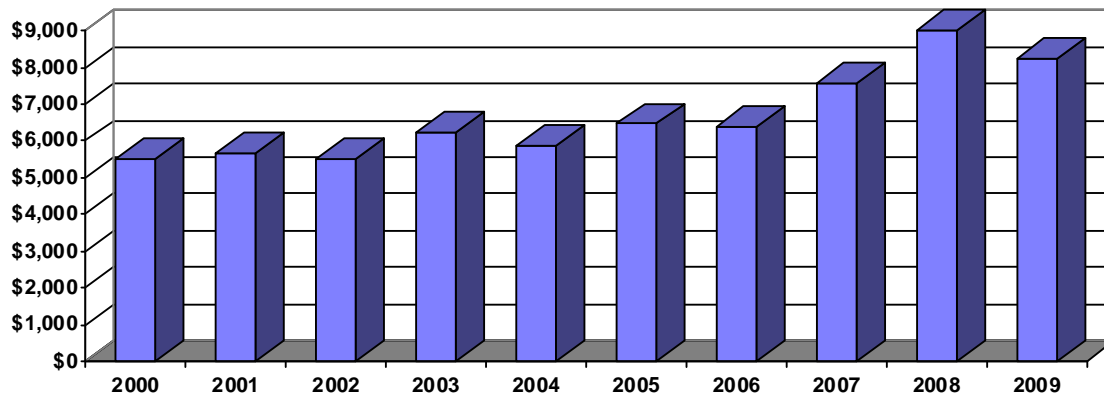
Total expenditures supported by Local, Federal and State funding, in current dollar terms, have grown from \$23 million in 2000 to over \$46 million in 2009, an increase of 96.3%. However, after adjustment for inflation and growth in households, the increase has been approximately 9.6% per year.

Total Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2000 Dollars	Expenditures per Household
2000	\$23,596,725	\$5,488	\$23,596,725	\$5,488
2001	\$25,470,167	\$5,857	\$24,632,657	\$5,664
2002	\$25,665,657	\$5,809	\$24,430,825	\$5,530
2003	\$30,218,734	\$6,732	\$28,090,668	\$6,258
2004	\$29,050,658	\$6,407	\$26,501,325	\$5,845
2005	\$33,424,763	\$7,317	\$29,517,504	\$6,462
2006	\$34,896,340	\$7,468	\$29,803,731	\$6,378
2007	\$44,573,665	\$9,100	\$37,140,285	\$7,583
2008	\$53,225,297	\$11,241	\$42,602,418	\$8,997
2009	\$46,323,837	\$10,283	\$37,041,333	\$8,222
% CHANGE	96.3%	87.4%	57.0%	49.8%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*, includes General, Special Revenue, Debt Service and Capital Projects Funds and Component Unit (School Board).

Total Expenditures Per Household in 2000 Dollars



APPENDIX

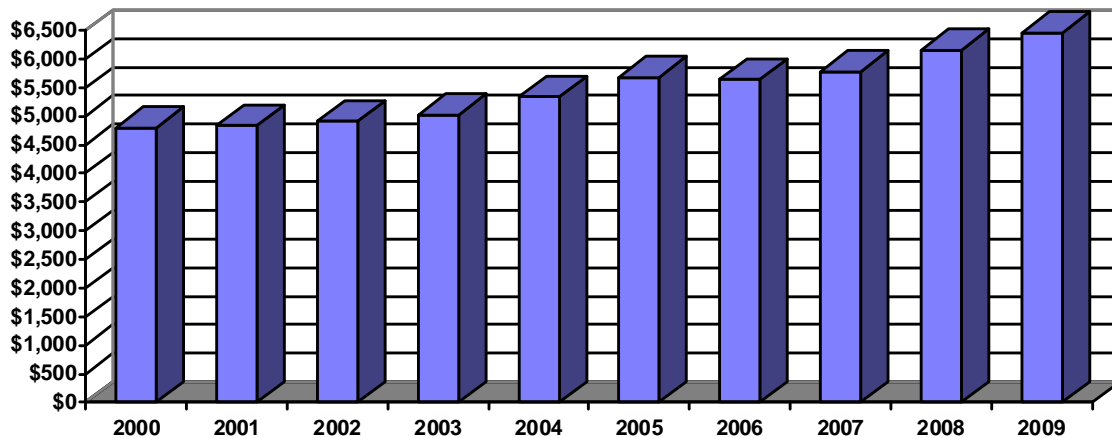
The operating budget, which funds recurring expenses, has shown a slight increase as new services have been added to meet the needs of a growing community and existing services have been improved. However, this increase has been extremely small at an average of 3.5% per year.

Total Operating Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2000 Dollars	Expenditures per Household
2000	\$20,645,634	\$4,801	\$20,645,634	\$4,801
2001	\$21,742,499	\$4,999	\$21,027,562	\$4,835
2002	\$22,785,888	\$5,158	\$21,689,608	\$4,909
2003	\$24,262,997	\$5,405	\$22,554,346	\$5,024
2004	\$26,555,078	\$5,857	\$24,224,744	\$5,343
2005	\$29,401,819	\$6,436	\$25,964,830	\$5,684
2006	\$30,927,269	\$6,618	\$26,413,888	\$5,652
2007	\$33,982,445	\$6,938	\$28,315,322	\$5,781
2008	\$36,435,827	\$7,695	\$29,163,845	\$6,159
2009	\$36,440,375	\$8,089	\$29,138,347	\$6,468
% CHANGE	76.5%	68.5%	41.1%	34.7%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Total Operating Expenditures Per Household in 2000 dollars



APPENDIX

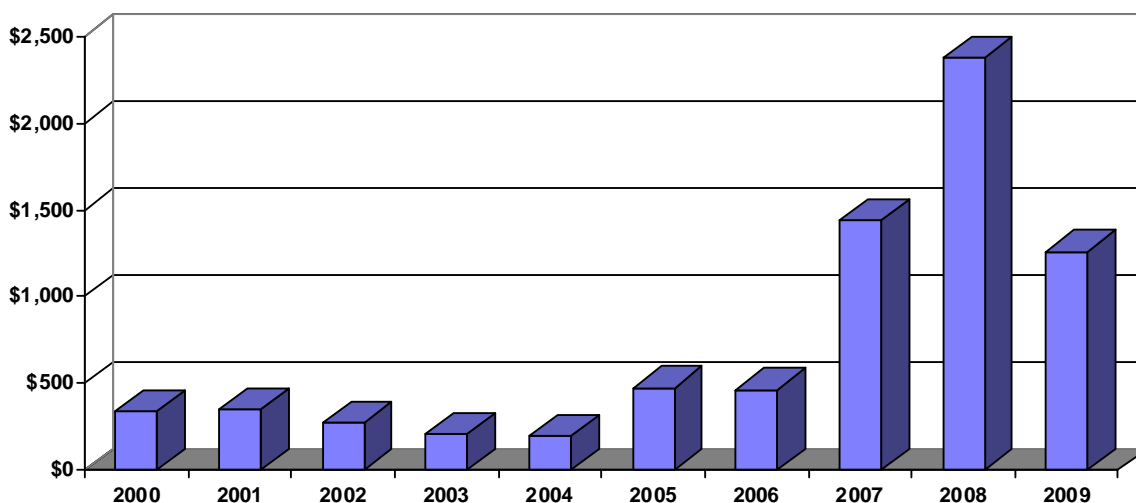
In the mid 1990's, the City started to address many long delayed capital projects. In 2000 to 2002, the City addressed smaller projects including renovations to Police Station and Parks and Recreation complex, replaced some larger Public Works equipment, built a second Fire Station, replaced a fire aerial/pumper truck, and dredged Messick Point area. In late 2004, the City began several projects located at Messick Point. The first two projects, a pier and boat ramp, were completed in 2005. In 2005, the City began the design phase of a new Elementary School and Fire Station which suffered extensive damage caused by Hurricane Isabel in 2003. In 2006, construction began on these two projects were substantially complete in the fall of 2008.

Total Capital Expenditures Per Household

Year	Expenditures in Current Dollars	Expenditures per Household	Expenditures in 2000 Dollars	Expenditures per Household
2000	\$1,471,535	\$342	\$1,471,535	\$342
2001	\$1,567,339	\$360	\$1,515,802	\$349
2002	\$1,282,450	\$290	\$1,220,748	\$276
2003	\$1,021,949	\$228	\$949,981	\$212
2004	\$987,539	\$218	\$900,878	\$199
2005	\$2,457,918	\$538	\$2,170,594	\$475
2006	\$2,544,998	\$545	\$2,173,593	\$465
2007	\$8,476,933	\$1,731	\$7,063,267	\$1,442
2008	\$14,078,149	\$2,973	\$11,268,386	\$2,380
2009	\$7,085,050	\$1,573	\$5,665,327	\$1,258
% CHANGE	381.5%	359.6%	285.0%	267.5%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Total Capital Expenditures Per Household in 2000 dollars



APPENDIX

Operating Expenditures Per Household In 2000 Dollars

The table below depicts the growth in operating expenditures by function of government, on a per-household basis and after adjustment for inflation.

<i>Year</i>	<i>Education</i>	<i>Public Safety</i>	<i>Public Works</i>	<i>Parks, Recreation and Culture</i>
2000	\$3,291	\$685	\$229	\$154
2001	\$3,358	\$688	\$198	\$162
2002	\$3,352	\$708	\$221	\$155
2003	\$3,377	\$782	\$210	\$158
2004	\$3,606	\$806	\$227	\$154
2005	\$3,826	\$858	\$248	\$161
2006	\$3,732	\$888	\$225	\$171
2007	\$3,685	\$891	\$243	\$176
2008	\$3,747	\$1,006	\$254	\$199
2009	\$4,176	\$946	\$273	\$208
% CHANGE	26.9%	38.1%	19.1%	34.6%

<i>Year</i>	<i>General Administration</i>	<i>Debt Service</i>	<i>All Other</i>	<i>Total</i>
2000	\$267	\$344	\$176	\$5,145
2001	\$261	\$480	\$146	\$5,315
2002	\$271	\$344	\$202	\$5,254
2003	\$264	\$317	\$939	\$6,046
2004	\$268	\$303	\$281	\$5,646
2005	\$298	\$303	\$293	\$5,987
2006	\$321	\$278	\$316	\$5,931
2007	\$330	\$363	\$457	\$6,297
2008	\$341	\$465	\$612	\$7,069
2009	\$413	\$504	\$484	\$7,447
% CHANGE	54.4%	46.6%	175.4%	44.7%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

APPENDIX

While education, public safety, parks, recreation and culture, and debt service categories have increased since 2000, total expenditures are still about 11% under the average level of expenditures incurred by other Virginia localities, as shown on the following table. Poquoson residents fund their school system at 112% of the average local expenditures, while other areas of government are generally under the average expenditures level prevailing throughout the State.

Operating Expenditures City of Poquoson Compared to State Average by Per-Capita Expenditures

	2000			2009		
	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>	<i>Poquoson</i>	<i>All Cities</i>	<i>% of Avg.</i>
Education	\$1,252.67	\$1,102.04	113.7%	\$1,893.36	\$1,692.95	111.8%
Public Safety	\$254.50	\$385.78	66.0%	\$465.19	\$648.70	71.7%
Public Works	\$119.61	\$205.10	58.3%	\$198.84	\$304.35	65.3%
Parks, Recreation and Cultural	\$90.73	\$95.60	94.9%	\$98.30	\$158.58	62.0%
General Administration	\$104.72	\$92.11	113.7%	\$168.53	\$161.09	104.6%
Judicial Administration	\$11.41	\$39.48	28.9%	\$27.14	\$67.39	40.3%
Health & Welfare	\$85.35	\$279.87	30.5%	\$313.15	\$436.54	71.7%
Community Development	\$23.51	\$70.67	33.3%	\$105.24	\$156.19	67.3%
TOTAL	\$1,942.50	\$2,270.65	85.6%	\$3,269.75	\$3,625.79	90.2%

Source: Annual edition of the *Report of Local Government Revenues and Expenditures*, Commonwealth of Virginia, Auditor of Public Accounts.

APPENDIX

DEBT SERVICE

Debt Service is defined as the amount of interest and principal that must be paid on long-term debt. As the amount decreases, it lessens obligations and increases expenditure flexibility. Credit industry standards provide for a 20% ratio of total operating expenditures before debt service is considered to be a potential problem.

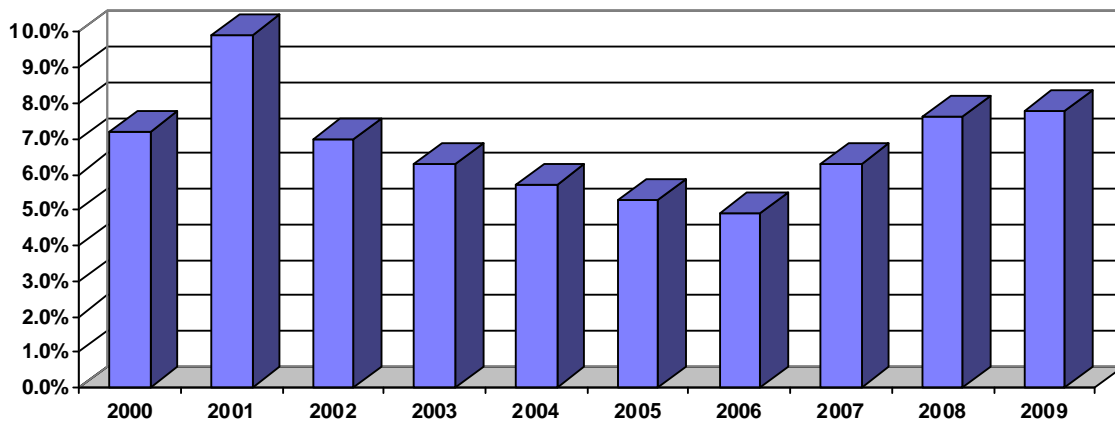
As shown in the table below, the City's 7.8% ratio of debt service to total operating expenditures is acceptable.

Ratio of Debt Service to Total Operating Expenditures

Year	Debt Service	Operating Expenditures	Percent of Expenditures
2000	\$1,479,556	\$20,645,634	7.2%
2001	\$2,160,329	\$21,742,499	9.9%
2002	\$1,597,319	\$22,785,888	7.0%
2003	\$1,531,171	\$24,262,997	6.3%
2004	\$1,508,041	\$26,555,078	5.7%
2005	\$1,565,026	\$29,411,819	5.3%
2006	\$1,521,475	\$30,829,867	4.9%
2007	\$2,130,921	\$33,965,811	6.3%
2008	\$2,753,677	\$36,393,471	7.6%
2009	\$2,841,369	\$36,440,375	7.8%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Ratio of Debt Service to Total Expenditures



APPENDIX

There is also a legal limit for cities in Virginia whereby the amount of bonded long-term debt cannot exceed 10% of the cities total assessed value or real property. As the table below shows, the city's ratio of bonded debt to assessed valuation amounts to 2.5%.

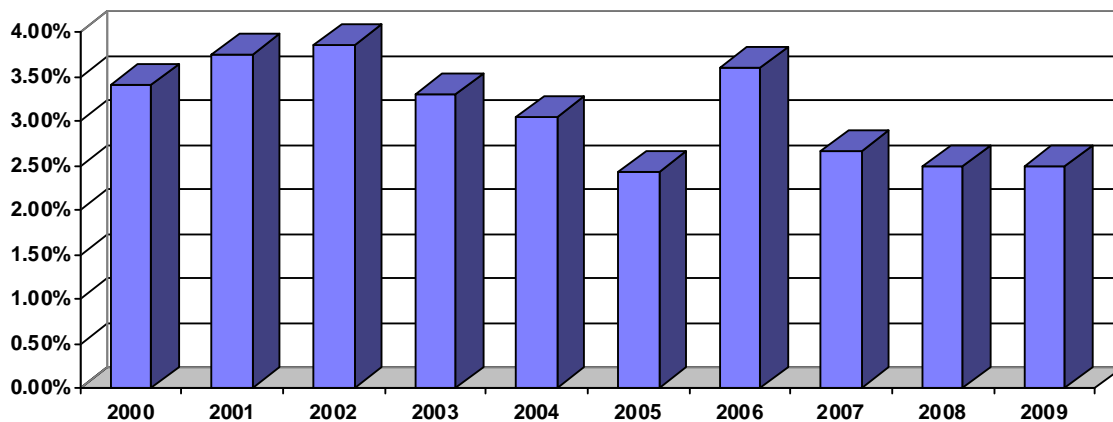
Capacity is therefore available should City Council decide to undertake additional long-term borrowing to fund infrastructure and capital improvements.

Ratio of Bonded Debt to Assessed Value

Year	<i>Bonded Debt</i>				Ratio Debt to Assessed Value
	Assessed Value of Taxable Real Estate	General Fund Supported	Enterprise Funds	Total	
2000	\$661,130,085	\$13,818,890	\$8,699,313	\$22,518,203	3.4%
2001	\$736,710,386	\$14,536,070	\$13,108,140	\$27,644,210	3.8%
2002	\$749,021,297	\$14,145,971	\$14,779,335	\$28,925,306	3.9%
2003	\$827,604,136	\$13,233,807	\$14,131,490	\$27,572,199	3.3%
2004	\$847,283,735	\$12,269,134	\$13,506,624	\$25,963,915	3.0%
2005	\$1,015,002,306	\$11,914,842	\$12,791,016	\$24,874,654	2.4%
2006	\$1,037,303,141	\$25,372,361	\$12,049,089	\$37,576,884	3.6%
2007	\$1,637,487,196	\$32,296,617	\$11,280,327	\$43,716,017	2.7%
2008	\$1,678,329,182	\$31,481,938	\$10,508,638	\$42,113,287	2.5%
2009	\$1,698,795,508	\$32,484,867	\$9,796,907	\$42,501,982	2.5%
% CHANGE	157.0%	135.1%	12.6%	87.8%	-26.9%

Source: Annual edition of the City of Poquoson's *Comprehensive Annual Financial Report*.

Ratio of Bonded Debt to Assessed Value



GLOSSARY

ACCRUAL BASIS – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

APPROPRIATION - An authorization made by the legislative body of a government, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

ASSESSED VALUATION - A valuation set upon real estate or other property by the City Assessor as a basis for levying property taxes.

BOND - A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

BUDGET – A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

CAPITAL IMPROVEMENTS PLAN (CIP) – A planning tool that identifies necessary capital projects for the City of Poquoson over a five-year period.

CAPITAL OUTLAY – Outlays resulting in the acquisition of, or addition to, fixed assets. Exceptions to this are major capital facilities which are constructed or acquired – such as, land and buildings. These are funded in the Capital Improvement Budget.

CHARGES FOR SERVICES – Fees the City charges users of government services, such as recreation fees, court costs, library fines, etc.

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

DEBT SERVICE – The annual principal and interest payments for the debt incurred by the City in the process of acquiring capital outlay or constructing capital facilities.

DEPARTMENT – A major administrative division of the City that has overall management responsibility for an operation or a group of related operations within a functional area.

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

ENCUMBRANCES – The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

ENTERPRISE FUND – Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

ESTIMATED REVENUES – Are budgetary accounts, which reflect the amount of revenue estimated to be accrued during the fiscal year.

GLOSSARY

EXPENDITURES - An outflow of resources that results in a decrease in the fund's net assets. Expenditures, used with governmental-type funds, are categorized as current expenditures, debt service, capital outlays, and other financing uses. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and on special assessment indebtedness secured by interest-bearing special assessment levies, which should be recognized when due.

EXPENSES - Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest, and other charges.

EXECUTIVE SUMMARY - A general discussion of the proposed budget presented in writing as a part of the budget document. The executive summary explains principal budget issues against the background financial experience in recent years and presents recommendations made by the City Manager.

FEDERAL GOVERNMENT, Revenue from the – Funds provided by the federal government to compensate the locality for federal program impact, for programs jointly funded by the locality and the federal government and outright grants.

FINES AND FORFEITURES – A broad range of fines and forfeitures for violations of local government ordinances.

FIXED ASSETS – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

FISCAL YEAR - A twelve-month period to which the annual budget applies and at the end of which a governmental unit determines its financial position and results of operation. The City of Poquoson uses July 1st to June 30th as its fiscal year.

FUND - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE - The excess of a fund's assets over its liabilities. A negative fund balance is sometimes called a deficit.

GENERAL OBLIGATION BONDS - When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds, which are to be repaid from taxes and other general revenues.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) – This refers to a set of standard rules and procedures used to account for the receipt and expenditure of funds.

GENERAL PROPERTY TAXES – Taxes on real and personal property, both tangible and intangible, such as vehicles, real estate and business equipment. Interest and penalties on delinquent taxes are also included in the category.

GLOSSARY

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) – An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association. The GFOA has played a major role in the development and promotion of generally accepted accounting principles for state and local government since its inception.

GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB) – The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments. The GASB was established in June 1984 to replace the National Council on Governmental Accounting (NCGA).

GOVERNMENTAL FUNDS – Funds generally used to account for tax-supported activities. The City has four governmental funds: The general fund, debt service fund, capital projects fund and special revenue grant fund.

GRANT - A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

INDUSTRIAL DEVELOPMENT AUTHORITY (IDA) – A political subdivision of the Commonwealth of Virginia with such public and corporate powers as set forth in the Industrial Development & Revenue Act.

INTERNAL SERVICE FUND – Proprietary fund type that is used to report an activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units on a cost-reimbursement basis.

LINE OF CREDIT (LOC) – Short-term interest bearing note issued by the government.

MODIFIED ACCRUAL ACCOUNTING - All governmental funds and expendable trust funds use the modified accrual basis of accounting. The private sector's accrual basis of accounting is "modified" for governmental units, so that revenue is recognized in the accounting period when it becomes measurable and available. Expenditures are recorded when the liability is incurred or in the absence of a liability, when the cash disbursement is made.

NET ASSETS, or EQUITY – The residual interest in the assets of an entity that remains after deducting its liabilities; sometimes referred to as equity.

OPERATING BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for the fiscal year and the proposed means of financing them (revenue estimates).

PERMITS, PRIVILEGES FEES, AND REGULATORY LICENSES – The class of permits, fees, and licenses which includes such levies as user permits to cover costs of processing requests for changes in zoning, building permits, electrical permits, plumbing permits, to license animals, etc.

GLOSSARY

PERSONAL PROPERTY TAX RELIEF ACT OF 1998 (PPTRA) – A State legislative action to decrease the amount of personal property that citizens pay on qualified vehicles. The State pays the locality the amount of the relief, so that the locality is not out any money, even though the citizen is given relief. Vehicles must be used for personal use and not a business to qualify for relief. Large trucks, commercial vehicles, RV's, boats, and utility trailers continue to pay full personal property taxes. For qualified vehicles valued at \$1,000 or less, the taxpayer pays nothing and the State reimburses the locality for the entire amount. Qualified vehicles are given 50% relief on the tax for vehicles assessed between \$1,000 and \$20,000. The tax on any assessments over \$20,000 is not given any relief.

RETAINED EARNINGS – An equity account reflecting the accumulated earnings of any enterprise or internal service fund.

REVENUE - The term designates an increase to a fund's assets which does not increase a liability (e.g., proceeds from a loan), does not represent a repayment of an expenditure already made, does not represent a cancellation of certain liabilities, and does not represent an increase in contributed capital.

REVENUE ESTIMATE - A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

REVENUE AND EXPENDITURE DETAIL - Represents the smallest level or breakdown in budgeting for revenue and expenditures.

TAX RATE - The amount of tax levied for each \$100 of assessed value.

TRANSFERS FROM OTHER FUNDS - Budget line item used to reflect transfers of financial resources into one fund from another fund.

TRANSFERS TO OTHER FUNDS - Budget line item used to reflect transfers of financial resources out of one fund to another fund.

UNAPPROPRIATED FUND BALANCE - The excess of a fund's assets and estimated revenue for a period over its liabilities, reserves, and available appropriations for the period.

UNRESTRICTED NET ASSETS – That portion of net assets that is neither restricted nor invested in capital assets (net of related debt).

VIRGINIA RETIREMENT SYSTEM (VRS) – An agent multiple-employer public retirement system that acts as a common investment and administrative agent for the political subdivisions in the Commonwealth of Virginia.

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

ABC	-	Alcoholic Beverage Control
ABOS	-	Anderson-Bugg Outboard Services
ACLS	-	Advance Cardiac Life Support
ACOE	-	Army Corps of Engineers
AED	-	Automated External Defibrillator
ARB	-	Architectural Review Board
ASFPM	-	Association of State Flood Plain Managers
AV	-	Assessed Valuation
BMP	-	Best Management Practice
BZA	-	Board of Zoning Appeals
CAMA	-	Computer Assisted Mass Appraisal
CBLAD	-	Chesapeake Bay Local Assistance Department
CBRN	-	Chemical, Biological, Radiological, Nuclear
CDBG	-	Community Development Block Grant
CIP	-	Capital Improvement Plan
COD	-	Coefficient of Dispersion
COPS	-	Community Orientated Police Services
CRIMES	-	Comprehensive Regional Information Management Exchange System
CSA	-	Comprehensive Services Act
DCR	-	Department of Conservation and Recreation
DEQ	-	Department of Environmental Quality
DHS	-	Department of Homeland Security
DMV	-	Department of Motor Vehicles
DPOR	-	Department of Professional Occupation Regulation
DUI	-	Driving Under the Influence
E & S	-	Erosion & Sediment
E-911	-	Emergency 911
ECG	-	Electro Cardio Gram
EMS	-	Emergency Medical Service
EMT	-	Emergency Medical Technician
EPA	-	Environmental Protection Agency
FEMA	-	Federal Emergency Management Agency
FTE	-	Full Time Equivalent
FY	-	Fiscal Year
GAAP	-	Generally Accepted Accounting Principles
GASB	-	Governmental Accounting Standards Board
GFOA	-	Government Finance Officers Association
GIS	-	Geographic Information System
GO	-	General Obligation
HAVA	-	Help America Vote Act
hcf	-	100 cubic feet
HMGP	-	Hazard Mitigation Grant Program
HRCJTA	-	Hampton Roads Criminal Justice Training Academy
HRPDC	-	Hampton Roads Planning District Commission

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

HVAC	-	Heating, Ventilation, and Air Conditioning
ICC	-	International Code Council
IDA	-	Industrial Development Authority
IRMS	-	Integrated Revenue Management System
ISO	-	Insurance Service Office
LIDAR	-	Laser Imaging Detection Ranging
LINX	-	Law Enforcement Information Exchange
LOC	-	Line of Credit
MOM	-	Maintenance and Operations Manual
MPO	-	Metropolitan Planning Organization
MS4	-	Municipal Separate Storm Sewer System
NADA	-	National Automobile Dealer's Association
NASA	-	National Aeronautics and Space Administration
NAST	-	NASA Aeronautics Support Team
NFPA	-	National Fire Protection Association
NPDES	-	National Pollutant Discharge Elimination System
NVRA	-	National Voter Registration Act
PCE	-	Poquoson Citizens for the Environment
PES	-	Poquoson Elementary School
PHS	-	Poquoson High School
PMS	-	Poquoson Middle School
PPR	-	Poquoson Parks & Recreation
PPS	-	Poquoson Primary School
PPTRA	-	Personal Property Tax Relief Act
RAISE	-	Regional Air Service Enhancement
RE	-	Real Estate
ROW	-	Right Of Way
RPA	-	Resource Protection Area
RV	-	Recreational Vehicle
SC	-	Service Charge
SCBA	-	Self Contained Breathing Apparatus
SOL	-	Standards of Learning
SPCA	-	Society for the Prevention of Cruelty to Animals
SSes	-	Sanitary Sewer Evacuation System
SSO or SSOS	-	Sanitary Sewer Overflows
State 599	-	State 599 (Police) Funds
TAV	-	Treasurers Association of Virginia
TEA 21	-	TEA 21 Museum Grant
TNCC	-	Thomas Nelson Community College
VAZO	-	Virginia Association of Zoning Officials
VDEM	-	Virginia Department of Emergency Management
VDOT	-	Virginia Department of Transportation
VML	-	Virginia Municipal League
VMRC	-	Virginia Marine Resources Commission
VoIP	-	Voice over the Internet

FREQUENTLY USED ACRONYMS AND ABBREVIATIONS

VPA	-	Virginia Port Authority
VPDES-		Virginia Pollutant Discharge Elimination System
VPPSA	-	Virginia Peninsulas Public Service Authority
VPSA	-	Virginia Public Schools Authority
VPSU	-	Virginia Peninsula Swimming Union
VRA	-	Virginia Resources Authority
VRS	-	Virginia Retirement System
YMCA	-	Young Men's Christian Association
800 MHz	-	800 MHz radio/communications system