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<u>OUTSIDE AGENCIES</u>	<u>ACTUAL FY 2012</u>	<u>ACTUAL FY 2013</u>	<u>REQUESTED FY 2014</u>	<u>PROPOSED FY 2014</u>	<u>% INCREASE</u>
<u>HUMAN SERVICES AGENCIES:</u>					
AVALON	18,700	18,700	24,000	18,700	0.00%
COMMUNITY ACTION AGENCY	17,585	17,585	17,585	17,585	0.00%
HOSPICE OF WILLIAMSBURG	5,000	5,000	5,000	3,000	-40.00%
PENINSULA AGENCY ON AGING	5,000	5,000	5,180	3,000	-40.00%
COLONIAL C.A.S.A.	6,300	6,300	6,300	6,000	-4.76%
CHILD DEVELOPMENT RESOURCES	0	10,000	10,000	0	n/a
UNITED WAY- INFO. AND REF. SVC.	6,500	6,500	6,500	6,500	0.00%
HISTORIC TRIANGLE SENIOR CENTER	10,000	10,000	15,000	10,000	0.00%
SENIOR SERVICES COALITION	0	0	1,500	0	n/a
PENINSULA CENTER FOR INDEP. LIVING	900	900	900	900	0.00%
BIG BROTHERS / BIG SISTERS	3,000	0	5,000	0	n/a
COMMUNITY SVCS. COALITION	5,000	5,000	6,000	5,000	0.00%
PENINS. COMM. ON HOMELESSNESS	2,759	2,759	2,759	2,759	0.00%
LITERACY FOR LIFE	500	500	1,500	1,000	100.00%
SUB-TOTAL	81,244	88,244	107,224	74,444	-15.64%
<u>HEALTH AGENCIES</u>					
LOCAL HEALTH DEPARTMENT	92,466	98,339	100,741	100,741	2.44%
OLDE TOWN HEALTH CLINIC	83,430	83,430	87,600	83,430	0.00%
COLONIAL BEHAVIORAL HEALTH	245,860	245,860	250,405	250,405	1.85%
CHIP	19,349	0	0	0	n/a
SUB-TOTAL	441,105	427,629	438,746	434,576	1.62%
<u>CULTURAL:</u>					
ARTS COMMISSION	120,000	120,000	120,000	120,000	0.00%
VA ARTS FESTIVAL	50,000	50,000	55,000	50,000	0.00%
VA SYMPH.-LK. MATOAKA CONCERT	5,000	6,000	6,000	6,000	0.00%
SUB-TOTAL	175,000	176,000	181,000	176,000	0.00%

<u>OUTSIDE AGENCIES</u>	<u>ACTUAL FY 2012</u>	<u>ACTUAL FY 2013</u>	<u>REQUESTED FY 2014</u>	<u>PROPOSED FY 2014</u>	<u>% INCREASE</u>
<u>COMMUNITY AND ECONOMIC DEVELOPMENT AGENCIES:</u>					
COLONIAL WMSBG FOUNDATION	1,300,000	1,300,000	1,300,000	1,300,000	0.00%
CHAMBER & TOURISM ALLIANCE	650,000	650,000	700,000	650,000	0.00%
WMSBG AREA DESTINATION MKTG	1,500,000	1,300,000	1,350,000	1,300,000	0.00%
H.R. PLANNING DISTRICT COMM.	11,264	10,982	11,133	10,982	0.00%
PEN. COUNCIL FOR WORKFORCE DEV.	5,949	5,947	5,947	5,947	0.00%
H.R. ECON. DEV. ALLIANCE	11,857	11,857	13,722	11,857	0.00%
TNCC - HAMPTON CAMPUS	7,892	7,892	8,222	8,222	4.18%
TNCC - DISCOVERY CENTER LEASE	0	3,205	3,302	3,205	0.00%
TNCC - PWDC LEASE	10,500	10,500	10,500	10,500	0.00%
COLONIAL SOIL & WATER CONSERV.	2,655	2,655	9,400	2,655	0.00%
HAMPTON ROADS PARTNERSHIP	4,900	4,900	4,900	4,900	0.00%
WILLIAMSBURG LAND CONSERVANCY	5,000	5,000	10,000	5,000	0.00%
HERITAGE HUMANE SOCIETY	14,000	14,000	14,000	14,000	0.00%
FARMERS' MARKET	3,800	3,800	3,800	3,800	0.00%
CROSSROADS	2,500	0	0	0	0.00%
HISTORIC TRIANGLE COLLABORATIVE	6,650	6,500	6,500	6,500	0.00%
FEDERAL FACILITIES ALLIANCE	6,479	6,479	7,034	6,479	0.00%
THIS CENTURY GALLERY	0	0	16,700	16,700	n/a
NASA AERONAUTICS SUPPORT TEAM	0	0	5,000	0	n/a
KINGSMILL CHAMPIONSHIP	0	15,000	15,000	15,000	0.00%
SUB-TOTAL	3,543,446	3,358,717	3,495,160	3,375,747	0.51%
<u>TRANSPORTATION:</u>					
WILLIAMSBURG AREA TRANSPORT	265,000	265,000	330,799	300,775	13.50%
N.N. / WMSBG INT. AIRPORT	4,245	4,245	5,627	4,245	0.00%
VIRGINIANS FOR HIGH SPEED RAIL	4,500	4,500	4,500	4,500	0.00%
SUB-TOTAL	273,745	273,745	340,926	309,520	13.07%
TOTAL CONTRIBUTIONS TO AGENCIES	<u>4,514,540</u>	<u>4,324,335</u>	<u>4,563,056</u>	<u>4,370,287</u>	<u>1.06%</u>

* All \$2/night Lodging Tax Receipts passed-thru to Williamsburg Area Destination Marketing Committee

NAME OF ORGANIZATION	CATEGORY OF SERVICE	# CITY RESIDENTS SERVED 7/11 - 6/12	TOTAL SERVED 7/11- 6/12	% CITY RESIDENTS	PROJ. # CITY RESIDENTS FY2013	PROJ. # . CITY RESIDENTS FY2014	ACTUAL BUDGET FY2013	TOT. PROJ BUDGET FY2014	City Funds Rec'd FY2013	NEW CITY REQUEST FY2014	FY2014 FUNDS RECOMMENDED
I. CURRENTLY FUNDED AGENCIES											
Avalon: A Center for Women & Children	A. Residential Services and School Based Counseling for women & children in domestic violence/sexual assault situations	47	230	20%	25	55	\$328,405.00	\$363,400.00	\$18,700.00	\$24,000.00	\$18,700.00
CAA/ Community Action Agency Inc.	General Support: Head Start, Youth, Neighborhood Development etc	1,002	3,979	25%	660	693	\$3,073,505.00	\$2,320,289.00	\$17,585.00	\$17,585.00	\$17,585.00
CASA: Colonial Court Appointed Special Advocate Program, Inc.	Child Advocacy Services to Juvenile Court, Home Studies, etc.	29	175	17%	22	30	\$234,755.00	\$240,364.00	\$6,300.00	\$6,300.00	\$6,000.00
CDR: Child Development Resources Inc. *see note 1	Developmental and family support services	32	97	33%	43	50	\$5,863,804.00	\$5,639,345.00	\$10,000.00	\$10,000.00	\$0.00
Community Services Coalition, INC	Provides one-stop multi-door services center for area agencies	4,900	26,603	18%	5,500	5,900	\$225,531.00	\$244,376.00	\$5,000.00	\$6,000.00	\$5,000.00
Historic Triangle Senior Center Association, Inc.	A. Senior Center Activities B. RIDES Prog.	289	1046	28%	166	332	\$346,939.00	\$326,070.00	\$10,000.00	\$15,000.00	\$10,000.00
Hospice Support Care of Williamsburg ** see note 2	Palliative & Support Care for term-ill & Families	227	1310	17%	92	189	\$789,275.00	\$838,695.00	\$5,000.00	\$5,000.00	\$3,000.00
Insight Enterprises, Inc Pen. Ctr. for Independent Living	Community-based Services for disabled	26	1,163	2%	30	30	\$745,045.00	\$718,846.00	\$900.00	\$900.00	\$900.00
Literacy For Life	Literacy, ESL, Tutoring, etc.	119	543	22%	114	121	\$377,333.00	\$361,700.00	\$500.00	\$1,500.00	\$1,000.00
Peninsula Agency on Aging, Inc. *** see note 3	A. Agency on Aging, Long Term Care, SHARP etc.	25	2,385	1%	15	25	\$3,087,108.00	\$2,824,247.00	\$5,000.00	\$5,180.00	\$3,000.00
United Way of Greater Williamsburg	Information and Referral Service; Homelessness intervention & outreach	2,384	12,505	19%	1478	4,100	\$1,645,984.00	\$1,569,100.00	\$6,500.00	\$6,500.00	\$6,500.00
Sub-total							\$16,717,684.00	\$15,446,432.00	\$85,485.00	\$97,965.00	\$71,685.00
II. CURRENTLY FUNDED HEALTH AGENCIES											
Williamsburg Area Medical Assistance Corp. (Olde Towne Medical Center)	Primary Care, Dental, and Related Health Services for Area Residents	1014	4,849	21%	711	1,065	\$1,947,344.00	\$2,445,571.00	\$83,430.00	\$87,600.00	\$83,430.00
Sub-total Health-related Agencies							\$1,947,344.00	\$2,445,571.00	\$83,430.00	\$87,600.00	\$83,430.00
III. REGIONAL AGREEMENTS											
Peninsula Commission On Homelessness (N.N.)	Joint locality support for homeless & multi-information system on Peninsula								\$2,759.00	\$2,759.00	\$2,759.00
Sub-total Regional Agreements									\$2,759.00	\$2,759.00	\$2,759.00
IV. NEW REQUESTS*											
Big Brothers Big Sisters	Community/School Based Mentoring Program	155	343	45%	90	184	\$315,518.00	\$354,836.00	\$0.00	\$5,000.00	\$0.00
Senior Services Coalition Inc.	Coordinating Council for Providers & Seniors	48	376	13%	29	75	\$66,325.00	\$88,740.00	\$0.00	\$1,500.00	\$0.00
Sub-total New Requests							\$381,843.00	\$443,576.00	\$0.00	\$6,500.00	\$0.00
GRAND TOTAL (I, II, III, IV)											
NOTES:											
1) CDR Is operating under a multi-year grant, serving city children & families.											
2) Hospice: Adjustment to neighboring locality shares.											
3) PAA: Lower utilization numbers											
1. IV New Requests	No new funding requests recommended for FY14,								PRESENTLY FUNDED AGENCIES ('13)	NEW REQUESTS FY 2014	RECOMMENDATION
2. II Health Agencies	CDR no longer administers CHIP.							I. Total from pg 1	\$85,485.00	\$97,965.00	\$71,685.00
								II. Health-related Agencies pg 2	\$83,430.00	\$87,600.00	\$83,430.00
								III. Regional Agreements	\$2,759.00	\$2,759.00	\$2,759.00
								IV. New Requests	\$0.00	\$6,500.00	\$0.00
								Grand Total	\$171,674.00	\$194,824.00	\$157,874.00
								Total Increase/decrease for FY14			-\$13,800.00



The Colonial Williamsburg Foundation

SENIOR VICE PRESIDENT FOR EXTERNAL AFFAIRS AND SECRETARY

January 18, 2013

Dear Phil:

Thank you for your letter regarding the City's planning for the next fiscal year, and for the invitation to the Colonial Williamsburg Foundation to participate in the City's budget process. We are grateful for City Council's previous support of the Foundation's marketing efforts and for Council's consideration of a continued partnership with the Foundation to advance current and anticipated marketing initiatives.

A strong 2011 holiday season was among the reasons for optimism as we began 2012. As the year unfolded, however, external realities – economic, political, natural – continued to pose formidable challenges.

The summer season presented our biggest challenge. Demand softened in July, impacting the core summer audience for Colonial Williamsburg and for the destination at-large. Young families, who annually provide a significant portion of our total on-site revenue during the summer, did not travel to Williamsburg in the numbers we traditionally experience. Subsequent severe weather exacerbated the situation for the second year in a row. The end result was a 3% decrease in our paid admissions compared to the prior year and a corresponding softness in lodging demand, particularly at our family-oriented properties. However, despite lower than anticipated paid attendance, the Foundation's preliminary results for the year indicate positive developments on several fronts.

The holiday season continues to be strong for the destination and for Colonial Williamsburg. Normal business levels returned, and sales of the Holiday Bounce hotel package increased 49% over prior year. This package is promoted in conjunction with a collaborative Christmas marketing campaign sponsored by the Chamber and Tourism Alliance, Busch Gardens and Colonial Williamsburg.

The Regional Visitor Center welcomed 850,000 guests in 2012 and the admissions turnstile estimate was calculated to be in excess of 1.5 million people. The turnstile number is based on the variety of ticket products sold: single-day, multi-day and the frequency of annual pass holders' return visits. More than 120,000 guests purchased evening program tickets; for 20% of these guests, evening programs were their sole purchase of a Colonial Williamsburg program experience.

200,000 people visited the Art Museums of Colonial Williamsburg, 30,000 guests played *RevQuest*, and over 7,000 people purchased tickets for concerts, lectures and special programs at venues ranging from the Kimball Theatre to the Virginia Room at the Williamsburg Lodge. More than 15,000 guests enjoyed Salute to the Nation on Palace Green on Friday evenings during July and August. Attendance during Grand Illumination was estimated to be one of the largest ever.

The first phase of the new and revised website colonialwilliamsburg.com launched in 2012 and the results are encouraging. Visits to the site grew by 49% year-over year and the number of new visitors increased by 6%. Online revenue from hotel bookings increased 11% and online ticket revenue grew by 10%. The web site is a critical business tool intended to increase revenue and develop our e-commerce platform. In the next phase which launches this spring, the website will support itinerary planning, an interactive map and mobile applications—all important features designed to enhance the on-site guest experience and increase revenue.

The effectiveness of our communications is also measured through digital, social, and earned media or public relations. In 2012, the Foundation received nearly 6,000 placements in print, online, TV and radio, totaling an ad equivalency of \$5.3 million. The number of Facebook fans grew by 39% and our website received more than a quarter of its referrals from Facebook. Twitter followers have grown by 60% in the last twelve months. Social transactional sites such as Groupon have been particularly effective in attracting new audiences.

As these marketing initiatives are designed to increase demand, the Foundation's programmatic emphasis is designed to inspire larger and more diverse audiences as well. The Foundation's communications will support a strategic repositioning of Colonial Williamsburg as a center for history and citizenship. While in a sense a re-statement of the Foundation's long-standing mission, we believe we have a renewed obligation to provide compelling, innovative, and relevant programs that connect 18th century Williamsburg to contemporary audiences, on- and off-site.

This year, in support of our strategic positioning, the calendar is shaped by three themes—Our Diverse Nation, Our American Ideals, and Defending the Republic—each represented by special events and new programs. In March, “Steadfast Spirits” will celebrate African-American women through dramatic presentations, Revolutionary City programming, and music over three days. We will also premiere the path-breaking exhibition *Painters and Painting in the Early American South*. In May, we will present *Threads of Feeling*, a loaned exhibition from the Foundling Museum in London, showcasing the mid-18th-century records of infants left at the Foundling Hospital. The surviving tokens—simple pieces of fabric, lengths of ribbon, pieces of infants’ clothing, or embroidered scraps—are poignant reminders of abandoned children.

Guests will gain a new perspective on the Revolutionary City this summer by playing the spy game *RevQuest: The Black Chambers*, and honor our military heritage when the Public Armoury formally opens in the fall. Our continuing partnership with the Virginia Arts Festival brings renowned performing artists to the Williamsburg Lodge, and in the spring, a yearlong celebration of the 50th anniversary of the legendary Golden Horseshoe Golf Course begins.

In 2013, a mix of broadcast, cable, print, radio and digital media will be utilized to reach highly targeted audiences in key geographic feeder markets in the East Coast corridor. A television campaign will launch this spring in markets which have been identified as most opportunistic in terms of reaching current and potential guests. We continue to coordinate our television campaign with the destination marketing campaign to maximize exposure for our region.

Colonial Williamsburg’s core experience is the Revolutionary City, which engages guests in pivotal moments of our nation’s history, connecting the messages and events of the past to the present day. We look forward to additional conversations with the City leadership and the community regarding plans for enhancements to that program by the start of the summer season.

All of this underscores that there is much to see and do for guests in 2013, and the Foundation continues to dedicate significant resources to ensure guests are aware of the breadth of this special place (for information, a copy of our recently-published 2013 highlights brochure is attached, together with the just-published February issue of US Airways magazine containing a spectacular 50-page feature about Colonial Williamsburg). The City’s prior support has contributed importantly to our marketing efforts and is a partnership we value highly.

As such, we respectfully submit a request for funding that is identical to the \$1.3 million the City appropriated during the previous fiscal year.

This figure represents approximately 20% of the Foundation's media budget for 2013, and any funds forthcoming would support the purchase of media in the various distribution channels described above, aimed at attracting travelers to the destination. We are mindful of the financial pressure the City is addressing, with many necessary and compelling initiatives to fund in order to support citizens' priorities. Therefore, we are grateful that the City is willing to consider support for Colonial Williamsburg's marketing and communications program.

We look forward to discussing this request with members of Council and Staff during the scheduled budget work session on March 25. As we have done in the past, we will provide additional information about the Foundation's marketing plans to assist in the discussion. In the interim, please do not hesitate to contact me at 220-7164, Sally McConnell at 220-7471, or Mark Duncan at 220-7217 should you have any questions relating to this request.

Thank you again for consideration of this funding request and for the decades-long strong and valued relationship between the City and the Foundation.

Sincerely,



John S. Bacon

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185-3617

Copies to:

Mr. Jackson C. Tuttle
Mr. Colin G. Campbell
Mr. Mark D. Duncan
Ms. Sally M. McConnell



Request for Funding Support July 2013 - 2014

Amount of Request: : \$650,000

Relationship to Prior Year: same

Rationale:

1. Alliance marketing promotes City visitation through programs that are not available through any other agency:
 - a. Leisure Travel: 255,000 brochures that are distributed at 12 Virginia Welcome Centers that feature Williamsburg attractions, as well as lodging, dining and shopping establishments. Annual cost of these brochures is \$97,000. The Alliance also represents the City at 7 trade shows aimed directly at the leisure market.
 - b. Group Tour Travel: 1,200 Group Tour Planner brochures that are mailed to tour operators nationally featuring itineraries that include Williamsburg attractions, lodging, dining and shopping establishments. The Alliance also represents Williamsburg at four trade shows to introduce our area to group tour operators. Finally, we host three familiarization trips for tour operators to provide them with firsthand experience with what their clients would see on a trip here.
 - c. Business Conferences: 250 Conference Meeting Planner brochures are mailed to prospective clients of City facilities. The Alliance also represents Williamsburg at six trade shows aimed at persuading prospective clients to consider this area for meetings. The Alliance provided Williamsburg lodging facilities with 41,718 lead room nights valued at \$11 million potential.
2. Alliance seasonal special emphasis programs are designed to attract visitors during shoulder periods when attractions, lodging, dining and retail establishments need support:
 - a. Christmas: In December 2010, we initiated a marketing program that actually served as a model for the Arts program. We attracted over 20,000 unique visitors to the web site ChristmasinWilliamsburg.com and saw Williamsburg room revenues rise by 12.4%.

Based on those initial results, we formed partnerships that have allowed us to increase our marketing investment from the \$140,000 we invested in 2010 to \$390,000. That has allowed us to increase the length of our commercials and to increase the markets in which we advertise from Washington only to also include Baltimore, and Raleigh-Durham. This level of funding has allowed for considerably greater investment in web support and funds to film commercials this Christmas. That allowed for 'action' commercials rather than 'still photos' animated optically.

Results were outstanding. Visits to the Christmas in Williamsburg web site, which featured activities throughout the Historic Triangle jumped from 20,000 in 2010 to 40,000 in 2011 and 56,000 in 2012. Busch Gardens has reported that its December attendance increased by 15% with strong performance from advertised markets. Colonial Williamsburg has also reported positive results for the holiday season with a 9% increase in online sales, 64% increase in online ticket sales, and 13% increase in online hotel bookings. Continuation of this successful program is dependent on maintaining the funding level.

- b. Arts Month: the month of September was identified as high potential, but underperforming in terms of visitation. The Alliance created Arts Month, developed a partnership with the Economic Development Authority of Williamsburg, as well as the other jurisdictions in the Historic Triangle, to engage an outside contractor to create arts events that the Alliance would promote. We developed television advertising aimed at persuading viewers to visit a web site we created for this program, ArtsinWilliamsburg.com, and invested \$150,000 in the Washington DC, Richmond and Hampton Roads markets. Williamsburg room revenues rose by 8.2% and meal revenues grew by 6.5%, all reaching levels that were the highest since 2007. While there are always numerous factors affecting such results, we are confident that this marketing program was one factor.

Arts Month holds significant potential for this area. However, we need more major events and more advertising funding to help it achieve its potential. It is critical that potential visitors from Washington have a meaningful reason to come. We will be addressing this challenge during the year.

- c. Spring: mid-April through the end of May represents a beautiful time in our area, but it is sub-standard in terms of tourist visitation. The Alliance identified this period for emphasis on gardens. Unfortunately, our funding has as yet been insufficient to allow us to engage in marketing programs like those used in September and December. However, we believe the area would benefit from additional activity during this period and we will endeavor to attract funding that will help create more visitor demand.

3. Alliance new audience special emphasis programs were also initiated:
- a. Sports marketing: Sports Williamsburg, a committee of the Alliance, is focused on attracting sports groups to the Historic Triangle. The City's Parks and Recreation Department, as well as local businesses are represented on this committee. The City's EDA Chair serves on the grants committee. The Alliance attends two national trade shows each year to meet with event planners with potential to bring large sporting events to the Historic Triangle.

During 2012, the Alliance participated in securing a number of significant events: in April, Triple Crown Sports Baseball and Revolutionary Rumble Volleyball (a long-term event of the City's) for a combined 4,800 room nights; in June the National Softball Association Girls World Series, Rev3 Triathlon, Capitol Lacrosse, Focus Field Hockey and Hogan Lacrosse for 5,700 room nights; in July National Softball Association World Series for 9,000 room nights; in August Va State American Legion Baseball 1,000 room nights and October Toyota Tundra Bassmaster Fishing 800 room nights. Additionally, Football University and additional National Softball Association events will add another 10,000 room nights.

In total, during 2012, Sports Williamsburg generated 159,559 lead room nights with potential economic impact of \$42 million.

- b. Civil War: to take advantage of the significant attention to the 150th anniversary of the Civil War, the Alliance produced a brochure for distribution through four Virginia Welcome Centers as well as consumer shows and inquiry fulfillment. Due to strong demand for the regional Historic Triangle Civil War brochure the Alliance has produced an additional 20,000 copies to distribute during 2013. This is the fourth printing of this brochure. The Alliance continues to work with area partners to promote ongoing Civil War events through our Civil War Williamsburg.com website, Williamsburg Weekends e-Newsletters, group tour e-Newsletters, and Facebook page listings. The Civil War Williamsburg Facebook page has more than 2,600 fans and our Williamsburg Weekends Facebook page now has more than 30,000 fans. Additionally, we have recently launched a paid search campaign to attract visitors to the William & Mary signature event in April 2013.

Business Services:

Our work divides itself into three categories: advocacy, education/ training and networking. Each of these activities supports the needs of a certain number of members. Together, they provide a comprehensive array of services of value to our 750+ members.

1. Our **advocacy** efforts take place at the State level as well as locally. During the past year, we were instrumental in working against changes to the post-Labor Day school opening. We continue to actively oppose change unless it can be demonstrated that educational test scores are improved by an earlier school start. Recently obtained information from the Department of Education reveals virtually no difference in educational test scores between school divisions that start earlier than Labor Day and those that start after Labor Day. We have joined with many other organizations in seeking commitment to transportation legislation.

We have also been involved in urging our elected representatives to develop legislation that will work towards solving transportation issues that, we believe, are having an adverse affect on our local economy.

On the local level, our efforts are aimed at sharing the views of the business community when those views are appropriate and useful to local elected officials. We were actively engaged in the Williamsburg comprehensive planning process. Planners and elected officials take great pains to include views of the citizenry in considerations. We consider it our obligation to bring to them views of the business community.

An educational liaison sub-committee of our Government Affairs Committee has worked diligently with the school system to develop new career paths for high school students. Our relationship with the schools continues to grow stronger and we anticipate more significant results in the future.

Finally, we have created a section on our web site to support the efforts of the City's development department. Through a partnership with William & Mary, the data on this site, which includes extensive demographic information not available elsewhere, is updated annually.

We believe our advocacy activities directly benefit the City through supporting its economy.

2. **Education and training** efforts are led through a partnership with SCORE. Through this partnership, we offer small business quality educational programs that can help them improve their businesses.

We serve as the home for SCORE and the Small Business Development Center of Hampton Roads, providing them with rent-free office space and use of business equipment. We also provide rent-free space to the Historic Triangle Collaborative.

We oversee Lead Historic Triangle and Community Leadership Service, two training programs for motivated members of the community.

We serve as fiscal agent for the Williamsburg Area Destination Marketing Committee, the Historic Triangle Collaborative and the Williamsburg Area Golf Association.

3. **Networking** is a particularly important means of building business for many County businesses. To assist, we host monthly speed networking sessions, monthly business after hours and semi-annual business before hours sessions, five networking groups and five special events during the year. Each of these activities is important to a portion of the business community.

Funding:

Current year revenue sources are as follows:

	<u>Amount</u>	<u>Percent</u>
Membership dues, fees	\$935,780	35%
James City County	\$750,000	28%
City of Williamsburg	\$650,000	24%
York County	\$342,447	13%

Contact: Dick Schreiber, President & CEO
Phone: 757-476-6820
E mail: schreiber@williamsburgcc.com



THOMAS B. SHEPPERD, JR., CHAIRMAN • KENNETH I. WRIGHT, VICE CHAIR • JAMES O. McREYNOLDS, TREASURER
 DWIGHT L. FARMER, EXECUTIVE DIRECTOR/SECRETARY

**MEMBER
 JURISDICTIONS**

January 8, 2013

CHESAPEAKE

Mr. Philip Serra
 Director of Finance
 City of Williamsburg
 401 Lafayette St
 Williamsburg, VA 23185

FRANKLIN

GLOUCESTER

RE: FY 2014 Budget Submission

HAMPTON

Dear Mr. Serra:

ISLE OF WIGHT

JAMES CITY

NEWPORT NEWS

The Hampton Roads Planning District Commission (HRPDC), and its affiliate organization, the Hampton Roads Transportation Planning Organization (HRTPO), is requesting \$28,176 from the City of Williamsburg for its portion of the FY 2014 Local Jurisdiction Contributions (see enclosed spreadsheet detailing the various program categories). The entire Local Jurisdiction Contribution covers 25% of the HRPDC/HRTPO's annual budget of slightly over \$11 Million.

NORFOLK

A breakdown of the annual budget revenues shows:

POQUOSON

Federal \$6,300,000

State \$1,000,000

PORTSMOUTH

Local Juris. Contr. \$2,800,000

Other Local \$843,000

Other \$82,000

SOUTHAMPTON

TOTAL \$11,025,000

SUFFOLK

Member Contribution Dues is based on a per capita figure of \$.80 as approved by our Commissioners. Per capita population figures are based on the latest Weldon-Cooper adjusted census figure, in this case 07/01/11.

SURRY

VIRGINIA BEACH

Regional Construction Standards is based on each locality's share of regional population, of the consultant's overall fee.

WILLIAMSBURG

Metropolitan Medical Response System (MMRS) is based on a per capita figure of \$.20 as approved by our Commissioners.

YORK

Regional Water Programs and Waste Water Programs are based on each participating locality's share of regional water and sewer accounts as agreed to by the Committee.

Regional Storm Water and HR Clean Community System costs are based on each participating locality's share of regional population.

Regional Storm Water Legal Support is a flat rate for each participating locality.

The HRPDC and HRTPO approve the Member Dues per capita rate, currently set at \$.80 per capita. The Construction Standards Committee meets with the consultant to determine that year's consultant fee, which is then divided up among the localities based on their share of regional population. The HRPDC and HRTPO approves the MMRS per capita rate, currently set at \$.20 per capita. The HRPDC administers the Water, Waste Water, Storm Water, and HR Clean programs to help local governments meet State and Federal requirements, in such areas as: TMDL, SSO Consent Orders, and Storm Water and Other permits.

Dues are assessed to each locality that is a member of the HRPDC and benefits from the analysis work and planning performed during the fiscal year on each locality's behalf as part of the regional organization.

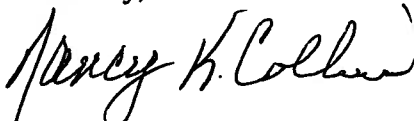
Costs per locality are assessed in order for the localities to benefit from the work performed by the consultant regarding Regional Construction Standards.

Dues are assessed to each locality so that the entire region will benefit from the regional asset known as the MMRS Strike Team and the medical response capabilities administered by the MMRS program for the entire region.

If you would like to see detailed explanations of the work performed in the Environmental (Water, Waste Water, Storm Water, and HR Clean) programs, as well as that of the HRTPO, please contact me and I will be happy to send you the Unified Planning Work Programs for both the HRPDC and the HRTPO.

Please contact Mrs. Nancy K. Collins, CFO, at the address below, by email to: ncollins@hrpdcva.gov, or by phone: 757 420-8300 for any additional information you may require. Our most recent financial statements can be found on our website: www.hrpdcva.gov. Or contact me and I will gladly send you a copy.

Sincerely,



Nancy K. Collins
Chief Financial Officer

NKC/jc

Attachment

HAMPTON ROADS PLANNING DISTRICT COMMISSION

Local Jurisdiction Contributions

FISCAL YEAR 2014

**** DRAFT ** BUDGET**

JURISDICTION	Weldon-Cooper 2010 CENSUS Population updated 1/31/2012	100000 MEMBER CONTRIB. \$0.80 Per Capita	670500 Regional Construction Standards Committee (RCSC) \$0.03200 Per Capita (+ fixed \$ Non-Jurisd.	398700 Metropolitan Medical Response System (MMRS) \$0.20 Per Capita	**WATER / STORM WATER & ENVIRONMENTAL PROGRAMS**					GRAND TOTAL
					WK	WK	WK	JH	WK	
					2440-2457 Regional Water Programs	2470-2472 Regional Storm Water Programs	2476 Regional Storm Water Legal Support	2495-2496 HR Clean Community System	2490-2493 Waste Water Programs	
Chesapeake	225,898	\$180,718	\$7,229	\$45,180	\$39,220	\$46,479	\$4,000	\$14,203	\$16,542	\$353,571
Franklin	8,680	6,944	\$278	1,736	4,717	1,786	0	546	947	\$16,954
Gloucester County	36,987	29,590	\$1,184	7,397	5,319	7,610	0	0	356	\$51,456
Hampton	137,372	109,898	\$4,396	27,474	2,665	28,265	4,000	8,637	12,110	\$197,445
Isle of Wight County	35,457	28,366	\$1,135	7,091	4,378	5,631	4,000	1,721	629	\$52,951
James City County	68,874	55,099	\$2,204	13,775	14,435	14,171	4,000	4,330	5,880	\$113,894
Newport News	181,027	144,822	\$5,793	36,205	71,652	37,247	4,000	11,382	13,428	\$324,529
Norfolk	243,985	195,188	\$7,808	48,797	40,456	50,200	4,000	15,340	17,066	\$378,855
Poquoson	12,240	9,792	\$392	2,448	2,665	2,519	4,000	769	1,293	\$23,878
Portsmouth	96,368	77,094	\$3,084	19,274	21,426	19,828	4,000	6,059	8,647	\$159,412
Southampton County	18,714	14,971	\$599	3,743	3,152	3,850	0	1,176	353	\$27,844
Suffolk	85,692	65,218	\$2,742	17,138	17,167	17,631	4,000	5,388	5,725	\$135,009
Surry County	6,968	5,574	\$223	1,394	0	1,434	0	438	0	\$9,063
Virginia Beach	441,246	352,997	\$14,120	88,249	80,722	90,787	4,000	27,742	35,798	\$694,415
Williamsburg	14,256	11,133	\$456	2,851	5,122	2,933	4,000	896	785	\$28,176
York County	65,973	52,778	\$2,111	13,195	2,665	13,574	4,000	4,148	6,322	\$98,793
Smithfield	0	0	\$0	0	1,839	1,664	0	0	918	\$4,421
HRSD	0	0	\$5,000	0	8,671	0	0	0	126,972	\$140,643
NN Water Works	0	0	\$2,500	0	0	0	0	0	0	\$2,500
TOTAL	1,679,737	\$1,340,182	\$61,252	\$335,947	\$326,271	\$345,609	\$48,000	\$102,775	\$253,771	\$2,813,807

Water Program funding calculations derived through committees.

Details submitted by W. Katchmark & J. Hillegass (HR Clean)

January 7, 2013

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

Dear Mr. Serra,

The following information is provided to support our financial request of **\$5,947** from the City of Williamsburg for fiscal year 2014. I am enclosing a copy of our current budget for your information.

The Council is a regional, non-profit public/private partnership whose primary **mission** is to identify the workforce needs of Peninsula-based employers. Our workforce innovations provide solutions to ensure that we have a highly skilled workforce to meet the needs and build economic wealth in our region. The residents of the City of Williamsburg **will benefit** from the training and educational programs that are offered as a result of the regional workforce development system.

The Council continues to implement and enhance this workforce development system. It will also leverage additional resources to expand and increase the impact of our workforce development initiatives. Specifically, the Council and its network of workforce partners offer the following:

- **Workforce Services** – employment and training services are provided through a vast network of workforce experts and Peninsula Worklink One-Stop Career Centers.
- **Workforce Initiatives** – creating a pipeline of workers and growing the talent of our existing workforce takes place through many creative initiatives and programs.
- **Workforce Resources** – our employer surveys and demand labor market studies keep the Greater Peninsula abreast of workforce trends, challenges and solutions.
- **Workforce Partnerships** – economic developers, educators and businesses all connect through our many innovative partnership opportunities to build a talented workforce.

The Council has also placed a very high priority on providing guidance and direction to the region's youth to assist them in their planning for future careers and vocations. The Council is providing key leadership for various youth initiatives, such as the Youth

Career Cafes, in partnership with the region's school systems, colleges and universities and the employer community.

Proposal Fiscal Year 2014 Financial Request Background

On April 1, 2005, the Peninsula Council for Workforce Development became the new organizational name as a result of the merger of the Peninsula Alliance for Economic Development's marketing and business attraction program/staff with the Hampton Roads Economic Development Alliance. In addition to the mission and name change, the member cities and counties agreed to split their total contributions between the Council and Hampton Roads Economic Development Alliance. The Council's portion was approved at \$.51/per capita by each locality based on available census data.

During the current year, the Council requested the following income from the local governments based on a \$.51/per capita and using 2004 census date:

Hampton	74,435
Newport News	92,775
Poquoson	5,847
Williamsburg	5,947
Gloucester	19,006
James City County	28,306
York County	28,910

It should be noted here, that while updated census data is available, the Council continues to use the lower 2004 census data in consideration of the challenging current financial situation.

In addition to local government support the Council expects to receive the following income from other funding sources supporting an estimated budget totaling \$741,271:

General Members/Private Sector	\$145,000
Federal Grant/Other Income	\$392,346
Grants and Special Contributions	\$ 40,820

The Council continues to explore ways of enhancing the Peninsula workforce development system. On July 1, 2008, the Council and the Greater Peninsula Workforce Development Consortium consolidated into one cohesive organization with one solidified staff, under the moniker of the Peninsula Council for Workforce Development. This consolidation has resulted in a significant increase in system-wide efficiencies. It has allowed us to leverage additional resources to expand and increase the impact of our workforce development initiatives.

Supporting our Accomplishments and Achievements:

As discussed in our enclosed 2011/2012 Annual Report, the Council has accomplished many achievements over the past year as a result of the continued support from the localities and other partners. Significant achievements include the continued outstanding performance by Peninsula Worklink One Stop, which served over 14,007 individuals and exceeded all 11 state performance requirements and the Youth Career Cafes, which had over 4,364 students visit the Youth Career Cafes.

The Peninsula Council's efforts to elevate and improve workforce development on the Peninsula include collaboration with a wide variety of entities including the Chambers of Commerce, colleges and universities, and numerous private businesses across the region. In its various activities, the Council partners with a host of other organizations such as Thomas Nelson Community College, New Horizons Regional Education Center, Hampton Roads Economic Development Alliance, the city and county economic development agencies and others such as Boys and Girls Clubs, Virginia Employment Commission and the Virginia Workforce Council.

The Council, with its partners, has received numerous awards and recognition on a state and national level indicating that the Council is an outstanding model for public and private individuals and organizations working together and combining resources to achieve common workforce development goals and objectives. These awards include the Virginia Workforce Council Incentive Awards, Chamber of Commerce Virginia Torchbearer Award and regional awards from the Virginia Department of Education for the Youth Career Expo.

We truly appreciate the continued support and participation that is provided by the City of Williamsburg. We will continue to ensure that the financial resources that you provide to us will be used to achieve optimum benefit for the City. Please let me know if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew James', with a long horizontal flourish extending to the right.

Matthew James
President & CEO

Enclosure

cc: Jackson Tuttle
City Manager



phone 757 627 2315
toll-free 800 423 5068
fax 757 623 3081
url hreda.com

January 10, 2013

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

Dear Mr. Serra:

The Hampton Roads Economic Development Alliance (HREDA) is a non-profit, public-private partnership that markets the Hampton Roads region of Virginia as the preferred location for business investment and expansion. HREDA is the only regional business recruitment organization in Hampton Roads and all of its business attraction initiatives and activities are designed to promote the fifteen jurisdictions that support its efforts including the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg and the counties of Gloucester, Isle of Wight, James City, Southampton and York County, Virginia.

Traditionally, HREDA has requested \$1.00 per capita funding from each Hampton Roads community. In light of the current economic challenges and the budget constraints our public partners are facing, HREDA will apply a voluntary reduction of 5% to our request for the upcoming fiscal year. Accordingly, please accept this letter as a formal request for the City of Williamsburg to include \$0.95 per capita funding for HREDA in the City's fiscal year 2014 budget. Based on the most recent population figure for the City of Williamsburg of 14,444 released by the US Census Bureau for July 1, 2011, the total amount requested is \$13,722.

As one of HREDA's fifteen public sector members, the City of Williamsburg is an active participant in the Alliance's marketing and business recruitment efforts. One of the vehicles for participation is the Alliance's Marketing Advisory Committee (MAC) which is comprised of the directors of economic development from each jurisdiction. The MAC meets every other month to discuss the marketing activities conducted by the Alliance and assists in planning the work program.

The City of Williamsburg is eligible to participate in HREDA's marketing activities which include trade shows and marketing missions focused on face-to-face meetings with corporate decision makers and site location consultants as well as special events that are organized for companies interested in expanding or relocating to Hampton Roads (**see attached Strategic Work Program 2013**). The results of HREDA's efforts are reported in a monthly business attraction report which is distributed to each contributor (both public and private). A variety of measurements are recorded including, but not limited to the following: number of prospect visits to the Hampton Roads region; number of face-to-face meetings with corporate decision makers and site selection consultants; and, number of marketing activities conducted to attract business to Hampton Roads. HREDA's business attraction efforts



Mr. Philip Serra
Page 2 of 2

ultimately result in additional capital investment for our region and employment opportunities for our citizens, including the residents of Williamsburg.

Although faced with different goals and missions, each locality in Hampton Roads has its own economic development department whose services somewhat parallel those of the Alliance. The Alliance leverages funding to provide an enhanced and comprehensive regional marketing program, thereby reducing duplication between organizations and allowing each locality represented to focus on their individual initiatives. Furthermore, as a public-private partnership (at a ratio of 50/50), the public dollars are leveraged by the support of over 100 private companies who wish to see the region prosper through the additional employment opportunities and capital investment created as a result of HREDA's efforts. In calendar year 2012, HREDA had an annual budget of approximately \$2.7 million.

HREDA's work program is robust and designed to make the best use of limited dollars in order to ensure the largest impact on corporate decision makers and site selection consultants who help companies to determine where they should expand their businesses. Our top priority is to keep Hampton Roads "top of mind" as a desirable option for expansion and relocation projects. HREDA is the only regional group in Hampton Roads whose sole mission is to attract business to the region. Should funding by the City of Williamsburg be reduced or denied, the Alliance's ability to recruit business to Williamsburg and the rest of the region would be negatively impacted. Given that each of the region's 15 localities fund HREDA based on a formula related to their respective populations, and that these public funds are matched dollar-per-dollar by the private sector, a decision by one community to cease its support of Hampton Roads' only regional business attraction program would hurt all the jurisdictions.

We certainly appreciate the City of Williamsburg's support of the Hampton Roads Economic Development Alliance, particularly in this challenging economic environment. We look forward to continuing the excellent working relationship we have established with your Economic Development Department and anticipate an exciting year to come.

Please do not hesitate to contact me should you have any questions regarding this request, or should you require any additional information.

Sincerely,

Amy N. Parkhurst
Senior Vice President

Enc. Strategic Work Program 2013



VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

HAMPTON CAMPUS

February 1, 2013

Mr. Jackson Tuttle
City Manager
City of Williamsburg
401 Lafayette Street
Williamsburg VA 23185-3617

Dear Mr. Tuttle:

I would like to take this opportunity to thank you for Williamsburg's continued support of Thomas Nelson Community College. It is the investment by our localities that puts the emphasis on the "community" within this college. I would like to express my thanks to you and Phil Serra for attending the luncheon.

As was discussed at our luncheon held on January 24th, I am sending the FY14 budget request for contributions from your locality which will support TNCC's local site improvements, lease support for the Peninsula Workforce Development Center (PWDC), and rental support for the Discovery Center. Based on the headcount formula, Williamsburg's contributions are as follows:

Site Improvement	\$8,222
Discovery Center Lease	\$3,205
PWDC Lease	<u>\$10,500</u>
TOTAL	\$21,927

Attached is a summary of the total FY 2014 requested budget contributions from all our localities.

I will contact your office within the next three (3) business days to schedule a meeting with you to discuss the FY 2014 budget request.

Sincerely,


Charles A. Nurnberger
Vice President for Finance and Administration

/gfm

Enclosure

cc: Dr. John T. Dever, President (w/o Enclosure)
Mr. Philip Serra, Director of Finance (w/o Enclosure)
Mr. Albert Louer, TNCC Board Member (w/o Enclosure)

FY 2014 Contributions Requested from Localities

	Site Improvement	Discovery Center Lease	PWDC Lease	Totals
Hampton	\$163,895	\$16,028	\$73,500	\$253,423
James City County	\$68,518	\$32,055	\$21,000	\$121,573
Newport News	\$217,065	\$21,369	\$73,500	\$311,934
Poquoson	\$14,252	\$2,136	\$10,500	\$26,888
Williamsburg	\$8,222	\$3,205	\$10,500	\$21,927
York County	\$76,192	\$32,055	\$21,000	\$129,247
Totals	\$548,144	\$106,848	\$210,000	\$864,992

The Colonial Soil & Water Conservation District (CSWCD) proposes services in anticipation of pollutant loads allocated to the City of Williamsburg as a result of the Chesapeake Bay Total Maximum Daily Load (TMDL) and the US Clean Water Act. As stated in the Virginia Watershed implementation Plan (WIP) , US EPA required the development of the Bay TMDL by December 31, 2010 pursuant to the requirements of the Consent Decree entered in the case American Canoe Association et al. v. the United States EPA , 54 F. Supp. 2d 621 (E.D. Va. 1999). The WIP was last amended and the final plan was provided to the EPA on November 29th, 2010 and it was approved by the EPA without imposing its "backstops".

The implementation of the WIP puts considerable reliance on local government. The initial Phase 1 of the plan places great emphasis on Soil & Water Conservation Districts. The aspects of Phase 1 goals were included in the WIP for several reasons. Cost effectiveness and speed of implementation are articulated as priorities; a few of these stipulations are outlined below and are particularly relevant to services the CSWCD can offer to the City of Williamsburg.

Chesapeake Bay Preservation Act

The regulations pertaining to the Chesapeake Bay Preservation Act, which apply to 84 localities within the Tidewater region of Virginia, contain several provisions addressing pollutant loadings resulting from agricultural practices. These provisions are required to be carried out by the local governments that are responsible for the implementation of the Bay Act in a manner that is consistent with these regulations. One key provision is the requirement all active agricultural lands have a soil and water quality conservation assessment conducted. This assessment is to evaluate the effectiveness of existing soil erosion and sediment control and nutrient management practices. Where necessary a plan may outline additional practices to ensure that water quality protection is being accomplished. Another key provision of the Bay Act regulations allows for agricultural encroachments into the required 100- foot buffer adjacent to streams, wetlands and tidal shores provided that, in the opinion of the soil and water conservation district, adequate nutrient management, pest chemical or control erosion control is being implemented on the adjacent land.

Code Reference:

§ 10.1-2103 Code of Virginia, 9VAC 10-20-120 9; 9VAC 10-20-130 5 b.

Outcome of services should the City of Williamsburg fund this proposal.

- **Compliance of the agricultural NKC CBPA local ordinance is part of the program review for each locality within Virginia where the regulations apply. The services proposed by the CSWCD will address these criteria and is identified by the state and federal agencies as priorities in addressing water quality impairments and credited for removal of allocated pollutant loads.**
- **Liaison services will be provided to the City of Williamsburg in support of local CBPA program compliance and TMDL Best Management Practice credits.**

Performance Measure

- **10 CBPA Soil & Water Quality Assessments
WMBG tracts of agricultural land with variable landowners and farm operators.**

Position cost =	\$5,900.00
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Travel & Training =	\$1,500.00
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Overhead =	\$2,000.00
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Total Estimated Cost (above described services) =	\$9,400.00
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Colonial Soil and Water Conservation District

attachment # 2

Profit & Loss Budget Performance OPERATIONS ACCOUNT

Fiscal year 2012

	<u>Jul '11 - Jun 12</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Credit Card Reward Redemption	100.00		
EQUIP INCOME/URBAN PROJECTS	771.47		
Federal Sources	23,500.00	35,440.00	66.31%
Interest Earned - Operations	87.12		
Local Sources	37,183.00	54,460.00	68.28%
State Sources	182,510.00	180,350.00	101.2%
Total Income	<u>244,151.59</u>	<u>270,250.00</u>	<u>90.34%</u>
Gross Profit	244,151.59	270,250.00	90.34%
Expense			
Effect of Separation	42,195.83	50,486.00	83.58%
Environthon	1,134.22		
Equip Expense/Urban Projects	423.76		
IT Maintenance	1,950.45	5,000.00	39.01%
Office/Field Equipment	1,283.21	3,000.00	42.77%
Office Supplies	1,695.70	1,600.00	105.98%
Outreach Events Expenditures	351.66	1,100.00	31.97%
Payroll Service	1,140.00	1,500.00	76.0%
Staff Training & Travel	4,661.69	4,000.00	116.54%
Telephone	2,223.82	2,700.00	82.36%
Truck Expense	25,982.22	26,500.00	98.05%
VA NRCS CIG - GreenSeeker Exp	21,055.27	20,000.00	105.28%
VA NRCS CIG - Injector Exp	0.00	10,940.00	0.0%
6120 · Bank Service Charges	0.00	50.00	0.0%
6160 · Dues	4,007.00	4,007.00	100.0%
6180 · Insurance	3,387.96	1,300.00	260.61%
6250 · Postage	235.83	300.00	78.61%
6290 · Rent	10,560.67	10,500.00	100.58%
6350 · Directors	2,025.46	1,000.00	202.55%
6560 · Payroll	158,141.50	169,873.08	93.09%
Total Expense	<u>282,456.25</u>	<u>313,856.08</u>	<u>90.0%</u>
Net Ordinary Income	<u>-38,304.66</u>	<u>-43,606.08</u>	<u>87.84%</u>
Net Income	<u><u>-38,304.66</u></u>	<u><u>-43,606.08</u></u>	<u><u>87.84%</u></u>

Colonial Soil and Water Conservation District
Profit & Loss Budget Performance OPERATIONS ACCOUNT
Year to December 2012

attachment # 3

	<u>Jul - Dec 12</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Equip Income / Urban Projects	22,359.01	22,359.01	100.0%
Federal Sources	25,190.00	15,064.00	167.22%
Interest Earned - Operations	36.78		100.0%
Local Sources	41,670.50	35,632.00	116.95%
State Sources	160,350.00	180,350.00	88.91%
6140 - Contributions	1,000.00		100.0%
Total Income	<u>250,606.29</u>	<u>253,405.01</u>	<u>98.9%</u>
Expense			
Equip Expense/Urban Projects	16,567.80		100.0%
Health Care Premium reimburse	644.40	9,300.00	6.93%
IT Maintenance	970.65	2,000.00	48.53%
Meeting Expense	450.95	1,250.00	36.08%
Office Equipment	0.00	4,500.00	0.0%
Office Supplies	15.74	1,000.00	1.57%
Outreach Events Expenditures	464.45	1,000.00	46.45%
R & M - Field Equipment	2,104.67	2,000.00	105.23%
R & M - Office Equipment	726.94	1,400.00	51.92%
Staff Training & Travel	1,445.84	3,050.00	47.41%
Telephone	1,266.28	2,200.00	57.56%
VA NRCS CIG - GreenSeeker Exp	9,684.00	9,384.00	103.2%
VA NRCS CIG - Injector	10,294.00	864.00	1,191.44%
VRS Employer Life Ins Contribut	878.94	1,757.93	50.0%
VRS Employer Retirement Contrib	4,815.84	9,631.67	50.0%
6120 - Bank Service Charges	0.00	60.00	0.0%
6160 - Dues	4,007.00	4,007.00	100.0%
6180 - Insurance	1,455.38	4,647.08	31.32%
6250 - Postage	15.45	190.00	8.13%
6290 - Rent	5,416.38	10,995.24	49.26%
6350 - Directors	1,792.82	6,000.00	29.88%
6560 - Payroll	79,513.14	159,225.16	49.94%
Total Expense	<u>142,530.67</u>	<u>234,462.08</u>	<u>60.79%</u>
Net Ordinary Income	<u>108,075.62</u>	<u>18,942.93</u>	
Net Income	<u><u>108,075.62</u></u>	<u><u>18,942.93</u></u>	

HAMPTON ROADS

PARTNERSHIP
January 11, 2013

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185-3617

Dear Mr. Serra:

RE: Funding Hampton Roads Partnership, Investing in Regional Success

Thank you, your staff, and the elected leaders of the City of Williamsburg for continuing to support the Hampton Roads Partnership. Our request for funding in our FY2013-2014 budget of \$4,900, is the same amount received for FY2012-2013.

The Hampton Roads Partnership board members represent over 50% of the region's civilian labor force and military personnel and the 1.7 million citizens in Southeastern Virginia. Thanks to the continued support of the City of Williamsburg, Hampton Roads is in a better position to achieve the Partnership's mission: to convene community leaders, facilitate regional collaboration and focus on key issues to enhance Hampton Roads' competitiveness in the global economy.

Over 80% of the Partnership's funding comes from non-government sources, attesting to the relevance the community places on our mission and the part they want to play in regional excellence. Your allocated funds, added to the investments made by the sixteen other localities that comprise Hampton Roads as well as the business community, nonprofits, the military and educational institutions, help advance the region's strategic initiatives – the cornerstone of the Partnership's work.

Enclosed please find the Partnership's Annual Impact Statement, which lists the mission and membership, summarizes the year's biggest impact and outlines the work ahead, including the latest dashboard of measures.

The Annual Impact Statement addresses Innovation and Entrepreneurship as the best opportunity to diversify and grow our regional economy. *Vision Hampton Roads*, the first region-wide comprehensive economic development strategy highlighted Hampton Roads' need for more attention to startup and existing businesses that generate 95% of the new jobs in the region. To enhance opportunities and fill the "grow our own" gap in the region's economic development, the Partnership now focuses efforts on developing the right atmosphere and resources for entrepreneurship and true job creation from startups and existing business to occur. Economic Gardening is part of the "grow-your-

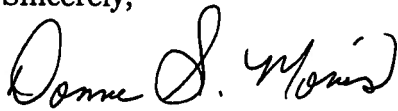
Mr. Philip Serra
Director of Finance
City of Williamsburg
January 18, 2012
Page 2

own" economic development cluster strategy for *Innovate!Hampton Roads*, a program of the Hampton Roads Partnership and a vital component of *Vision Hampton Roads*.

The Hampton Roads Partnership is the forum where your local government, business, education and military leaders meet to facilitate regional collaboration and focus on key issues to enhance Hampton Roads competitiveness in the global economy. In support of our mission, the Partnership will continue to build relationships among local, state and federal elected officials.

Thank you for your active participation and continued financial support of the work of the Hampton Roads Partnership as we promote the value of thinking, living and acting regionally. If you need additional information, please do not hesitate to contact Melanie Webb at (757) 625-4696. We appreciate the active participation and commitment of support made by the City of Williamsburg.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna S. Morris". The signature is fluid and cursive, with the first name "Donna" being the most prominent.

Donna S. Morris
Executive Vice President

Enclosures

Information to Supplement Funding Request - Hampton Roads Partnership

The request from the City of Williamsburg for FY13-14 is \$4,900, which is the amount approved in FY12-13. These funds are added to the investments made by other jurisdictions (16), businesses, educational institutions and individuals to advance the major strategic initiatives that are outlined in the transmittal letter.

The FY12-13 operating budget of the Partnership is \$841,517. These funds are derived from investments made by members of the board of directors. Approximately 57% of our new operating funds come from businesses, 6% from colleges and universities, 17% from cities and counties, and the remaining 20% from individuals, grants and miscellaneous sources.

Projected Revenue for FY12-13:

Contributions from Business	\$	450,000
Contributions from Colleges/Universities		33,000
Contributions from Cities/Counties		140,000
Contributions from Individuals		2,000
Miscellaneous income		13,609
Interest income		3,200
Grants		149,708
Special Projects		50,000
	\$	841,517

Programs

The strategic initiatives of the Hampton Roads Partnership for will be based on *Vision Hampton Roads*, the regional economic development strategy which will serve as the roadmap for the Partnership and other organizations, with a common goal to position the region as a leader in the global economy.

Our objectives will be focused on growing federal assets, port and maritime opportunities, nurturing innovation and education around clusters of cutting edge technology-based business, and cultivating a sense of place. The measurement tool to be used in tracking progress on meeting goals of the plan will be Hampton Roads Performs, a program launched by the Partnership in 2009.

To implement *Vision Hampton Roads*, the following Task Forces have been formed and have begun meeting:

- **Infrastructure and Sub-groups:**
 - Transportation
 - Water, climate change/sea level rise, energy
- **Innovation and Clusters:**
 - Aerospace

- Bio-Science
 - Coastal Energy
 - Modeling & Simulation
 - Robotics
 - Sensors
- **Intellectual & Human Capital**
- **Sense of Place**
- **Federal**
- **Port & Maritime**
- **Tourism, Arts & Culture**
- **Opportunities and Sub-groups:**
 - Coastal energy
 - Environment
 - Healthcare
- **Public-Government Awareness & Policy**

Innovate!HamptonRoads is a program of the Hampton Roads Partnership and includes the clusters listed above. *Innovate!Hampton Roads* will be a large part of the implementation of *Vision Hampton Roads* and should be of particular interest to The City of Williamsburg. The incubator in The City of Williamsburg will be part of a regional network which will be established under of this initiative.

Innovate!Hampton Roads is about connecting entrepreneurs, ideas and investment. Its goals are to stimulate high growth-potential new business formation, accelerate the growth of existing tech businesses and ignite the commercialization of research innovate.

Economic Gardening is part of the “grow-your-own” economic development cluster strategy for *Innovate!Hampton Roads*. Economic Gardening services target growth-oriented companies and provide a suite of high-end, high-speed business growth resources. Five Hampton Roads companies have been selected for this pilot program.

Benefits and delivery to Williamsburg residents

The Hampton Roads Partnership is the only regional organization that brings together the leadership representing all elements of the community of over 1.6 million people to focus on those strategic issues targeted at improving per capita income, income and job growth and overall quality of life.

The Hampton Roads Partnership provides the forum for The City of Williamsburg to be actively involved and committed to regional cooperation and economic development of the region as a whole. Working together, we leverage strengths in our key strategic areas.

While the Hampton Roads Partnership does not provide direct services to the residents of the City of Williamsburg that are easily measured or specifically determined, we do work to advance strategic initiatives designed to positively impact the quality of life and economic prosperity of the entire region. And, the City of Williamsburg is an integral part of our region. More at <http://VisionHamptonRoads.com>

The City of Williamsburg benefits from involvement in the Hampton Roads Partnership as it:

- Gives the City of Williamsburg leaders a voice in discussions with region's decision-makers addressing the region's competitiveness;
- Includes the City of Williamsburg in decisions of regional importance and focuses local strategies on matters that enhance Williamsburg's ability to compete for economic development opportunities;
- Focuses on growing technology clusters (modeling and simulation, aerospace, robotics, sensors, and bioscience) which assist the City of Williamsburg Economic Developers create jobs;
- Provides the City of Williamsburg a connection to region-wide economic development strategy and highlights areas Williamsburg may exploit to enhance their economic competitiveness;
- Enables the City of Williamsburg to interact with universities, federal laboratories and technology companies – existing and emerging – to contribute to overall economic competitiveness and growth;
- Provides that “safe” place to talk with other key officials, political and business on matters that transcend political boundaries;
- Connects the City of Williamsburg to actions and strategies that boost the entire region's competitiveness in the global economy;
- Provides the City of Williamsburg unparalleled access to regional information through HRP communication efforts; for example: the Regional Blog & e-News at <http://SmartRegion.org> and the Regional Resource Library <http://HRP.org/Site/news/resource-library>
- Offers the City of Williamsburg the best chance to grow the regional economic “pie” and to participate in that growth through *Vision Hampton Roads*, the first ever region-wide Comprehensive Economic Development Strategy (CEDS).
- Economic Gardening is part of the “grow-your-own” economic development cluster strategy for *Innovate!Hampton Roads*, a program of the Hampton Roads Partnership and a vital component of *Vision Hampton Roads*.
- Enhances the City of Williamsburg's unique value to the Hampton Roads region.

Should you have any questions or require additional information, please contact Melanie Webb, Office Manager at (757) 625-4696 or email to; mwebb@hrp.org



WILLIAMSBURG LAND CONSERVANCY

It's your view - help protect it.

January 14, 2012

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185-3617

Dear Mr. Serra, Mr. Tuttle and Members of the City Council:

The Williamsburg Land Conservancy is grateful for the opportunity to submit a budget request. The contribution from the City of Williamsburg is a key donation for our organization, and is critical to our ability to carry out our mission of protecting and preserving land in the James and York Rivers watershed.

Last year, 2012, was an especially significant year for the Conservancy. We increased our acreage by 20%, now preserving more than 5,000 acres in our region. The permanent protection of these properties is significant in helping to maintain the character and ambiance of the Historic Triangle and beyond, which is a critical reason as to why people choose to live, work or simply visit our region for a while.

Our land protection goals and the City's land protection goals are mutual. These goals are not only good for the environment, they are paramount for our area's economic engine, tourism. A 2010 Chamber report on tourism asked respondents what they liked best about our area. Twenty-eight percent answered "the scenery." Our community cannot become just another stop along the interstate; that's why the work of the Conservancy is so critical.

A perfect example of how our efforts have made a difference is the conservation easement we hold along the Route 132 entry corridor between Route 143 and Route 60. Located within and adjacent to the City of Williamsburg, this parcel of land serves as the welcoming highway to visitors from around the world. If you visited here 20 years ago, your viewshed was a tree-lined highway. If you visit here today, your viewshed is a tree-

lined highway. And if you visit here in 50 years, your viewshed will be a tree-lined highway. Our work is in perpetuity, and that's a very long time!

In 2010, the Williamsburg Land Conservancy worked with the City of Williamsburg and the Colonial Williamsburg Foundation, to further protect the viewshed on the Route 132 corridor. Approval of the "Mahone" subdivision was contingent upon a 13-acre easement to further protect the initial entryway into the community. Whenever the subdivision is built, the Conservancy will be the holder of the easement.

Request

The monies we receive from local government are critical to our ability to carry out our mission. In 2012 our funding was \$5,000 from the City of Williamsburg and the Williamsburg Land Conservancy truly appreciates each dollar. However, the 2012 allocation represents nearly a 50% cut in funding from prior levels. This year, we are requesting that the City of Williamsburg increase our funding to bring it closer to the \$10,000 we received in years past. The dollars allocated to us by local government are paramount to our organization, and in this time of a downturned economy, are more important than ever to our ongoing work.

The Conservancy is funded by voluntary donations from individuals, businesses and organizations. We apply for grants and hold special events to raise the dollars necessary to realize our vision of conserving and stewarding land for future generations. Occasionally we receive a bequest or other unanticipated dollars. In October 2007 we launched our first annual golf tournament, the Conservancy Challenge, which has been successfully held since that time. For the second year, "Williamsburg's Got Talent," was held in September 2012. The setting of the Kimball Theater provided the perfect location for this event.

Like other non-profit organizations, our nation's economic times have affected our revenues. The Conservancy worked extremely hard during 2012 to minimize our deficit by controlling spending in all ways possible, including a continued decrease of staff time and salary by 20%. We also implemented new membership campaigns and fundraising events to increase our revenues. Our Board members spent a great deal of volunteer time helping to raise funds.

We are currently in the process of developing our 2013 budget that will fund the continued implementation of our Five-Year Plan that was approved in 2012. We will continue to maximize our efforts with limited resources. Our budget of approximately \$144,000 is extremely modest for all that we do. As mentioned, all dollars that are spent to operate the organization must be raised annually. Following is the Conservancy's 2012 budget breakdown :

2012- Calendar Year Ending 12/31/12

Total Budget: \$ 144,000

Source:	Amount:
Membership	\$97,120
Fundraising	\$5,000
Grants	\$9,250 (\$6000 from government)
Annual Fund	\$620
Other Income	\$4,400

Narrative

The Williamsburg Land Conservancy (formerly the Historic Rivers Land Conservancy) was established in 1990 as a 501 (c) (3) non-profit land trust. The Conservancy's mission has remained constant, that is to protect and preserve significant natural, scenic, agricultural and historic lands in the lower James and York Rivers Watersheds. Our vision is to conserve and steward our land resources for future generations.

Our area's visitors, as well as many of those who live here, are not aware of the boundaries of the counties and the city. That's why our land protection efforts throughout the region are so important, regardless of the jurisdiction where the lands are situated. The health of both the York and James Rivers is vital to our community.

The Conservancy is governed by a 19-member Board of Directors. Our Board represents a wide range of interest in our community, with members including: an attorney, a CPA, educators, a land planner, a home builder, business owners, and retired executives. Staff includes an executive director who works 32 hours per week and a part-time assistant, who works 15 hours per week to carry out the day-to-day operations that includes: land protection efforts and stewarding already-protected land; administrative tasks; grant writing; donor recruitment and retention; fundraising events; newsletter production; and more. Volunteers play a critical role in helping the organization accomplish its goals by both assisting in the office, at special events, and with land stewardship.

The Williamsburg Land Conservancy acquired two conservation easements on critically sensitive regional properties during 2012:

- Poplar Springs Farm located in New Kent County is a 103-acre parcel that has been farmed by the Talley family for more than 100 years.

- The Historic Chelsea Plantation in King Williams County situated along the Mattaponi and including 568 acres, an historic home and curtilage dating back to 1709.

Enclosed are more detailed articles about these properties, along with information about Nettles Creek Farm situated on the creek just upstream of the Chickahominy River. The Conservancy served as a liaison between the landowner and James City County (JCC) on this project, which was accomplished through JCC's Purchase of Development Rights (PDR) program. While not directly located in Williamsburg, protection of this land will ensure those who use our waterways will enjoy a continued natural view as they transverse the river.

Historically, the City and the Conservancy have worked together to provide a better landscape for the community. You may recall the Conservancy's Historic Triangle Corridor Enhancement beautification efforts. A collaborative effort that stands as a reminder of this project is the black fencing at the junction of Jamestown Road and Route 199. All have to agree that it adds much more character to the view than did the chain link fence!

Stewardship of our eased properties is paramount to the Conservancy's mission. Once a conservation easement has been placed over a piece of land, the job of the land trust just begins. It is our responsibility to monitor the property to ensure that the terms of the deed of conservation easement are upheld. This comes through our land stewardship program. Once a year, we must inspect the land we protect, and prepare reports for permanent recording keeping. This takes a lot of time and effort, and an ongoing funding stream is needed to keep us vital to fulfill our role as a 501 (c) (3) land trust.

The Conservancy provides a constant service to the community, meeting with property owners, developers and local government about conservation easements. We have guided and advised many in the community through the conservation process. There is no cost to this service and the Conservancy is thrilled to help. Note the Conservancy is not a "no growth" organization. In fact, we believe preservation and progress can work together and spend much of our time finding that balance in the communities we assist.

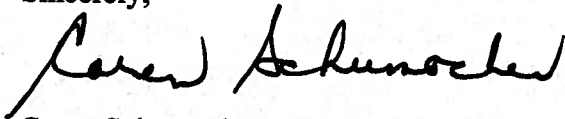
Our Walk and Talk program that explores nature along the Greensprings Trail is open to all area citizens. The 2012 event was a partnership with Walsingham Academy and featured naturalists and biologists in a detailed environmental tour. This program will be expanded during 2013.

The Conservancy's efforts in land conservation make Williamsburg a better place to live. As the only full time land trust engaged solely in land conservation work in the Historic

Triangle, we are certain that our work in protecting the conservation values of key parcels of land helps to make this region a more desirable place to live, work and visit.

Thank you for your time, consideration and ongoing generosity. Should you have any questions, I can be reached at 565-0343. Your investment in the Conservancy will continue to pay enormous dividends to the citizens of the City of Williamsburg.

Sincerely,

A handwritten signature in black ink, appearing to read "Caren Schumacher". The signature is fluid and cursive, with the first name "Caren" being more prominent than the last name "Schumacher".

Caren Schumacher
Executive Director

Enclosures



January 17, 2013

Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

Dear Philip:

Please find attached the 2014 Funding Request submitted for Heritage Humane Society. We are requesting flat funding from the City of Williamsburg for 2013, so our attached request is for \$14,000. I want to thank you for the City's ongoing support of our program. We have made great progress in making Heritage Humane Society the ***"Community Solution to Stray and Unwanted Companion Animals."***

Please let me know if you have any questions. You can reach me on my cell phone at 757-525-0110 or director@heritagehumanesociety.org.

Sincerely,

Kimberly Laska
Kimberly Laska
Executive Director

*Thank you for
your support!*

IN THE SPIRIT OF CARING

430 Waller Mill Road • Williamsburg • Virginia • 23185
Tel: 757.221.0150 • Fax: 757.221.0361 • Website: www.HeritageHumaneSociety.org
HHS is a 501 (c)(3) Non-Profit org. Chartered in the Commonwealth of Virginia

2013 Funding Request to City of Williamsburg January 2013

CONTACT INFORMATION

Kimberly Laska, Executive Director
430 Waller Mill Road, Williamsburg, VA 23185
Phone: 757-221-0150 Fax: 757-221-0361
Email: director@heritagehumanesociety.org
Website: www.heritagehumanesociety.org
Find us on Facebook and Twitter

AGENCY NARRATIVE & SERVICES PROVIDED

Heritage Humane Society is a private 501(c)3 non-profit that functions as an open admission low-kill animal shelter that houses and cares for stray and unwanted companion animals from the City of Williamsburg, James City County and the 1st District of York. The mission of Heritage Humane Society is to serve as a compassionate haven for stray and unwanted companion animals, educate the public about humane care and treatment, advocate animal welfare, and promote adoption to measurably reduce pet over- population and homelessness.

Heritage Humane Society is managed by an experienced full-time Executive Director who is supervised by a volunteer Board of Directors consisting of 13 volunteers from the respective localities that the agency serves. Heritage Humane Society has a paid staff of 16 workers comprised of 13 full-time employees and 3 part-time employees. In addition, Heritage Humane Society is lucky to have a well-trained and committed volunteer pool who are also representative of the localities we serve. Many of those volunteers are also members of the Heritage Humane Society Auxiliary. The Auxiliary helps raised funds for the agency operating budget as well as host special events.

Heritage Humane Society meets our client's needs by providing a safe and clean shelter for the animals in our care; necessary preventative vaccines prior to adoption; toys and socialization; high quality food thanks to a grant from Hills Science Diet which provides 1 year of free food to Heritage Humane Society; specialized medical care for adoptable animals who require surgery or special medication thanks to the CARE Fund; foster care for animals too young for shelter life or those in need of a hospice situation, and offsite activities whenever possible.

Because Heritage Humane Society is an open admission shelter we must take every animal that comes through our door as long as the animal is from our service area. What this means is we do not have the luxury of only taking the most adoptable animals. On the contrary we more often than not must take in sick, malnourished and injured animals. Many of the animals have significant health and behavior issues making the feasibility of adoption difficult. Even knowing this, our adoption rate remains high and euthanasia rate low. Heritage Humane Society truly is viewed as the community solution to stray and unwanted companion animals.

2013 Funding Request to City of Williamsburg January 2013

THE FUTURE

Heritage Humane Society is planning for the future by increasing the exposure in the Greater Williamsburg Community. We will be focusing on planned giving opportunities and increasing our educational outreach programs. We hope to also increase the Winnie's Way Endowment through private and corporate donations. We have established multiple partnerships which help defer some of our operational costs, specifically Martin's Food Store which helps with advertising and special event costs; PETCO who also advertises our adoptable animals and further supports our adoption efforts by providing cage space in the Mooretown Road store for up to 10 adoptable Heritage Humane Society cats at a time.

The leadership at Heritage Humane Society recognizes that until all community animals are cared for responsibly and spay or neutered, our communities will continue to deal with companion animal over-population. This is one of our major priorities and we will be focusing even greater attention on this moving forward.

OUTCOMES FOR 7/1/2011 to 6/30/2012

NUMBER OF ANIMALS SERVED: 1574

Locality Animals Served

- JCC: 781
- JCCAC: 315
- City of Williamsburg: 126
- 1st District York County: 244
- Abandoned outside HHS with no proof of residency: 41
- Born in Foster Care: 67

*(**Numbers listed above include Animal Control animals, owner surrenders and strays)*

NUMBER OF ANIMALS ADOPTED: 1039

Animals Adopted by Citizens from the following localities:

- JCC: 485
- City of Williamsburg: 105
- 1st District York County: 153
- Other Localities: 296

*(**Numbers above reflect animals that may or may not have entered HHS during the reporting period)*

2013 Funding Request to City of Williamsburg January 2013

TOTAL RETURN TO OWNER FEES: \$6,716

Total Collected JCC Return to Owner Fees: \$5,056

Total Collected City of Williamsburg Return to Owner Fees: \$565

Total Collected 1st District York County Return to Owner Fees: \$1095

***Report attached to show the monthly breakdown of these fees.**

SUMMARY

1. HHS received 29 stray cats from City residents.
2. HHS received 2 stray cats from JCC Animal Control.
3. HHS received 29 cats surrendered by City residents.
4. HHS received 16 stray dogs from City residents.
5. HHS received 20 stray dogs from JCC Animal Control.
6. HHS received 20 dogs surrendered by City residents.
7. HHS received 7 Guinea Pigs, and 2 ferrets from City residents.
8. HHS received 1 stray hamster from JCC Animal Control.

2013 Funding Request to City of Williamsburg January 2013

In order to prepare animals for adoption the following vaccines must be administered. State law also requires that all shelter animals must be altered before they leave the facility. We now have a couple local Veterinarians offering low cost spays and neuters.

Canine

Item	Cost
NOBIVAC combo vaccine (Distemper)	\$3.13
Booster vaccines (1)	\$3.13
NOBIVAC intranasal vaccine (Bordetella)	\$3.36
Booster vaccines (1)	\$3.36
Heartworm Snap Test	\$5.52
Panacur (de-worming)	\$4.00
Rabdomun vaccine (Rabies)	\$1.35
Frontline/Ivermectin (Flea, Tick, Hw prevent)	\$10.00
Microchip	\$5.25
Misc Supplies and Medical Waste	\$3.00
Spay/ Neuter	\$100.00
Staff Time	\$40.00
Total	\$182.10

Feline

Item	Cost
NOBIVAC combo vaccine (Distemper)	\$3.26
Booster vaccines (2)	\$6.52
FIV/FelV/HW Snap Test	\$13.56
Strongid (de-worming)	\$1.00
Rabdomun vaccine (Rabies)	\$1.35
Frontline/Ivermectin (Flea, Tick, Ear Mite prevent)	\$2.00
Microchip	\$5.25
Misc Supplies and Medical Waste	\$3.00
Spay/ Neuter	\$70.00
Staff Time	\$30.00
Total	\$135.94

2013 Funding Request to City of Williamsburg January 2013

Based on the information provided, the cost to HHS to provide shelter, medical care and food to animals from the City of Williamsburg is as follows:

60 Cats x \$135.94 = \$8,156.40

56 Dogs x \$182.10 = \$10,197.60
\$18,354.00

The animals we house must have a warm, dry and clean shelter to stay in while they are waiting for their forever home. All of this requires a building and utilities. The HHS mortgage is paid in full as of December 2011 and is the direct result of successful donor cultivation. Therefore the other major expense in housing stray and unwanted companion is utilities. The HHS utilities bill for 2012 was \$33,141.49.

\$33,141.49 X 8% (City percentage of animals served out 1574 animals served in 2012)
= \$2,651.32

Heritage Humane Society Request to the City of Williamsburg:

City of Williamsburg total Animal Care Costs:	\$18,354.00
Plus	
<u>City of Williamsburg Percentage of Housing Costs:</u>	<u>\$ 2,651.32</u>
	\$21,005.32

Heritage Humane Society anticipates the same percentage of animals in 2013 from the City of Williamsburg residents. Based on the budget constraints of the City of Williamsburg, we therefore respectfully request \$14,000.00 for 2013.

Amount Requested: \$14,000.00



202 Quarterpath Road, Williamsburg, VA 23185-3617

Phone: (757) 259-3768 / Fax: (757) 259-8064

www.williamsburgfarmersmarket.com

Board Members

Marina Ashton

Nell Bartlett

Anderson Bradshaw

Geralyn Butler

Michele DeWitt

Leanne DuBois

Michael Hoot

Jodi Miller

Michael Segala

Larry Smith

Michael Westfall

Marty Wilson

Honorary Members

Tom Austin

Tom Power

2013 Founding Sponsors



2013 Sustaining Sponsors

Riverside Health System

Towne Bank

January 18, 2013

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, Virginia 23185

Dear Mr. Serra:

On behalf of the Board of Directors, I would like to thank the City of Williamsburg for its past support of the Williamsburg Farmers Market. The City's financial and in-kind support for the Market has greatly contributed to our success.

To assist in operating the Market during the 2014 season, I respectfully request \$3,800 from the City's FY 2014 budget. Continued funding from the City will ensure that the Market will be able to continue to operate a weekly farmers market, April through October, and will allow the Market to host special holiday and seasonal markets.

I have enclosed three documents to provide you with Market information for your funding considerations.

Thank you for your consideration of our funding request. If you or your staff has any questions, please contact me at 259-3768 or loliver@williamsburgva.gov.

Sincerely,

Libbey Oliver
Market Manager

Enclosures: Funding Request for FY 2014
Williamsburg Farmers Market CY 2013 Budget
2002-2012 Farmers Market Statistics

cc: Jodi Miller

Williamsburg Farmers Market
2002 - 2012 Statistics

SATURDAYS	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Market Days	18	28	33	33	31	32	31	34	36	35	36
Vendors	25	40	44	51	51	50	52	58	58	63	62
Customers	1,500	26,610	38,752	41,674	34,517	38,772	34,546	39,289	38,304	31,876	33,572
Avg. Customers/Market	833	915	1174	1,263	1,114	1,212	1,114	1,155	1,064	911	933
Avg. Sales/Customer	\$9.81	\$10.04	\$10.85	\$13.35	\$17.94	\$18.62	\$20.30	\$21.04	\$26.30	\$30.73	\$32.15
Volunteers	17	19	45	30	41	57	47	43	51	65	65
Chef Demos	15	22	26	27	23	26	22	26	22	23	21
Musical Events	1	13	28	31	29	32	30	33	30	33	30
Total Vendor Income	\$147,191.00	\$267,211.00	\$438,215.00	\$557,260.00	\$619,189.00	\$721,115.00	\$701,156.00	\$817,357.00	\$1,007,220.81	\$979,396.70	\$1,112,944.99

TUESDAYS	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Market Days					10	12			12		
Vendors					15	19			17		
Customers					2564	2,928			1608		
Avg. Customers/Market					256	244			134		
Avg. Sales/Customer					\$14.39	\$12.08			\$17.27		
Volunteers					2	4			3		
Artists					0	0			14		
Total Vendor Income					36895	\$35,355.86			\$27,763.15		

GRAND TOTAL	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Market Days	18	28	33	33	41	44	31	34	48	35	36
Vendors	25	40	44	51	66	69	52	58	60	63	62
Customers	1,500	26,610	38,752	41,674	37,081	41,700	34,546	39,289	39,912	31,876	33,572
Avg. Customers/Market	83	950	1174	1263	904	948	1114	1156	832	911	933
Avg. Sales/Customer	\$98.13	\$10.04	\$11.31	\$13.37	\$17.69	\$17.69	\$18.16	\$20.80	\$25.93	\$30.73	\$32.15
Volunteers	17	19	45	30	43	61	47	43	54	65	65
Chef Demos	15	15	22	26	27	23	26	22	26	23	21
Musical Events	1	1	13	28	31	29	32	30	33	33	30
Artists					0	0			14		
Total Vendor Income	\$147,191.00	\$267,211.00	\$438,215.00	\$557,260.00	\$656,084.00	\$756,470.86	\$701,156.00	\$817,357.00	\$1,034,983.96	\$979,396.70	\$1,112,944.99

2013 WFM Budget

EXPENDITURES		2010 ACTUAL	2011 ACTUAL	2012 BUDGET	12/31/2012	2013 PROPOSED	COMMENTS/NOTES
Personnel Expenses							
Employees							
009-0001-1001	Salary: Market Manager	\$ 34,639.32	\$ 34,696.08	\$ 36,098	\$ 35,332.10	\$ 37,181	3% merit increase
009-0001-1005	Wages: Market Assistant	\$ 9,832.90	\$ 10,863.17	\$ 12,750	\$ 12,335.75	\$ 13,757	3% merit increase & 50 additional hours
009-0001-2001	FICA	\$ 3,394.03	\$ 3,493.13	\$ 3,737	\$ 3,646.70	\$ 3,897	
Employees Subtotal		\$ 47,866.25	\$ 49,052.38	\$ 52,585	\$ 51,314.55	\$ 54,835	
Indep. Contractors							
009-0001-6001	Indep. Contractor Pymt. SNAP Coordinator						
009-0001-6002	Indep. Contractor Pymt. Market Helpers	\$ 216.00	\$ 336.00	\$ 300	\$ 12,692.00	\$ 2,618	7hrs/34 wks/\$11/hr
Indep. Contractors Subtotal		\$ 216.00	\$ 336.00	\$ 300	\$ 12,692.00	\$ 2,618	
Operating Expenses		\$ 48,082.25	\$ 49,388.38	\$ 52,885	\$ 64,006.55	\$ 57,453	
Personnel Expenses Total							
009-0001-5201	Postage	\$ 2.64	\$ 1.10	\$ 25	\$ 5.15	\$ 25	
009-0001-5203	Telecommunications	\$ 217.02	\$ 219.40	\$ 250	\$ 242.01	\$ 250	mi-fi
009-0001-5308	Insurance: Liability, Directors & Officers	\$ 1,094.00	\$ 1,134.00	\$ 1,200	\$ 1,214.00	\$ 1,250	D&O - \$744, Liability- \$405, VDACS - \$40, State - \$25
009-0001-5401	Office Supplies	\$ 851.02	\$ 731.79	\$ 750	\$ 880.27	\$ 1,050	Software cost increase
009-0001-5403	Special Projects (non-events)	\$ 66.16	\$ 215.00	\$ 3,000	\$ 286.02	\$ 3,000	includes SNAP program costs
009-0001-5410	Education: Meeting & Conference Fees	\$ 60.00	\$ 45.00	\$ 300	\$ 15.00	\$ 300	
009-0001-5411	Education: Books & Subscriptions	\$ 147.73	\$ 144.90	\$ 175	\$ 171.90	\$ 210	
009-0001-5501	Travel: Mileage	\$ 442.79	\$ 733.84	\$ 700	\$ 709.23	\$ 700	
009-0001-5504	Travel: Transportation, Lodging, Meals, Parking	\$ 462.03	\$ 459.44	\$ 800	\$ 412.03	\$ 800	
009-0001-5413	Market Supplies (Formerly: Other Operating Supplies)	\$ 606.20	\$ 14.66	\$ 200	\$ 189.92	\$ 200	Tents, Tables
009-0001-5414	Market Events	\$ 254.81	\$ 308.53	\$ 400	\$ 2,412.49	\$ 400	
009-0001-5600	WFM Logged Items	\$ 1,124.99	\$ 2,276.10	\$ 800	\$ 1,335.41	\$ 2,300	Purchase of totes, insulated bags (sponsored), etc for marketing and sales
009-0001-5700	Vendor Annual Meeting	\$ 377.85	\$ -	\$ 600	\$ 400.54	\$ 600	
009-0001-5800	Volunteer Appreciation	\$ 230.80	\$ 205.53	\$ 200	\$ 146.64	\$ 200	
009-0001-7999	Gift Certificates	\$ 50.00	\$ -	\$ -	\$ 70.00	\$ 50	offset account only
009-0001-9000	Contingency	\$ 7,550.00	\$ -	\$ 24,595	\$ 130.16	\$ 1,242	
Operating Expenses Total		\$ 13,538.04	\$ 6,489.29	\$ 33,985	\$ 8,620.77	\$ 12,577	
Marketing Expenses							
009-0001-3007	Advertising	\$ -	\$ -	\$ 5,000	\$ 4,332.80	\$ 7,000	SNAP, Williamsburg Families, Macaroni Kid, new logo implementation
009-0001-3001	Advertising: Newspapers	\$ 2,546.70	\$ 2,033.00	\$ -	\$ 2,627.95	\$ -	
009-0001-3002	Advertising: Magazines, Newsletters & Other Periodicals	\$ 100.00	\$ 1,028.00	\$ -	\$ 346.85	\$ -	
009-0001-3003	Advertising: Radio and TV	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	
009-0001-3004	Advertising: Internet	\$ -	\$ -	\$ -	\$ 358.00	\$ -	
009-0001-3020	Marketing Materials	\$ -	\$ 44.00	\$ 5,000	\$ -	\$ -	
Marketing Expenses Total		\$ 2,646.70	\$ 3,105.00	\$ 5,000	\$ 4,332.80	\$ 7,000	
Sponsorship Expenses							
009-0001-3010	Chef at the Market:Supplies	\$ 1,069.31	\$ 1,383.77	\$ 1,350	\$ 1,025.84	\$ 1,350	Supplies used by chefs, Towne Bank offsets
009-0001-3011	Chef at the Market:Honoraria to Chefs	\$ 522.25	\$ 150.00	\$ 650	\$ 380.00	\$ 650	26 Chefs @ \$25, Towne Bank offsets
009-0001-5412	Music at the Market: Honoraria to performers	\$ 5,347.31	\$ 5,585.00	\$ 6,700	\$ 5,420.00	\$ 5,700	Payments to performers
009-0001-5422	Other Entertainment	\$ 150.00	\$ 1,075.00	\$ 300	\$ 28.27	\$ 300	Children's Day
Sponsorship Expenses Total		\$ 7,088.87	\$ 8,193.77	\$ 9,000	\$ 6,854.11	\$ 8,000	
TOTAL EXPENDITURES		\$ 71,355.88	\$ 67,176.44	\$ 100,880	\$ 83,814.23	\$ 85,330	

2013 WFM Budget

REVENUE		ACTUAL 2010	ACTUAL 2011	2012 BUDGET	12/31/2012	2013 PROPOSED	COMMENTS/NOTES
Fees							
009-0002-2000	Vendor Fees: Space Rental	\$ 245.00	\$ 175.00	\$ 210	\$ 315.00	\$ 210	6 new vendors
009-0002-2100	Vendor Fees: 6%	\$ 59,046.18	\$ 56,518.12	\$ 53,000	\$ 64,003.82	\$ 58,000	Increases from SNAP & credit card programs
009-0002-2101	Vendor Fees: 8%	\$ 1,003.83	\$ 1,395.01	\$ 1,200	\$ 576.20	\$ 600	
	Fees Total	\$ 60,295.01	\$ 58,088.13	\$ 54,410	\$ 64,895.02	\$ 58,810	
Contributions							
009-0002-1000	Founding Sponsor: City of Williamsburg	\$ 3,800.00	\$ 3,800.00	\$ 3,800	\$ 3,800.00	\$ 3,800	
009-0002-1100	Founding Sponsor: Colonial Williamsburg Found.	\$ 4,000.00	\$ 4,000.00	\$ 4,000	\$ 4,000.00	\$ 4,000	
009-0002-1200	Founding Sponsor: Merchants Square Association	\$ 4,000.00	\$ 4,000.00	\$ 4,000	\$ 4,000.00	\$ 4,000	
009-0002-1400	Major Sponsor: Riverside	\$ 5,000.00	\$ 5,000.00	\$ 5,000	\$ 5,000.00	\$ 5,000	
009-0002-1410	Major Sponsor: Towne Bank	\$ 2,000.00	\$ 2,000.00	\$ 2,000	\$ 2,000.00	\$ 2,000	
009-0002-1420	Major Sponsor: Music	\$ 6,000.00	\$ 6,000.00	\$ 6,000	\$ 1,500.00	\$ 6,000	Chefs program sponsor
009-0002-1500	Contributions: Other Businesses & Organizations	\$ 25.00	\$ 2,000.00	\$ -	\$ 1,454.50	\$ -	
009-0002-1600	Contributions: Individuals	\$ 124.90	\$ 64.00	\$ -	\$ 155.50	\$ -	
009-0002-1700	Rebates	\$ -	\$ -	\$ -	\$ -	\$ -	
009-0002-1800	Grants	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	
009-0002-1900	Fundraising Events	\$ -	\$ -	\$ -	\$ -	\$ -	
009-0002-3100	Friends of the Market "Membership"	\$ 1,380.12	\$ 1,097.00	\$ 800	\$ 1,035.00	\$ 800	
	Contributions Total	\$ 26,330.02	\$ 28,161.00	\$ 25,600	\$ 22,945.00	\$ 25,600	
Other Revenue							
009-0002-2200	Interest Earnings: City Investment Account	\$ 128.18	\$ 101.40	\$ 120	\$ 100.13	\$ 120	
009-0002-4000	Sale of Merchandise	\$ 1,656.78	\$ 939.04	\$ 750	\$ 2,009.12	\$ 750	
009-0002-3000	Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ 14.00	\$ -	
009-0002-7999	Gift Certificate Purchase	\$ 50.00	\$ 705.00	\$ -	\$ 310.00	\$ 50	Offset account
009-0000-1013	Reserves Brought Forward	\$ -	\$ -	\$ 20,000	\$ -	\$ -	
	Other Revenue Total	\$ 1,834.96	\$ 1,745.44	\$ 20,870	\$ 2,433.25	\$ 920	
	TOTAL REVENUE	\$ 88,459.99	\$ 88,994.57	\$ 100,880	\$ 90,273.27	\$ 85,330	
CASH EQUIVALENCY		YTD 2010	2011 Actual	2012 Actual			
009-0000-1001	Cash		\$67,236.61	\$73,661.17			
009-0000-1012	Investments	\$ 56,459.94	\$ 58,689.52	\$58,789.65			
	TOTAL RESERVES	\$ 56,459.94	\$123,926.13	\$130,450.82			

\$47,000 In-kind Assistance from the City - office space & furniture, administrative assistance, web support, act as fiscal agent, provide legal assistance, new computer and iPad.



CHARTERED 1693

THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA
OFFICE OF THE PRESIDENT
P.O. Box 8795
WILLIAMSBURG, VIRGINIA 23187-8795
757/221-1693, Fax 757/221-1259

January 18, 2013

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, Virginia 23185

Dear Phil:

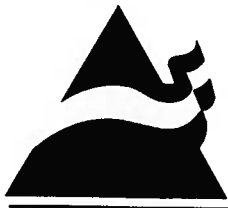
Thank you for your letter of December 18, 2012. The Crossroads Project will not request funding from the City of Williamsburg for Fiscal Year 2013-2014.

The Crossroads Steering Committee is grateful for the strong support of the City in previous fiscal years. If you need further information, please contact me at (757) 221-1346.

Sincerely,

Michael J. Fox
Assistant to the President

MJF:sw
cc: Mr. Jack Tuttle, Williamsburg City Manager



THE HISTORIC TRIANGLE COLLABORATIVE

Colin G. Campbell
President
The Colonial Williamsburg
Foundation

Philip G. Emerson
Executive Director
Jamestown-Yorktown Foundation

Clyde A. Haulman
Mayor
Williamsburg
City Council

James G. Kennedy
James City County
Board of Supervisors

James O. McReynolds
County Administrator
York County

Robert C. Middaugh
County Administrator
James City County

Carleton T. Lum, III
Park President
Busch Gardens
and Water Country, USA

W. Taylor Reveley, III
President
The College of William & Mary

Richard A. Schreiber
President and CEO
Greater Williamsburg Chamber
& Tourism Alliance

Jackson C. Tuttle, II
City Manager
City of Williamsburg

Walter C. Zaremba
York County
Board of Supervisors

Sanford B. Wanner
Chair

January 14, 2013

Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23187

Dear Mr. Serra,

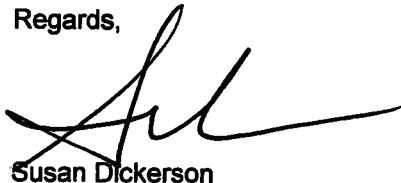
I am writing to respectfully request that the City of Williamsburg allocate \$6,500 for operating support for The Historic Triangle Collaborative for the Fiscal Year that begins July 1, 2013. That represents a level funding request for FY2014. Per your request, I have attached several supporting documents:

- The proposed Fiscal Year 2014 Historic Triangle Collaborative Budget, which will be presented at the January 28th meeting;
- The Historic Triangle Collaborative vision and mission statements/description of services; and
- The Historic Triangle Collaborative YTD accomplishments/outcomes.

I would like to take this opportunity to personally thank the City for its collective dedication, support and service to The Historic Triangle Collaborative. Your leadership is essential to the future success of our region.

Please contact me if you have any questions either by email at sdickerson@historictrianglecollaborative.com or at (757) 253-2999 if I can be of assistance.

Regards,



Susan Dickerson

Enclosures

Cc: Clyde A. Haulman
Jackson C. Tuttle

HTC's DRAFT Budget Fiscal Year 2014

Historic Triangle Collaborative FY 2014 Budget
(July 1, 2013 through June 30, 2014)

Revenue	James City County	FY 2011		FY 2012		FY 2012		FY 2013		FY 2014	
		Budget	Actual	Budget (less 5	Actual	Budget (less 2.2%)	Budget (level funding)	Budget (less 2.2%)	Budget (level funding)	Budget (less 2.2%)	Budget (level funding)
	City of Williamsburg	\$ 7,000	\$ 7,000	\$ 6,650	\$ 6,650	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	York County	\$ 7,000	\$ 7,000	\$ 6,650	\$ 6,650	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	Colonial Williamsburg	\$ 7,000	\$ 7,000	\$ 6,650	\$ 6,650	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	College of William & Mary	\$ 7,000	\$ 7,000	\$ 6,650	\$ 6,650	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	Jamestown Yorktown Foundation	\$ 7,000	\$ 7,000	\$ 6,650	\$ 6,650	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	Greater Williamsburg Chamber & Tourism Alliance	\$ 7,000	\$ 7,000	\$ 6,650	\$ 6,650	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	Anheuser Busch InBev	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Busch Entertainment	\$ 7,000	\$ 7,000	\$ 6,650	\$ 6,650	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	Roll over	\$ 40,300	\$ 40,219	\$ 21,000	\$ 25,337	\$ 12,834	\$ 12,834	\$ 12,834	\$ 12,834	\$ 12,834	\$ 12,834
	Interest	\$ 600	\$ 339	\$ 600	\$ 112	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
	Total	\$ 103,900	\$ 96,558	\$ 74,800	\$ 78,649	\$ 65,434	\$ 65,434	\$ 65,434	\$ 65,434	\$ 65,434	\$ 65,434
Expenses Professional Services											
	Advertising	\$ 64,500	\$ 64,500	\$ 64,500	\$ 56,168	\$ 55,134	\$ 55,134	\$ 55,134	\$ 55,134	\$ 55,134	\$ 55,134
	Training	\$ -	\$ 1,175	\$ -	\$ 1,346	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Small Furniture / Equipment	\$ 1,000	\$ 94	\$ 1,000	\$ 342	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Travel / Membership	\$ 2,000	\$ 1,524	\$ 1,000	\$ 164	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Meals	\$ 2,000	\$ 1,157	\$ 1,000	\$ 479	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Office Supplies	\$ 1,000	\$ 269	\$ 1,000	\$ 178	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Printing	\$ 1,000	\$ 605	\$ 1,000	\$ 226	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	IT	\$ 1,000	\$ 1,105	\$ 1,000	\$ 2,275	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Legal Fees	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	Parking	\$ 1,000	\$ 508	\$ 1,000	\$ 695	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Postage	\$ 1,000	\$ 34	\$ 500	\$ 68	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	Contingency	\$ 28,000	\$ 250	\$ 2,300	\$ 4,000	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300
	Total	\$ 103,000	\$ 71,221	\$ 74,800	\$ 65,940	\$ 65,434	\$ 65,434	\$ 65,434	\$ 65,434	\$ 65,434	\$ 65,434

HTC Mission

To think regionally and work collaboratively to achieve sustainable economic and quality of life benefits for the Historic Triangle.

HTC Participants

The Historic Triangle Collaborative is an informal group comprised of 11 Historic Triangle community leaders:

- An elected official of James City County, the City of Williamsburg and York County;
- The chief administrative officers of James City County, the City of Williamsburg and York County;
- The chief executive officers of the Colonial Williamsburg Foundation, the Jamestown-Yorktown Foundation, the College of William and Mary, the Greater Williamsburg Chamber & Tourism Alliance and Busch Gardens & Water Country USA.

Accomplishments/Outcomes

The Historic Triangle Collaborative benefits the City of Williamsburg by providing a regional opportunity to work together with other local government and major institutions for the improved economic and quality of life benefits of the region. Some specific programs and outcomes are outlined below:

- **Coordination**
 - Initiated the pursuit of Route 60 East Beautification grant funds through community meetings, funding initial plans of the project and submitted a grant to the Virginia Department of Transportation. The HTC continues to initiate Route 60 East Beautification plans to submit the project for grant funding and potential state MAP 21 funds.
 - Commissioned and completed a study to survey the region's older population regarding their quality of life and their views on aging.
- **Comprehensive planning**
 - Members assisted with the commitment to coordinate and execute the timing of the three Comprehensive Plans.
- **Tourism**
 - Acted as the coordinating entity for the Historic Triangle's involvement in the Virginia Sesquicentennial of the American Civil War Commission.
 - Marketed the region and the regional calendar of events for the Sesquicentennial Commemoration of the American Civil War.
- **Advocacy**
 - Tracked and opposed legislation that allowed School Boards to open Virginia schools prior to Labor Day.
 - Ensured that the Historic Triangle's voice was heard in Richmond on the issue of opening schools prior to Labor Day.
- **The economy**
 - Continued to work with the Economic Diversification Task Force to examine regional economic issues.
 - Supported and received a marketing study of the Historic Triangle area by William & Mary's Mason School of Business.

The Historic Triangle Collaborative 2012– 2013

Mission: To think regionally and work collaboratively to achieve sustainable economic and quality of life benefits for the Historic Triangle

- **Coordination**

- Regularly updated www.historictrianglecollaborative.com as a platform through which to share meeting results
- Commissioned and completed a study to survey the region's key organizations and their vision, mission and strategic plans
- Commissioned and completed a study to survey the region's older population regarding their quality of life and their views on aging
- Initiated regional discussion regarding the Interstate 64 corridor and potential widening options

- **The economy**

- Shared pertinent information regarding the economic downturn and its impact on the region's major institutions
- Continued the task force, chaired by Jim Golden of the College of William and Mary, to explore economic diversity in the Historic Triangle
- Supported and received a marketing study of the Greater Williamsburg area by William & Mary's Mason School of Business

- **Comprehensive planning**

- Assisted with the commitment to coordinate the comprehensive planning process with the three localities and three public forums held to receive public input

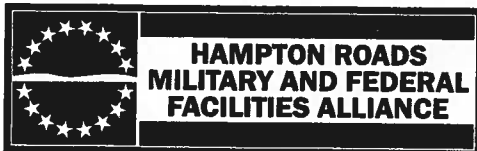
- **Advocacy**

- Communicated with national, state and local elected officials noting the importance of conference business to the Historic Triangle and requesting they remain mindful of that fact when deliberating public policy
- Testified to General Assembly subcommittees against several bills that allowed School Boards to open Virginia schools prior to Labor Day.
- Supported a study to expand inter-city and high-speed passenger service in Virginia and ways to pay for it
- Supported improved mowing schedules and corridor beautification along Route 60 East between Colonial Williamsburg and Busch Gardens
- Met with and provided information to the Joint Legislative Audit and Review Committee regarding the impact of year-round schools on the Historic Triangle's tourism

- **Tourism**

- Established the Historic Triangle Collaborative as the coordinating entity for the Historic Triangle's involvement in the Virginia Sesquicentennial of the American Civil War Commission
- Marketed the Historic Triangle area as a destination to commemorate Virginia Sesquicentennial of the American Civil War Commission
- Conducted research, facilitated conversations and assisted with MOU regarding an area Destination Marketing Organization

Updated January 9, 2013



KENNETH I. WRIGHT, CHAIR • MARY K. JONES, VICE CHAIR • E. DANA DICKENS III, TREASURER • DWIGHT L. FARMER, SECRETARY

January 2, 2013

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette St.
Williamsburg, VA 23185

Dear Mr. Serra:

Thank you for your letter of December 18, 2012, providing guidance to organizations seeking FY2014 funding support from the City of Williamsburg. The information provided below for the Hampton Roads Military and Federal Facilities Alliance (HRMFFA) is responsive to your guidance.

HRMFFA was created in 2006 by the elected leaders of the 13 cities and counties that call themselves Hampton Roads. Its original mission remains in place today: to attract, retain and grow Federal facilities to the region. The Federal presence accounts for nearly 50% of our gross regional economy, and this sector will remain vital to our economic health for the foreseeable future. The Mayor of Williamsburg, the Honorable Clyde Haulman, sits as a member of the HRMFFA Board of Directors, as do the elected leaders of the other municipalities in the region.

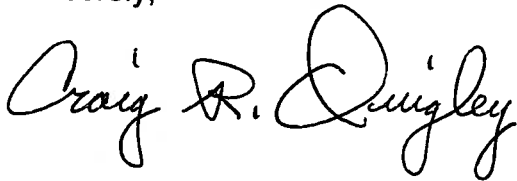
HRMFFA is requesting \$7034.00 from the City of Williamsburg in FY2014. This figure represents a \$.50 per capita level of support based on 2010 census data, which is consistent with the 2006 funding agreement among the 13 Hampton Roads cities and counties. City financial support in FY2013 amounted to \$6479.00, or \$.461 per capita. The requested funds will be used to retain a consulting/lobbying firm in Washington, DC, to pay the salaries and benefits of the executive director and shared support of an administrative assistant and bookkeeper, as well as costs associated with maintaining an office and travel expenses.



Generally, every citizen of Williamsburg benefits from HRMFFA's efforts on behalf of the entire region. Specifically, HRMFFA's efforts with regards to Langley Air Force Base, NASA Langley Research Center, Fort Eustis, Jefferson Laboratory, Camp Peary and Naval Weapons Station Yorktown have a direct and local positive impact on the city's citizens. HRMFFA's efforts in FY2014 will need to be more robust than ever, given the Federal budget pressures that will affect the region. Our advocacy efforts on behalf of the citizens of Hampton Roads must continue and strengthen in order for the effects of that budget pressure to be mitigated.

Thank you in advance for your consideration. Please contact me at 757-644-6324 or cquigley@hrmffa.org should you have questions or require additional information.

Sincerely,

A handwritten signature in black ink that reads "Craig R. Quigley". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Craig R. Quigley
Rear Admiral, U.S. Navy (Ret.)
Executive Director



THIS CENTURY ART GALLERY

▲ WILLIAMSBURG ART CENTER ▲
DISCOVER ▲ CREATE ▲ INSPIRE

219 North Boundary ▲ Box 388 ▲ Williamsburg, Virginia 23187 ▲ 757-229-4949 ▲ www.thiscenturyartgallery.org ▲ A Virginia Museum of Fine Arts Partner

March 7, 2013

Executive Committee

President

Michael Kirby

Vice President

Linda Caviness

Artistic Director

Apryl Altman

Secretary

Sharon Parker

Treasurer

Gregory Spryn

Executive Director

Kerry C. Mellette

Supported by:

Junior Woman's Club
of Williamsburg

Rotary Club of
Williamsburg

Williamsburg Area
Arts Commission

Williamsburg
Community Foundation

Woman's Club
of Williamsburg

York County Arts
Commission

Jack Tuttle

City Manager

City of Williamsburg Municipal Building

401 Lafayette Street

Williamsburg, VA 23185-5612

Dear Jack,

I would like to update you on the status of our acquisition discussions that we had with you, Mayor Haulman and Vice Mayor Freiling in December. This Century Art Gallery (TCAG) completed its acquisition of lot 1, City Square from Carlton Abbott on December 27th.

We are excited about the prospect of building a community art center in City Square. This will increase our visibility and our ability to serve residents of the area with a wide variety of classes, workshops, exhibits, events and outreach programs. TCAG has made a significant financial commitment for the organization as well as a commitment to the City by joining in its development vision for City Square with what will become the new community art center which will include galleries, classroom space and meeting facilities.

We would ask the City to consider a contribution to support the TCAG for the remainder of this fiscal year, the 2013-2014 fiscal year, and consider support on an ongoing basis in future budgets. The amount of contribution we are seeking at this point in time is an amount equal to \$16,699.29 annually (Site Maintenance Fee of \$3,630.21 and Terrace Parking Fee for 18 spaces of \$13,069.08).

Our plans are to begin working on the interior design of the building to fit the needs of TCAG. We have additional work to do within the organization before we initiate fundraising efforts for the building.

Thank you and City Council for your assistance and your ongoing support of our vision.

I look forward to hearing from you.

Sincerely,

Michael Kirby
President

NAST

NASA AERONAUTICS
SUPPORT TEAM

November 20, 2012

Jack Tuttle, City Manager
City of Williamsburg
Municipal Building
401 Lafayette Street
Williamsburg, VA 23185

RE: FY 2014 Request for funding to support the NASA Aeronautics Support Team, Inc. (NAST, Inc.)

Dear Jack Tuttle;

As the Executive Director of the NASA Aeronautics Support Team (NAST) I am writing on behalf of the all-volunteer NAST Board to request your financial support in FY2014 to sustain our ongoing efforts to protect and grow the NASA Langley Research Center (LaRC). We understand that municipal budgets are under strain locally and statewide, but believe that the value that LaRC provides to our communities is important enough to need to protect even during short term fiscal downturns.

In order to continue this push for a budget resolution that will provide a long term solution for NASA Langley, the NASA Aeronautics Support Team is requesting \$5,000 from Williamsburg in FY-2014.

The NASA Aeronautics Support Team (Federal ID# 30 0041509) is functionally organized to operate on two primary levels under the guidance and direction of the President. These levels are as follows:

NAST, Inc.: This group consists of full representation from all stakeholders within the greater Peninsula community: elected municipal government as well as business and community interests. The purpose of this committee is to provide broad oversight and guidance to the Executive Committee and ensure that the broader community interests are being carried out. The full board must approve all expenditures over \$10,000.

The Executive Committee: This group is composed of a cross section from the local communities as well as key non-elected leaders from businesses. The Executive Committee meets every month, reviews and approves the operating budget, and develops strategy issues.

Over the past ten years, NAST has been working to prevent programmatic and financial disaster at the Langley Research Center. As the Clinton Administration ended and the Bush Administration assumed office, the vacuum in policy-making made aeronautics an attractive target for budget cutters, particularly to pay for lingering problems with NASA's human space flight program. NAST's efforts have effectively stopped the hemorrhaging of aeronautics funding. While Langley remains the Peninsula's premier civilian research and development facility, it is abundantly clear that preventing fiscal disaster from occurring there is insufficient as a goal to guarantee it has a bright and robust future. NASA Langley provides thousands of jobs here on our Peninsula. **Williamsburg has 170 NASA civil servants according to information published by NASA. (This information only includes Civil Servants and not NASA contractors. There are as many NASA contractors located at the Langley Research Center as civil servants and it is safe to assume that equal numbers live in Williamsburg – bringing the number of Williamsburg residence connected to the NASA LaRC at over 340 people)**

Lame Duck Session of the 112th Congress

Lawmakers of the 112th Congress returned to Washington on November 13 for the lame-duck session, which is scheduled to last through Christmas, or theoretically until the 113th Congress is sworn in on January 3, 2012. Time will be spent during the lame-duck both on "housekeeping" issues as well as substantive policy issues.

During the first two weeks of this session, the primary objective is to orient new members and hold leadership elections. Leadership elections for the 113th Congress were conducted last week for House Republicans and both parties in the Senate, and will conclude November 29-30 with leadership elections for House Democrats. Beginning the week of November 26, Steering and Policy Committees will meet to decide contested Committee Chairman and Ranking Member positions. After that is settled, the Steering and Policy Committees will name new members to committees, a process that could extend into January.

President Obama has already met with congressional leadership about the legislative agenda for the lame-duck, but Speaker Boehner has stated that "lame-duck Congresses aren't known for doing big things and probably shouldn't do big things, so I think the best you can hope for is a bridge." Senate Majority Leader Reid, however, stated that he is not for "kicking the can down the road," and would prefer to resolve pressing deficit and budget issues as soon as possible. Reid said Congress knows what needs to be done, and "waiting for a month, six weeks, six months, that's not gonna solve the problem."

The highest priority issue that must be addressed in the remaining weeks of 2012 is the so-called "fiscal cliff" – a combination of tax increases and spending cuts set to take effect in the new year. Federal income, dividend, capital-gains, and estate tax rates are scheduled to increase on January 1, 2013. Meanwhile, as a result of the Budget Control Act of 2011, \$110 billion in defense and domestic spending cuts are scheduled to take effect on January 2. Without defusing this looming threat, Congress risks sending the U.S. back into recession, according to a fresh warning issued by the independent Congressional Budget Office (CBO).

A “grand bargain” on the deficit will be pursued, but given the skeptical statements of both Boehner and Pelosi, among others, it is unlikely it will be reached during the lame-duck session. Rather, a consensus appears to be emerging on Capitol Hill to make a “down payment” on deficit reduction that averts the worst of the tax increases and spending cuts on January 2 while creating a framework for the 113th Congress to address structural debt reduction in a meaningful way. President Obama is currently leading bicameral, bipartisan negotiations.

While the fiscal cliff will occupy most of the attention of congressional leadership and the media during the lame-duck session, a handful of other important legislative issues may also get onto the agenda, including the stalled farm bill, cybersecurity, tax extenders, extending unemployment benefits, disaster relief, appropriations, the so-called “Doc Fix,” establishing Permanent Normal Trade Relations (PNTR) status with Russia, reforming the postal service, and the National Defense Authorization Act (NDAA), among others. Which of these issues are addressed during the lame-duck, and which are held over until 2013, remains to be seen. However, it seems unlikely that any major policy breakthroughs will occur, making action more likely on the more routine legislative items such as the Doc Fix, tax extenders, disaster relief, or the 2013 NDAA.

Composition of the 113th Congress

To a great extent, the congressional election results preserve the status quo for the upcoming 113th Congress. Republicans will comfortably retain control of the House with of Representatives. Based on outstanding results, the ceiling for Democrats is 200 House seats, while the floor for Republicans is 235. In the Senate, Democrats expanded their majority with a net gain of two seats, now controlling the chamber by a 55-45 margin.

Thus, control of each chamber remains functionally unchanged. The composition of each, however, will be different when the 113th Congress is sworn in on January 3, 2013. With fewer centrists, more conservative Republicans, and more liberal Democrats, both chambers will potentially become more polarized.

Continuing the trend of the past two elections, the ranks of centrist senators further thinned during the 2012 election cycle. Several moderate senators will not be returning next year, either by choice or by voter will, including Joe Lieberman (I-CT), Jim Webb (D-VA), Ben Nelson (D-NE), Kent Conrad (D-ND), Richard Lugar (R-IN), Scott Brown (R-MA), and Olympia Snowe (R-ME). Only one new reliable centrist will be added to the Senate ranks, Joe Donnelly (D-IN). Many of those openings will be filled by legislators further from the center, including Chris Murphy (D-CT), Tammy Baldwin (D-WI), Elizabeth Warren (D-MA), Deb Fischer (R-NE), and Ted Cruz (R-TX).

Similarly, the House has seen a continued erosion of moderates. Redistricting placed many Blue Dog Democrats in jeopardy, contributing to the defeat of Reps. Ben Chandler (D-KY), Larry Kissell (D-NC), and Leonard Boswell (D-IA), and the retirement of others such as Rep. Mike Ross (D-AR). Three incumbent, moderate Republicans also lost: Reps. Judy Biggert (R-IL), Bob Dold (R-IL), and Charlie Bass (R-NH).

Senate Leadership

The Senate Democratic leadership stays intact. Harry Reid (D-NV) will remain Senate Majority Leader, Dick Durbin (D-IL) Majority Whip, and Chuck Schumer (D-NY) Vice Chair of the Democratic Conference.

Senate Republicans will see a bit of change in their leadership ranks. Minority Leader Mitch McConnell (R-KY) maintains his role opposite Harry Reid. Minority Whip Jon Kyl (R-AZ), however, is retiring at the end of this Congress. John Cornyn (R-TX), current Chairman of the National Republican Senatorial Committee, will become the Minority Whip.

House Leadership

House Republican leadership remains in place, with John Boehner (R-OH) serving as Speaker of the House, Eric Cantor (R-VA) serving as Majority Leader, and Kevin McCarthy (R-CA) serving as Majority Whip.

Minority Leader Nancy Pelosi (D-CA) has announced her intention to continue to serve as the top Democrat. It is widely expected that she will secure enough votes from her conference to keep her post. Minority Whip Steny Hoyer (D-MD) and Assistant Democratic Leader James Clyburn (D-SC) are expected to remain in their respective positions. Rep. Pelosi will hold leadership elections on November 29.

Virginia Congressional Delegation

All of the incumbent Members of Congress for the Commonwealth of Virginia will be returning to Capitol Hill in January for the 113th Session. As a result of redistricting, the NASA Langley Research Center is now represented by Representative Scott Rigell. In addition to the House Armed Services Committee, Rep. Rigell also serves on the Committee on Homeland Security and the Committee on Science, Space, and Technology.

Senator Webb is retiring and former Governor Tim Kaine will be taking his place in the Senate. Governor Kaine is seeking a seat on the Armed Services and Appropriations Committees. Senator Warner will be up for re-election in 2014, but he may decide to run for Governor. He has promised to announce his intentions by Thanksgiving. Senator Warner is seeking new Committee assignments but is expected to remain on the Senate Commerce, Science and Transportation Committee.

House and Senate Space Authorization and Appropriations Committees

The House Science and Senate Commerce Committees will have new leadership resulting from a term limited Chairman – Rep. Hall and the retirement of Sen. Hutchison. The Senate Appropriations Committee will have a new Republican leader since Sen. Cochran is term limited. As a result of retirements and election losses, there will be a reshuffling of Chairmen and Ranking Members of the House and Senate Appropriations Subcommittees. When the new leadership is named, Texas and Alabama delegations are expected to have even greater influence in 113th Congress.

Challenges - NASA Langley Research Center

Leadership

In the 113th Congress, status quo will reign in space policy. The balance of power remains unchanged between the Obama Administration, the Senate and House of Representatives. There will be some second-order changes: the Science Committee will have a new chairman and a fourth of the House Science Committee's current membership won't be returning. The membership of the Senate Commerce and Appropriations Committees will not change much, but there will be new Ranking Republicans on both committees. There is also speculation regarding how long NASA Administrator Bolden will remain on the job. Chairman Wolf and Chairwoman Mikulski will be the most senior decision makers regarding NASA policy, programs and budget. NAST will take a leadership role educating the new leadership and staff.

FY13 Budget

Before the election, Congress passed a six-month continuing resolution funding the federal government through March 27, 2013. Over the past few weeks, the House and Senate Appropriations Committees have been working to produce conference agreements for the FY13 appropriations bills. There is a slight chance House and Senate Leadership will allow consideration of the individual bills during the lame duck session. The most likely scenario is passage of a full year continuing resolution funding government through September 30, 2013.

If negotiations are not successful and budget sequestration goes into effect on January 2, 2013, automatic spending cuts will reduce NASA's budget by over eight percent. NASA's plans to conduct a human mission to a near Earth asteroid by 2025 would not likely survive. If Congress is able to come to agreement on a "grand bargain", NASA may still face additional spending cuts which could force a consolidation of NASA Centers.

Congress will attempt to craft a NASA Authorization bill in 2013. The last authorization bill was passed in 2010 and provided the blueprint for the FY11-FY13 budgets. A new NASA authorization bill will make tough decisions to match the top line provided in any negotiated deficit deal. NAST's White Paper can serve as a guide and promote balanced research.

NASA Aeronautics and Hypersonics Research

The President's FY13 budget proposed reducing NASA's Aeronautics Hypersonics funding from \$25 million to \$7 million --- a 72% reduction in one year. The reduction would have essentially eliminated air-breathing hypersonics flight systems research, and propulsion technologies and structural integrated thermal protection systems. Most of this research is conducted at the Langley Research Center.

Congress rejected the President's proposed cut to the Hypersonics program and provided \$569.9 million for NASA Aeronautics. This is an \$18.4 million increase above the President's budget request and a direct result of NAST/HRMFFA advocacy. The House version of the FY13 Commerce, Justice and Science subcommittee included the following report language:

"While it is possible that the Department of Defense (DOD) could provide programmatic continuity by assuming responsibility for any discontinued work, discussions to confirm and formalize such an arrangement have not been completed, and therefore the outcome is not assured. The Committee believes that acting on NASA's reduction request without an assured plan for the transition of these activities would pose a risk to critical national capabilities and has consequently rejected the proposed cuts. However, the Committee encourages NASA to continue working with DOD to define appropriate agency roles in hypersonic research and to propose changes to rationalize the division of responsibilities and work in future fiscal years."

The House Appropriations Committee included additional language supporting Aeronautics:

Aeronautics and the Economy – "Research and development conducted by the Aeronautics program produces innovative technologies that, when transferred to other Federal agencies and to the aviation industry, create jobs, bolster the competitive position of American aviation companies, improve aviation safety and make better flying experiences for the general public. Consistent with the bill's focus on research programs with ties to manufacturing and domestic job creation, the Committee has prioritized funds for Aeronautics and rejected NASA's proposal to reduce activity in this area."

National Research Council Assessment

The FY12 CJS appropriations act (P.L. 112-55) commissioned an independent assessment of NASA's strategic direction and agency management. Report will be sent to Congress by December 31, 2012. The results of this report will be incorporated in to the FY14 NASA appropriations bill and could inform the next NASA Authorization Act. NAST will examine the report and be prepared to challenge recommendations that could harm Langley and champion those that support the Center.

Opportunities - NASA Langley Research Center

NASA Authorization Act of 2013/2014

The congressional oversight committees will attempt to draft and pass a new authorization bill during the 113th Congress. If Congress is able to come to agreement on a deficit reduction bill, there will be an even greater need for a new authorization bill to guide NASA's budgets for the next few years. NAST's White Paper advocates that NASA pursue four grand challenges in the coming years:

- 1) Intelligent, robotic exploration of the solar system and universe;*
- 2) Monitoring, predicting, and improving understanding of the derivation of climate change and the impact of mitigation strategies;*

3) Stimulating the reinvention of the U.S. air transportation system into an environmentally friendly, safe, energy efficient and capacity enhanced system that fosters economic development and competitiveness; and

4) Development of a U.S. vehicle for human access to space and continuation of human space exploration.

NAST is positioned to be a strong advocate for devoting a larger portion of NASA's budget to research and enduring missions in space science, Earth science and aeronautics, which form the core of NASA knowledge creation and innovation.

Unmanned Aerial Systems (UAS)

The National Defense Authorization Act and Federal Aviation Administration (FAA) Modernization and Reform Act signed early this year authorized the FAA to work with the Secretary of Defense, NASA and others to plan for the integration of unmanned aerial systems (UAS) into the national airspace, and assess the results of test sites to increase the progress of integrating unmanned systems.

NASA Langley is primary center conducting joint research with the FAA to integrate UAS into the national airspace. Through legislation passed earlier this year, the FAA was authorized by Congress to develop a comprehensive plan for UAS integration and designate test ranges where certification, flight standards and air traffic control requirements for civil UAS can be tested. The Governors of Virginia, New Jersey and Maryland have agreed to work together to pursue a test site designation from the FAA. They have formed the Mid Atlantic UAS Coalition and will be submitting a proposal once the FAA Screening Information Request (SIR) is released in December. NASA Langley will be a key player with all six of the FAA designated UAS test ranges. NAST is a key participant in developing the Mid Atlantic UAS Coalition's proposal.

Advanced Composites Initiatives and Modeling and Simulation

Senator Warner and NASA Langley have embraced NAST's Advanced Composites initiative. The program will help the aerospace industry conduct cost effective research using advanced modeling and simulation techniques.

Advocacy

NAST support of the NASA Langley Research Center in 2012

In February and March, NAST engaged the Virginia congressional delegation, House and Senate Appropriations and Authorization Committees in a campaign to restore the \$18 million cut to NASA Aeronautics Hypersonics research.

NAST supported NASA Aeronautics Day on Capitol Hill – July 18. During that visit, we met with Director Roe and Donna Lawson to discuss the National Research Council study and the FY13 budget.

On October 4, NAST met with Lori Garver and Bob Lightfoot at NASA Headquarters to discuss the White Paper, hypersonics, FY13 and FY14 budgets and future capital investments at Langley. NAST also briefed the Virginia congressional delegation and provided them with copies of the updated White Paper.

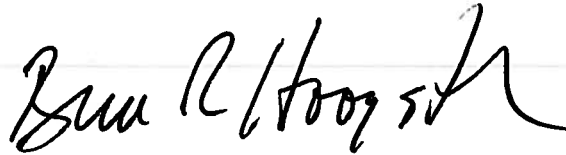
NAST also secured a commitment from Chairman Frank Wolf to visit Langley in the spring of 2013.

We are currently working to identify and prioritize our FY14 legislative priorities which will be presented the congressional delegation during meetings in March 2013.

For these reasons, we request your active financial support of the NAST as our voice locally and in Washington to build on the good work and reputation we have already established. We thank you for your support and hope that despite fiscal challenges, you see the wisdom in investing City revenues to the cause of protecting and improving the valuable economic, workforce and R&D asset that Langley provides the Hampton Roads region.

Again, we appreciate your support and would be available at any time to answer any further questions, or you can call or write me at 757.864.0444 (bruce@geosaninc.com or 47 East Queens Way, Suite 102 Hampton, VA 23669).

Respectfully requested,

A handwritten signature in black ink, appearing to read "Bruce R. Hoogstraten", with a stylized flourish at the end.

Bruce R. Hoogstraten
NAST, Inc.



Dear Mr. Tuttle,

On behalf of the LPGA Tour, Xanterra Properties, and Kingsmill Resort, we would like to express our sincere thank you for your participation in the Kingsmill Championship. This championship would not have been a success without the support of your organization. Your contribution played a major role and is truly appreciated.

We had a tremendous field of players that joined us, with a dramatic finish. Jiyai Shin defeated Paula Creamer after a 9-hole playoff which went into Monday, and finished the tournament at 16 under. This was the longest, two-person, playoff in LPGA history. Way to welcome the LPGA back to Kingsmill Resort!

The Kingsmill Championship would like to request a sponsorship of \$15,000 for the 2014 Kingsmill Championship. The specific dates have yet to be determined but will be released in the Fall/Winter of 2013 and we will get those to you at that time.

Once again, thank you for your participation in making the Kingsmill Championship a major success. We look forward to working with you again in 2014.

Sincerely,

Robin Carson
General Manager
Kingsmill Resort

WILLIAMSBURG AREA
ARTS
COMMISSION

401 LAFAYETTE STREET, WILLIAMSBURG, VA 23185

January 8, 2013

Mr. Phillip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, Virginia 23185-3617

Dear Mr. Serra:

The Williamsburg Area Arts Commission is pleased to report to you actions taken for the 2013-14 grant year.

Last year we granted \$120,000 to 31 organizations for programming in arts education, visual and performing arts, arts festivals and arts advocacy. We reached more than 701,000 people in the Williamsburg area.

As in the past few years, the economic situation requires us to be cautious and conservative in our budget recommendations. The commissioners have agreed upon a total appropriation that reflects the needs and contributions of local arts organizations, as well as the City's financial budgetary demands. We have kept our total request at the same level as last year, being mindful that there are no additional funds available this year. In all cases this level funding is less than the organizations have requested.

The regular grant appropriation request for 2014 is \$120,000 to fund 30 organizations, therefore the request for FY 14 appropriations from the City and the County is \$55,000 each. This assumes that each locality will receive \$5,000 from the Commonwealth, as in the past.

Thank you for your most generous past support of the Williamsburg Area Arts Commission. We look forward to your continuing support next year.

Sincerely,



Terry Emory Buntrock, Chair
Williamsburg Area Arts Commission

WILLIAMSBURG AREA ARTS COMMISSION SUMMARY - FY 2014										
Number	Organization	Amount Requested/Funded FY 2011-2012	Amount Requested/Funded FY 2012-2013	Amount Requested FY 2013-2014	Amount Recommend FY 2013-2014	Total Proposed for General Operations FY14	Total Proposed for Project FY 14	Funding as % of Budget Request FY 14	Total # Served FY 2012 (Latest Full Year of Data)	Description of Grant Request
	Instrumental Performance Group									
1	THE WILLIAMSBURG SYMPHONIA P O BOX 400 Williamsburg, VA 23187 Janis MacQuestion 757 229-5897 jan@williamsburgsymphonia.org	15,000/11,500	18,000/11,500	\$18,000.00	\$10,100.00		\$18,000.00	56.11%	Youth - 2,500 Adults - 80 Other - 200 Total - 2,780	Support covers costs for 10 Masterworks Concerts to be performed at Kimball with performances attended by approx 4,100 people. This year funds were NOT requested for in-school programs, Music Under Stars or Holiday Pops programming.
2	VIRGINIA SYMPHONY 150 Boush St., Suite 201 Norfolk, VA 23510 Emily Barnhill-Rodriguez 757-213-1422 erodriguez@virginiasympphony.org	25,000/10,500	20,000/10,500	\$20,000.00	\$11,225.00		\$20,000.00	56.13%	Youth - 1,100 Adults - 1,200 Other - 1,469 Total - 3,769	Four Programs: 1). Young People's Concerts for 1,000 WJCC 4th graders with instruction. 2). Four Classics Concerts at PBK Hall 3). Four Chamber Music concerts at WRL with post concert Q&A. 4). Master Class Series for young musicians. Visiting and VSO music professionals give free instruction to participating youth.
3	TIDEWATER CLASSICAL GUITAR SOCIETY, INC. P O BOX 777 Norfolk, VA 23501 Meade Stith 757-818-5794 tcgs@mac.com or jutemill@msn.com	3,300/2,300	2,300/2,000	\$2,200.00	\$2,000.00		\$2,200.00	90.91%	Youth - 185 Adults - 63 Other - 83 Total - 331	Three Classical Guitar concerts at WRL. Funds used for artist fees, hall rental, materials, advertising, etc. Approx 100 people attend these concerts. Artists are internationally renowned guitarists and one concert will be performed by the winner of the Guitar Foundation of America competition.
4	WILLIAMSBURG CONSORT 24 Winsten Fax Williamsburg Va 23185-5542 Sally Craig 757 258-7798 wmbgconsort@aol.com or scraigva@aol.com	5,500/2,000	6,000/2,000	\$4,700.00	\$2,750.00		\$4,700.00	58.51%	Youth - 390 Adults - 1200 Other - 700 Total - 2,290	Funding for guest conductor, 2 guest soloists, various workshops (adult musicians, W&M, and high school students. All performances are in Williamsburg area. Over time this organization has awarded \$17,500 in scholarships.
	Subtotal of Instrumental Performance Groups	48,800/26,300	46,300/26,000	\$44,900.00	\$26,075.00	\$0.00	\$44,900.00	58.07%	TOTAL 9,170	
	Vocal Performance Group									
5	WILLIAMSBURG CHORAL GUILD PO BOX 1864 Williamsburg, VA 23187 Elaine Reubush 757-234-0769 ereubush@cox.net	10,000/4,500	10,000/4,500	\$10,000.00	\$5,000.00	\$10,000.00		50.00%	Youth - 65 Adults - 1938 Other - 1260 Total - 3,263	Funding for Artistic Director and rehearsal accompanist, professional instrument- alists and vocal soloists, venue rental for three subscription concerts and two free holiday concerts. Also for hiring professional conductors, accompanists and soloists for the Summer Sings program. Audiences range from 350 - 600 depend- ing on program content and venue size. Summer Sings attracts about 300 total.
6	MAGIC OF HARMONY SHOW CHORUS 24 Marham Drive Hampton, VA 23669 Margaret Shelton 757-478-5890 m.shelton3@cox.net	1,000/750	900/800	\$1,000.00	\$600.00	\$1,000.00		60.00%	Youth - Adults - Other - Total - 585	Funding covers purchase of new music, coaching sessions, educational support and training for members. Performance type is Barbershop Harmony and quartets perform at convalescent center, assisted living facilities and non-profit civic organizations. Williamsburg performances also include An Occasion for the Arts, Grand Illumination and Caroling in Merchants Square and CW.
7	VIRGINIA CHORALE P.O. Box 3455 Norfolk, Virginia 23514 Rebecca Barclay 757-399-5666 bbarclay2@cox.net	2,500/1,800	5,000/1,750	\$5,000.00	\$1,500.00		\$5,000.00	30.00%	Youth - 60 Adults - 275 Other - 225 Total - 560	Financial support for 4 concerts at Williamsburg Presbyterian Church as part of the Chorale's 30th anniversary concert series. Funds cover salaries of singers and conductor, rental fees for venue, music purchases, ASCAP and BMI fees and marketing costs. Approx. 100 attendees for each concert. Chorale also mentors and teaches youth choral students across Hampton Roads.

WILLIAMSBURG AREA ARTS COMMISSION SUMMARY - FY 2014										
Number	Organization	Amount Requested/Funded FY 2011-2012	Amount Requested/Funded FY 2012-2013	Amount Requested FY 2013-2014	Amount Recommend FY 2013-2014	Total Proposed for General Operations FY14	Total Proposed for Project FY 14	Funding as % of Budget Request FY 14	Total # Served FY 2012 (Latest Full Year of Data)	Description of Grant Request
8	VIRGINIA CHORAL SOCIETY, INC. P O BOX 1742 Newport News, VA 23601 Charles Bump 757 838-6888 marketing@vachoralsociety.org or cmbump@aol.com	250/200	500/200	\$500.00	\$200.00		\$500.00	40.00%	Youth - 5 Adults - 43 Other - 25 Total - 73	Support for one holiday concert at Williamsburg Presbyterian Church, spec. cost of hall rental which is \$750. This is the 82nd season of this organization. One \$1,000 scholarship is given each year to a graduating senior. Tickets are
										\$15
9	WILLIAMSBURG WOMEN'S CHORUS, INC. PO Box 685 Williamsburg, VA 23187-0685 Terri Osborne 757 220-3647 aportermusic@verizon.net or markterri@juno.com	1,060/750	1,000/900	\$1,720.00	\$1,200.00		\$1,720.00	69.77%	Youth - 100 Adults - 225 Other - 100 Total - 425	Funds will be used to hire 8 professional instrumentalists, 60 octavos for collabor- ative performances with Williamsburg Youth Chorale, Berkeley Middle School Treble Choir and the W&M Women's Choir. Venues will include the Walnut Hills Baptist Church (December) and Phi Beta Kappa Hall (May.) There will be more than 100 performers for each concert.
10	CHESAPEAKE BAY WIND ENSEMBLE P.O. Box 6633 Yorktown, VA 23690-6633 Rebecca Troyer 757-247-2837 cbwe@ymail.com or beckyclarinete@gmail.com	500 / 200	500/0	\$500.00	\$325.00		\$500.00	65.00%	Youth - NA Adults - NA Other - NA Total - NA	Funds will be used to cover expenses for a Sunday afternoon, holiday-themed concert at Phi Beta Kappa Hall. Costs included are hall rental, purchase of music, rehearsal space rental, truck rental for transport of percussion equipment, printing of programs and publicity. Family tickets are discounted. Music type includes sing-a-longs and features many styles and cultural influences.
11	OPERA IN WILLIAMSBURG P.O. Box 2041 Williamsburg, VA 23188-2041 Naama Zahavi-Ely 757-876-8204 nxzaha@wm.edu or info@operainwilliamsburg.org LYRIC OPERA VIRGINIA 1 E. Plume Street, 2nd Floor Norfolk, VA 23510 Lana Sadowski 757 446-6666 lsadowski@lyricoperavirginia.org	0/0	0/0	\$10,000.00	\$0.00		\$10,000.00	0.00%	Youth - NA Adults - NA Other - NA Total - NA	This organization did NOT attend the mandatory 10/9/12 seminar, so they are not considered for funding. They requested funds for two opera performances to be held at Kimball. This is the first time this organization has applied for a grant from WAAC.
		0/0	10,000/0	\$0.00	\$0.00			FALSE	Youth - NA Adults - NA Other - NA Total - NA	This organization did not apply to WAAC for funding.
	Subtotal Vocal Performance Group	15,310/8,200	27,900/8,150	\$28,720.00	\$8,825.00	\$11,000.00	\$17,720.00	30.73%	TOTAL 4,906	
	Theatrical Groups									
12	VA SHAKESPEARE FESTIVAL College of W & M - Box 8795 Williamsburg, VA 23187-8795 Robert Ruffin 757-221-2683 roberttruffin@virginiashakespearefestival.com	8,500/6,250	8,000/7,000	\$10,000.00	\$7,000.00	\$10,000.00		70.00%	Youth - 1,100 Adults - 2,745 Other - 1650 Total - 5,495	General Operating Funds for production of three plays (24 performances total) at Phi Beta Kappa Hall. Plays for 2013 season will include: A Midsummer Night's Dream and Richard III by William Shakespeare and The Turn of the Screw by Jeffrey Hatcher. VSF also offers three weeks of Shakespeare Voice & Acting Camp for 50-60 area youth. Tickets \$10 - \$27.50/ea
13	WILLIAMSBURG PLAYERS, INC. P O BOX 91 Williamsburg, VA 23187 Kathleen Drummond 757-532-1082 kdrummond15@cox.net	9,000/6,000	10,000/6,000	\$36,250.00	\$6,000.00	\$36,250.00		16.55%	Youth - Adults Other - Total - 590	Funds would pay all royalties and rights, costuming and production costs for the following: 1). Two musical productions, 2). Three drama, comedy or mystery productions 3). Five children productions at the Williamsburg Players Theatre which has 250 seats. Admission is \$18 for adults and \$10 for children.
14	PANGLOSSIAN PRODUCTION INC. 111 J Stratford Drive	0/0	7,620/0	\$6,440.00	\$1,500.00		\$6,440.00	23.29%	Youth - NA Adults NA	Funding for two plays: Scream Queens (six performances) and Woman in Black (six performances) and costs include set, props, lights, sound, costumes, publicity,

WILLIAMSBURG AREA ARTS COMMISSION SUMMARY - FY 2014										
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	Williamsburg VA 23185								Other - NA	rehearsal space rental, WRL venue rental, artist compensation. Also purchase of
	Steven Koernig 757 561-0668 info@panglossian.org or steven@panglossian.org								Total - NA	video camera. Ticket prices are \$16 adult and \$14 student and senior.
	AMERICAN PLAYWORKS (VIRGINIA PREMIER THEATRE)	0/0		\$0.00	\$0.00			0.00%	Youth - NA	
	PO Box 84								Adults - NA	
	Foster, VA 23056								Other - NA	
	Mary Wadkins 804 725-3645 mwadkinsvptheatre.com								Total - NA	
	Subtotal Theatrical Groups	17,500/12,250	25,620/13,000	\$52,690.00	\$14,500.00	\$46,250.00	\$6,440.00	27.52%	TOTAL 6,085	
	Concerts and Performances									
15	CELEBRATE YORKTOWN COMMITTEE	1,500/500	1,500/500	\$1,000.00	\$500.00		\$1,000.00	50.00%	Youth - 20	Support for 4 - 5 free to public, summer concerts at Grace Episcopal Church,
	OF THE YORKTOWN FOUNDATION								Adults - 175	Yorktown. Fee covers performance costs. Audience size ranges from 100
	110 Yorkview Road								Other - 175	300.
	Yorktown Va 23692								Total - 370	
	Susan Powell 757 898-5510 susan.p17@gmail.com									
16	THE WILLIAMSBURG MUSIC CLUB	1,600/1,000	1,600/1,000	\$2,000.00	\$1,500.00		\$2,000.00	75.00%	Youth - 50	Financial assistance for 9 free monthly Wednesday morning recitals at Bruton Parish
									Adults - 400	House, spec. facility rental and artist honorarium.
	PO Box 1808								Other - 500	By securing funding to cover the above, the Club is then able to make scholarship
	Williamsburg, VA 23187								Total - 950	money available through their Grants-in-Art fund. Approx 100 people attend these
	Marjorie Tongue 757-258-0435 martong@cox.net									free to the public concerts.
	Subtotal Concerts and Performances	3,100/1,500	3,100/1,500	\$3,000.00	\$2,000.00	\$0.00	\$3,000.00	66.67%	TOTAL 1,320	
	Visual Arts Groups									
17	THIS CENTURY ART GALLERY	15,000/10,500	16,000/10,500	\$12,000.00	\$11,500.00	\$12,000.00		95.83%	Youth - 2,500	Funds to cover programs including: 1) Exhibits by regional artists and youth
	P.O. BOX 388								Adults - 5,000	2). classes and workshops for all age groups 3). Exhibitions and community out-
	Williamsburg, VA 23187								Other - 2,500	reach opportunities 4). All Juried High School Art Show 5). Va Peninsula Jail
	Susan Sullivan-Tubach 757-229-5549 Sullican-tubach@ThisCenturyArtGallery.org or thiscenturyartgallery@verizon.net								Total - 10,000	program and Buddy Art program 6). Program for volunteers who want to fulfill
										school and community requirements. NEW This Year: Weekend Art Gallery Exhib-
										itions as Ed Center; Sales/Demo opportunities to community groups; Arc program.
	THE ARC OF GREATER WILLIAMSBURG	5,500/3,000	8,205/3,530	\$0.00	\$0.00			0.00%	Youth -	This organization did not apply for funding this year.
	202 D Packets Court								Adults -	
	Williamsburg, VA 23185								Other -	
	Rebecca Scheetz 757 229-3535 rebecca@thearcgw.org or director@thearcgw.org								Total - 209	
	Subtotal Visual Arts Groups	20,500/13,500	24,205/14,030	\$12,000.00	\$11,500.00	\$12,000.00	\$0.00	95.83%	TOTAL 10,209	
	DANCE									
	AMERICAN SWING MUSIC & DANCE ORGANIZATION	0/0	7,800/0	\$0.00	\$0.00			0.00%	Youth - NA	This organization did not apply for funding this year.
	11650 Forest Hill Ct.								Adults - NA	
	Fairfax, VA 22030								Other - NA	
	WENDY CRAIGHILL 757 328-8884 INFO@LINDY101.ORG								Total - NA	
	Subtotal Dance Groups	0/0	7,800/0	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	TOTAL 0	

WILLIAMSBURG AREA ARTS COMMISSION SUMMARY - FY 2014										
Number	Organization	Amount Requested/Funded FY 2011-2012	Amount Requested/Funded FY 2012-2013	Amount Requested FY 2013-2014	Amount Recommend FY 2013-2014	Total Proposed for General Operations FY14	Total Proposed for Project FY 14	Funding as % of Budget Request FY 14	Total # Served FY 2012 (Latest Full Year of Data)	Description of Grant Request
	FESTIVALS									
18	FIRST NIGHT WILLIAMSBURG, INC. PO BOX 1382 Williamsburg VA 23187 Bruce Landefeld 757-229-0637 blandefeld@cox.net	10,000/8,700	10,000/9,000	\$10,000.00	\$9,500.00	\$10,000.00		95.00%	Youth - 1,000 Adults - 3,500 Other - 1,000 Total - 5,500	FNW will celebrate 20th Anniversary this year and is a family-friendly, alcohol-free celebration that includes 15-20 performing arts opportunities, fireworks and food. More than 30 community organizations and businesses support the event. Tickets are \$15
19	VIRGINIA ARTS FESTIVAL 440 Bank Street Norfolk, VA 23510 Laurie Cherry 757-517-2888 icherry@vafest.org	10,000/5,500	10,000/7,000	\$10,000.00	\$8,000.00		\$10,000.00	80.00%	Youth - 1,806 Adults - 2,666 Other - 228 Total - 4,700	12th Annual Festival Williamsburg May 29 - June 1, 2014 includes five concerts and in-school performances, master classes and student matinees. All 5th grade WJCC will attend International Tattoo. Audience total is approx 4,500 in W'burg.
20	AN OCCASION FOR THE ARTS 4315 Garden View Williamsburg, VA 23188-7263 Barara Hood 757-345-3544 bawhood@cox.net	7,000/5,395	10,000/8,100	\$9,000.00	\$0.00	\$9,000.00		0.00%	Youth - 800 Adults - 19,000 Other - 8,000 Total - 27,800	All children in public and private schools in WJCC & Upper York will have opportunity to enter their artwork in the Youth Art Exhibit. Each individual entry will receive a ribbon. First, Second, Third will be awarded in each level of each school system. Schools of all prize winners (27) will be awarded trophies and schools of the First Prize winners (9) will be awarded cash to support art education in that school.
21	GLOBAL FILM FESTIVAL, THE COLLEGE OF W & M P.O. Box 8795 Williamsburg VA 23187-8795 Sarah Stanford-McIntyre 806-672-5066 eamont@wm.edu or ssstanfordmcintyre@gmail.com	0/0	0/0	\$15,460.00	\$7,000.00		\$15,460.00	45.28%	Youth - Adults - Other - Total - NA	Funds will cover transportation and lodging costs for six international filmmakers from Japan, China and Italy, plus printing costs for brochures for distribution to local middle and high schools to promote filmmaking workshops. Approx 4,000 attendees. Tickets \$2 - 35.00
	Subtotal Festivals	27,000/19,595	30,000/24,100	\$44,460.00	\$24,500.00	\$19,000.00	\$25,460.00	55.11%	TOTAL 38,000	
	IN-SCHOOL ARTS EDUCATIONAL PROGRAMMING									
22	VIRGINIA OPERA P O BOX 2580 Norfolk, VA 23501-2580 Susan Porter 757 627-9545 ext. 3372 susan.porter@vaopera.org	12,000/7,000	12,000/7,000	\$13,500.00	\$8,000.00		\$13,500.00	59.26%	Youth - 2,900 Adults - 450 Other -350 Total - 3,700	Funds cover 8 in-school performances and two free, public performances (Sept. and May.) The in-school performances are aligned to SOL's and free Teacher Guides are available. Approx 3,800 students attend. Performers are selected from the Emerging Artist program which is a pool of 675 professional applicants.
23	THEATRE IV/VIRGINIA REPERTORY THEATRE 114 West Broad Street Richmond, VA 23220 Kate Rogge 804-783-1688 ext. 1127 krogge@va-rep.org	3,500/2,900	3,000/1,000	\$3,000.00	\$2,500.00		\$3,000.00	83.33%	Youth - 2,638 Adults - 156 Other - Total - 2,794	Funding for SOL-compliant in-school plays and musicals. Schools seeking these performances tripped from 2011-12 to 2012-13 and Theatre IV expects the number of bookings for 2013-14 to be approx 20 for WJCC and serve 5,950 students who will see productions from a list of 17 options including Stone Soup, I Have a Dream, Johnny Appleseed, Stuart Little, Buffalo Soldier, Velveteen Rabbit, etc.
24	YOUNG AUDIENCES OF VIRGINIA, INC. 420 North Center Dr. Ste 239 Norfolk, VA 23502-4067	5,875/2,600	6,000/2,900	\$6,000.00	\$3,500.00		\$6,000.00	58.33%	Youth - 1,500 Adults - 44 Other -	Funding for Curriculum Plus arts-in-education program which is a series of 20-25 SOL compliant performances that include the disciplines of music, dance, theater, storytelling and visual and literary arts. Instructional support materials that contain

WILLIAMSBURG AREA ARTS COMMISSION SUMMARY - FY 2014										
Number	Organization	Amount Requested/Funded FY 2011-2012	Amount Requested/Funded FY 2012-2013	Amount Requested FY 2013-2014	Amount Recommend FY 2013-2014	Total Proposed for General Operations FY14	Total Proposed for Project FY 14	Funding as % of Budget Request FY 14	Total # Served FY 2012 (Latest Full Year of Data)	Description of Grant Request
	Rebahka Scaccia 757 466-7555 ext. 308 info@yav.org or developmentdirector@yav.org								Total - 1,544	Lesson plans, art activities, discussion idea and basic info are advanced. Schools pay \$275 plus artist travel and per diem.
25	WILLIAMSBURG REGIONAL LIBRARY FOUNDATION 7770 Croaker Road Williamsburg Va 23188 Noreen Bernstein 757 259-4054 nbernste@wrl.org or bgoldber@wrl.org	9,000/6,500	9,000/6,500	\$7,000.00	\$4,000.00		\$7,000.00	57.14%	Youth - 2,750 Adults - 200 Other - 10 Total - 2,960	Funding for author/illustrator Peter Catalanotto's visit as part of Looking To Learn. includes honorarium of \$10,000 plus travel, housing and meals. Serves approx 800 children in HeadStart, Bright Beginnings, WJCC and York elem. Schools and education students at William and Mary. Additionally, 2450 students and educators will experience presentations.
	VIRGINIA STAGE COMPANY P.O. Box 3770 Norfolk, VA 23514 Anne Randolph Powell 757-627-6988 x315 arpowell@vastage.com	500 / 425	500/320	\$0.00	\$0.00			0.00%	Youth - 832 Adults - 32 Other - 0 Total - 864	This organization did not apply for funding.
	Subtotal In-school Arts Educational Programming	30,875/19,425	30,500/17,720	\$29,500.00	\$18,000.00	\$0.00	\$29,500.00	61.02%	TOTAL 11,862	
	Youth Music Programs									
26	WMSBG. YOUTH ORCHESTRA P.O. BOX 1502 Williamsburg, VA 23187-1502 Paula Hannaford-Agor 757-259-1556 phannaford@ncsc.org	5,000/4,200	5,000/3,800	\$5,000.00	\$0.00	\$5,000.00		0.00%	Youth - 300 Adults - 900 Other - 100 Total - 1,300	Operating expenses for student scholarships, rehearsal & performance space rental, conductor and manager salaries, fundraising expenses, and administrative overhead expenses. Approx 86 students participate in WYO. Programs include: Rehearsals, concerts, Side-by-Side concert with Williamsburg Symphonia, String Orchestra, Chamber music and summer camp.
27	FLUTE FRENZY ASSOCIATION P.O. Box 1266 Williamsburg, VA 23187-1266 Andrea Fegley-Paviak 757 645-0768 flutefrenzy@flutefrenzy.org or williamsburgflutetutor@gmail.com	5,000/750	2,500/1,000	\$2,500.00	\$1,000.00	\$2,500.00		40.00%	Youth - 40 Adults - 120 Other - 100 Total - 260	Funding is sought to cover director's fees, so that rehearsal time can be restored to two hours (it has been cut to 90 minutes in order to cut director's fees.) Enrollment has decreased since 2010 and this decreased funds. This resulted in a shorter concert season. Concerts are usually free to the public.
28	WILLIAMSBURG YOUTH WIND ENSEMBLE INC. PO Box 5414 Williamsburg, VA 23188 Annmarie Lewis 757-259-0685 wywe@cox.net	7,000/0	5,000/750	\$2,500.00	\$1,200.00	\$2,500.00		48.00%	Youth - NA Adults - NA Other - NA Total - NA	Funding will be used for purchases of music, performance shirts, director's stipend. If funds allow, honorariums for visiting professional musicians would enrich members' musical knowledge. Program goals are to provide young wind and percussion musicians with music education and performance opportunities. Students are drawn from all WJCC middle and high schools and home schooled.
29	MARCHING ELITES DRILL TEAM ASSOCIATION 227 E. Mercury Blvd. Hampton VA 23669 Jim Rice 757-880-3308 marching_elites@verizon.net	0/0	0/0	\$2,500.00	\$0.00		\$2,500.00	0.00%	Youth - NA Adults - NA Other - NA Total - NA	This organization did not attend the mandatory 10/9/12 seminar and therefore is not considered for a grant. Funding was requested so that Marching Elite could teach students how to play the accordion.
	WJCC COMMUNITY ACTION AGENCY 312 Waller Mill Road Williamsburg, Va 23185 Reba Bolden 757-229-9332 reba@tni.net	10,990/0	0/0	\$0.00	\$0.00			0.00%	Youth - NA Adults - NA Other - NA Total - NA	This organization did not apply for funding.
	WILLIAMSBURG YOUTH HARP SOCIETY 2824 Linden Lane	3,000/1,000	0/0	\$0.00	\$0.00			0.00%	Youth - NA Adults - NA	This organization did not apply for funding.

WILLIAMSBURG AREA ARTS COMMISSION SUMMARY - FY 2014										
Number	Organization	Amount Requested/Funded FY 2011-2012	Amount Requested/Funded FY 2012-2013	Amount Requested FY 2013-2014	Amount Recommend FY 2013-2014	Total Proposed for General Operations FY14	Total Proposed for Project FY 14	Funding as % of Budget Request FY 14	Total # Served FY 2012 (Latest Full Year of Data)	Description of Grant Request
	Williamsburg, VA 23185								Other - NA	
	Rebecca Reimers Cristol 757 565-0777								Total - NA	
	williamsburgyouthharp@cox.net or rcristol@cox.net									
	Subtotal Youth Music Programs	30,990/5,950	12,500/5,550	\$12,500.00	\$2,200.00	\$10,000.00	\$2,500.00	17.60%	TOTAL 1,560	
	Youth Theater and Dance Program									
30	COMMUNITY ALLIANCE FOR THE PERFORMING ARTS (CAPA) FUND P.O. Box 2953 Williamsburg, Va 23187 Ron Boucher 757 229-8535 Rboucher@capafund.org or evspa.org	10,000/1,530	16,000/0	\$10,000.00	\$0.00		\$10,000.00	0.00%	Youth - NA Adults - NA Other - NA Total - NA	This organization submitted paperwork that is dated for November 2009 and all paperwork references the organization's 2010-11 performance season. Goals and Objectives listed are for 2009 - 2011
31	STAGELIGHTS, INC. PO Box 1910 Williamsburg, VA 23187 Laura Griffith 757-565-0210 lgriffith@aol.com	3,000/2,000	2,500/2,000	\$2,500.00	\$2,000.00	\$2,500.00		80.00%	Youth - 600 Adults - 850 Other - 150 Total - 1,600	Summer theatre arts program aimed towards youth aged 6 – 13; grant to fund financial aid scholarships with any remaining funds applied to operating costs. A total of approx. 80 students participate in Stagelight productions.
32	VIRGINIA REGIONAL BALLET, INC. 1228 Richmond Road Williamsburg, Va 23185 Adelle Carpenter 757 927-0837 adelle@dancevrb.com	6,000/3,600	7,000/2,400	\$10,000.00	\$6,000.00		\$10,000.00	60.00%	Youth - 3,000 Adults - 1,500 Other - 500 Total - 5,000	Funds used for production of abbreviated Nutcracker Ballet specifically designed for local and surrounding schools. Three of the four performances will be performed at PBK Hall and one performance at Ferguson Center for the Arts. NEW this year, schools will be sent "Nutcracker Study Guides" that include information about the composer, Tchiakovsky and the original choreographer. Also NEW this year the main curtain is left open, so students can watch the technical crew and questions answered post production.
33	INSTITUTE FOR DANCE 3356 Ironbound Road #501 Williamsburg, VA 23188 Christie Buie 757-532-1661 christie.buie@gmail.com	6,000/1,250	6,000/1,250	\$4,500.00	\$0.00		\$4,500.00	0.00%	Youth - Adults - Other - Total - 825	Support to enhance iDance Community Performances with refurbishing older costumes & props, purchasing new costumes & props, build new sets and help offset venue rental. Most performances are free with exception of holiday show at Kimball theater.
	Subtotal Youth Theater and Dance Program	25,000/8,380	31,500/5,650	\$27,000.00	\$8,000.00	\$2,500.00	\$24,500.00	29.63%	TOTAL 7,425	
	Youth Visual Arts Programs									
	MUSCARELLE MUSEUM OF ART College of William & Mary P O Box 8793 Williamsburg, VA 23187 Christina Carroll 757-221-2717 cmcarroll@wm.edu	5,000/1,000	5,000/900	\$0.00	\$0.00			0.00%	Youth - 785 Adults - 50 Other - 0 Total - 835	This organization did not apply for funding.
	Subtotal Youth Visual Arts Program	5,000/1,000	5,000/900	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	TOTAL 835	
	Humanities, Promotions and Advocacy									
34	WHRO 5200 Hampton Blvd. Norfolk, VA 23508 Virginia Thumm 757 889-9356 Virginia.Thumm@whro.org	12,000/2,500	5,000/3,000	\$5,000.00	\$3,000.00		\$5,000.00	60.00%	Youth - 100,000 Adults - 400,000 Other - 110,000 Total - 610,000	Funding will be used to support expenses incurred to promote and produce WHRO Art Appraisal Fair and corresponding WHRO television program from Williamsburg. Event expenses include payment for 12 appraisers, food for staff and volunteers, décor, table and chair rentals, marketing and promotion. Event broadens WHRO's presence in Williamsburg Community and supports Arts Month.
35	CULTURAL ALLIANCE OF GREATER	2,000/1,000	2,500/0	\$2,500.00	\$800.00	\$2,500.00		32.00%	Youth - NA	General operating funds to support arts advocacy and workshops, professional

WILLIAMSBURG AREA ARTS COMMISSION SUMMARY - FY 2014										
Number	Organization	Amount	Amount	Amount	Amount	Total Proposed	Total Proposed	Funding as %	Total # Served	Description of Grant Request
		Requested/Funded	Requested/Funded	Requested	Recommend	for General	for Project	of Budget	FY 2012	
		FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2013-2014	Operations	FY 14	Request	(Latest	
						FY14	FY 14	FY 14	Full Year of Data	
	HAMPTON ROADS								Adults - NA	training, networking opportunities for arts industry, commissioner's roundtables,
	5200 Hampton Blvd.								Other - NA	production of regional economic impact studies and facilitating group health
	Norfolk, VA 23508-1507								Total - NA	insurance for membership. Biennial BRAVO! publication, spring arts
	Joan Rhodes-Copeland 757 889-9479									conference, regional arts website and Biannual Alli Awards cover 9 cities
	joan@culturali.org									regionally.
	Subtotal Humanities, Promotions and Advocacy	14,000/3,500	7,500/3,000	\$7,500.00	\$3,800.00	\$2,500.00	\$5,000.00	50.67%	TOTAL 610,000	
	WILLIAMSBURG AREA ARTS COMMISSION	\$400.00	\$400.00	\$400.00	\$600.00	\$400.00		150.00%	NA	Administrative expenses.
	TOTAL	238,475/120,000	252,325/120,000	\$262,670.00	\$120,000.00	\$103,650.00	\$159,020.00	45.68%	701,372	
	Source of Funds									
	CITY OF WILLIAMSBURG (50%) \$55,000									
	JAMES CITY COUNTY (50%) \$55,000									
	STATE CHALLENGE GRANT 10,000									
	TOTAL \$120,000									

January 16, 2013

Mr. Philip Serra
Director of Finance
401 Lafayette Street
Williamsburg, VA 23185-3617



Dear Mr. Sera,

On behalf of the Virginia Arts Festival's Board of Directors and staff, I respectfully request \$55,000 in support from the City of Williamsburg for *2014 Festival Williamsburg*. *Festival Williamsburg* has become a cornerstone event for the Virginia Arts Festival, with growing recognition received each year for this Memorial Day Weekend of world-class performing arts programming. Working in partnership with the City of Williamsburg and the Colonial Williamsburg Foundation as well as other public and private entities, we will highlight Williamsburg's cultural opportunities, by focusing national PR exposure on the Historic Triangle as a premier destination for the cultural tourist, through our *2014 Festival Williamsburg* celebration.

With the City of Williamsburg's continued support, the Virginia Arts Festival can be a strong catalyst for the continued growth in the cultural life of the Williamsburg region.

Thank you for your consideration of our request. Please call me if you have any questions at (757) 282-2806.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Scott Jackson'.

J. Scott Jackson
General Manager

**Virginia Arts Festival
Budget Request for Consideration by
City of Williamsburg:
\$55,000 for FY 2014**

Introduction

On behalf of the Board of Directors of the Virginia Arts Festival, we respectfully request underwriting support from the City of Williamsburg for FY 2014 in the amount of \$55,000. These funds will be used to support 2014 Virginia Arts Festival programming in Williamsburg, in particular *2014 Festival Williamsburg*.

Festival Williamsburg has become a cornerstone for the Virginia Arts Festival's annual season, with growing recognition received each year for this special weekend of world-class performing arts programming. Working in partnership with the City of Williamsburg, The Colonial Williamsburg Foundation as well as other public and private entities, the *2014 Festival Williamsburg* marketing plan will highlight Williamsburg's cultural opportunities, excellent lodging and fine dining. Through *2014 Festival Williamsburg* performing arts programming, the Festival will focus national PR exposure on the Historic Triangle as a premier destination for the cultural tourist.

Relationship of the request to the total expenditures of the organization

The \$55,000 request represents less than 1% of our total budget of \$7,670,249 for FY 2014, and 25% of the project budget. *Please see the attached budget for a complete listing of budgeted expenses for FY 2014.*

Revenues of the Virginia Arts Festival

Please see the attached budget for a complete listing of budgeted revenues for FY 2014.

Logic used to determine the level of funding requested

The Virginia Arts Festival has received \$50,000 or less from the City of Williamsburg for the last ten years. We felt a small increase to \$55,000 for FY 2014 is reasonable due to our desire to continue to grow this event. The funding requested is a portion of the 2014 estimated expenses for artist fees, production expenses, venue rental, public relations and marketing for *2014 Festival Williamsburg* performances and arts-in-education programs benefiting Williamsburg/James City County students. The Festival will match the city's contribution approximately \$3:\$1.

Project Description

The 18th Annual Virginia Arts Festival will be held from April 14 – June 1, 2014, and the twelfth annual *Festival Williamsburg* (to be held Thursday, May 29 through Sunday, June 1, 2014) will be a highlight of the season. It will feature a diverse line-up of world-renowned artists presenting innovative programs in the Williamsburg area. *All events with dates are tentatively scheduled and subject to change.*

The 2014 *Festival Williamsburg* will feature the following performances,

- **Evening Chamber Series Concert**
Williamsburg Winery, James City County, May 29, 2014
- **Chamber Coffee Series Concert**
Williamsburg Winery, James City County, May 30, 2014

- **Mainstage Evening Concert** (world music, jazz, Broadway or classical)
Williamsburg Lodge, Virginia Room, May 30, 2014
- **Mainstage Evening Concert** (world music, jazz, Broadway or classical)
Williamsburg Lodge, Virginia Room - May 31, 2014
- **Mainstage Evening Concert** (world music, jazz, Broadway or classical)
Williamsburg Lodge, Virginia Room, June 1, 2014

and a multitude of in-school performances, master classes and student matinees FOR Williamsburg-James City County students.. Included is a plan for **all 5th Grade Williamsburg-James City County Public School Students** to attend the Virginia International Tattoo Student Matinee.

As part of the 18th Virginia Arts Festival, we will present events in the Williamsburg area of international caliber similar to past *Festival Williamsburg* performances. Past and current year's performers include Belá Fleck, Hot Sardines, Miami String Quartet, Patti LuPone, Kelli O'Hara, Alisa Weilerstein, Imani Winds, Tommy Dorsey Orchestra, Canadian Brass, *Crooked Road Project*, Eroica Trio, and Martha Graham Dance Company. Venues will include the above listed venues and may also include other venues within the greater historic triangle area. Student master classes and in-school residencies with Festival artists for Williamsburg area students are a central component to the success of *Festival Williamsburg*. Location and dates will be coordinated in collaboration with Williamsburg-James City County Public Schools.

Marketing and Tourism Component

The Virginia Arts Festival has a national public relations and marketing initiative which includes broad marketing of *Festival Williamsburg* as a cultural tourism destination for both Virginia tourists and out-of-state tourists. The Festival's primary audience will be composed of a diverse mix of the general public from Williamsburg and throughout Hampton Roads, as well as numerous out-of-town visitors who travel to the region specifically for the Festival (our most recent survey, 2012, indicates that approximately 68% of our audience is local, 27% is an overnight, out-of-town visitor and 5% is an out-of-town day trip visitor). Visitors from **fifteen states** were patrons of the 2012 *Festival Williamsburg*. The states included Arizona, Delaware, Florida, Louisiana, Maine, Maryland, Missouri, New Jersey, New York, North Carolina, Pennsylvania, Texas, Vermont, Washington D.C. and Virginia. (*Virginia ticket buyers were from the local area as well as from out-of-region including the Richmond and Northern Virginia areas.*)

We anticipate an audience of approximately 4,500 (including at least 1,000 Williamsburg area students) for the 2014 *Festival Williamsburg*, which would continue our trend of building loyal audiences for this event.

The Festival works with the following partners in Williamsburg to synchronize efforts in generating maximum publicity and maximize economic impact for the City of Williamsburg and its citizens:

- Colonial Williamsburg Foundation – provides venues for performances, provides hotels for guest artists, and incorporates our events into their existing national public relations marketing campaign.
- Williamsburg Winery – provides venue for performances and incorporates our events into their existing public relations marketing campaign.
- Williamsburg-James City County and York County Public Schools – help coordinate educational outreach events.

- Greater Williamsburg Chamber and Tourism Alliance – partners with the Festival to market Festival Williamsburg to out-of-region visitors.

Arts-in-Education

The Virginia Arts Festival's education program is held as a standard of excellence for arts education programs nationwide. Annual participation in the Festival's arts-in-education program has grown from 10,000 in 1997 to over 34,000 in 2012.

The Festival anticipates reaching 1,000 Williamsburg area school children in 2014 through our Festival education programs, and by creating education residencies with Festival artists, specifically tailored towards the Williamsburg-James City County schools curricular needs. We will work in partnership with school administrators, teachers, and community leaders to ensure that we are reaching those whom will benefit the most from the unique opportunities that our arts-in-education programs offer.

Organizational Contact

Scott Jackson, General Manager
Virginia Arts Festival
440 Bank Street
Norfolk, VA 23510
Telephone: 757-282-2806
Email: sjackson@vafest.org

Funding Request sent to:

Director of Finance
401 Lafayette Street
Williamsburg, VA 23185

Attachments:

- ✧ 2012 Festival Williamsburg Brochure
- ✧ 2012 Festival Single Ticket Brochure
- ✧ 2013 *WorldClass®* Education Brochure
- ✧ 2013 Group Travel Brochure
- ✧ 2012 *Festival Williamsburg* Playbill
- ✧ 2012 Chamber Coffee Series Playbill
- ✧ 2012 Mahler's 8th Symphony Playbill

WILLIAMSBURG AREA ARTS COMMISSION
GRANT APPLICATION FOR FISCAL YEAR 2014

Budget and Summary Financial Statement of Grant Applicant & Proposed Project Budget

FINANCIAL INFORMATION			
ACTUAL LAST FISCAL YEAR 12	ESTIMATED CURRENT FISCAL YEAR 13	ESTIMATED NEXT FISCAL YEAR 14	PROPOSED PROJECT BUDGET

I. REVENUE - Do not include donated or in-kind services, materials, facilities, or income legally restricted for acquisitions or capital expenditures. For in-kind categories, see Section II.

A. Revenues - Contributions:

1. City of Williamsburg	50,000	50,000	55,000	55,000
2. Membership Fees	N/A	N/A	N/A	N/A
3. Other Grants				
Municipal				
State	1,158,188	1,382,135	1,422,889	10,000
Federal	133,000	133,000	136,990	10,000
	0	15,000	15,450	
4. Individual Contributions	622,257	640,000	659,200	8,500
5. Corporate Contributions	602,964	600,000	618,000	15,000
6. Other (specify)				
Foundations	190,848	200,000	206,000	50,000
Designated Gift	612,938	500,000	515,000	0

B. Revenues - Program Generated

7. Admissions/Ticket Sales	1,416,418	1,503,500	1,548,605	36,600
8. Concessions/Product Sales	15,234	10,000	10,300	1,000
9. Interest	0	0	0	
10. Other (specify)				
Investment Income	-501	500	515	
Co-Production Agreement	38,313	27,000	27,810	
Commissions	0	0	0	
Endowment Distributions	91,317	82,000	84,460	

C. Revenues - Net Profits from Fund Raising:

(Net Profits) (Specify)				
Special Events #1	34,340	0	0	N/A
Special Events #2	324,382	200,000	206,000	
Special Events #3	224,609	224,000	230,720	N/A
Special Events #4	39,654	50,000	51,500	

D. Revenues - Other Sources (specify)

VAF Management	484,423	427,000	439,810	
Miscellaneous				

II. IN-KIND CONTRIBUTIONS

A. Services (Advertising/Promotion)				
B. Goods and Materials	975,397	1,000,000	1,030,000	20,000
C. Space (Facility usage)	422,050	380,000	391,400	
Other (specify)	21,700	20,000	20,600	10,000
TOTAL REVENUES:	7,457,530	7,444,135	7,670,249	216,100

WILLIAMSBURG AREA ARTS COMMISSION
GRANT APPLICATION FOR FISCAL YEAR 2014
Budget and Summary Financial Statement of Grant Applicant & Proposed Project Budget

ACTUAL LAST FISCAL YEAR 12	FINANCIAL INFORMATION		PROPOSED PROJECT BUDGET
	ESTIMATED CURRENT FISCAL YEAR 13	ESTIMATED NEXT FISCAL YEAR 14	

III. EXPENSES

A. Salaries/Wages/Honoraria - (Include fringe benefits and payroll taxes)

1.a. Administration - Directors	228,000	230,000	236,900	0*
1.b. Administrative - Support	1,411,617	1,393,000	1,434,790	15,000
2. Artist/Performer/Lecturer fees	1,138,188	1,194,135	1,232,749	75,000
3. Consultant Fees/Production Staff/Box Office	20,911	30,000	30,900	5,000
4. Other (Please specify) - Volunteers			0	

B. Non-Personnel

1. Office Rent	0	0	0	
2. Utilities/Phone	81,367	85,000	87,550	
3. Insurance/Bonding	32,283	45,000	46,350	1,500
4. Office Supplies/Music	19,909	30,000	30,900	2,000
5. Travel/Lodging	157,123	160,000	164,800	15,000
Meals	26,972	30,000	30,900	6,000
6. Materials (artwork and photography)	609	700	721	
7. Printing and Duplicating	1,608	2,500	2,575	500
8. Postage and Delivery	2,804	3,200	3,296	1,200
9. Advertising/Marketing	635,548	635,000	654,050	33,000
10. Equipment Purchase	20,000	20,000	20,600	
11. Equipment Rental	9,152	10,000	10,300	1,500
12. Repairs and Maintenance	39,987	50,000	51,500	
13. Facility Rental	59,714	60,000	61,800	
14. Real Estate Taxes	6501	0	0	
15. Other Taxes	9327	5000	5,150	
16. Interest Expenses	14,273	0	0	
17. Bank Service Charges & Credit Card Fees	25,574	30,000	30,900	1,400
18. Admission Taxes	111,416	130,000	133,900	
19. Fundraising Expenses	0	0	0	
20. Other - Bad Debt /Misc.	6397	6,000	6,180	
Sound & Light	22,369	20,000	20,600	14,000
Education	84,217	88,000	90,640	15,000
Management Expenses	190,610	204,000	210,120	
Tattoo	554,129	625,000	643,750	
Special Events #1	36,652	100,000	103,000	
Special Events #2	361,693	200,000	206,000	
Special Events #3	169,921	170,000	175,100	
Special Events #4	45,766	50,000	51,500	
Sponsor/Donor Fulfillment	172,924	152,500	157,075	
Production	294,204	260,000	267,800	
Legal & Accounting	10,340	15,000	15,450	
Dues & Subscriptions	10,269	10,000	10,300	
Conferences / Training	119	100	103	
Non-Cash	1,422,684	1,400,000	1,442,000	30,000
TOTAL EXPENSES (excluding depreciation)	7,435,177	7,444,135	7,670,249	216,100

*VAF Board of Directors are all volunteers



January 7, 2013

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185-3617

Dear Mr. Serra,

On behalf of the Williamsburg Area Transit Authority (WATA), I respectfully request \$330,799 for FY14 from Williamsburg to maintain existing WATA transit services. That amount reflects a 23% local share, providing approximately \$1,438,000 worth of Williamsburg transportation services.

As you are aware, WATA members include the City of Williamsburg, the Counties of James City and York, the College of William and Mary, and The Colonial Williamsburg Foundation. We also partner with the city of Newport News and Surry County. WATA service demands continue to experience unprecedented growth. From 2002 to 2012, WATA passenger trips grew from 131,000 to 1,080,248, marking ten consecutive year of passenger growth. Of the total trips for FY12, it is estimated that 26% of these trips were by Williamsburg residents and visitors.

WATA has requested level funding from Williamsburg and other partners for FY 2008 through FY 2012 due to securing a Federal and State operating grant source. This federal and state funding expired in mid FY 2013 eliminating the estimated \$1.2 million from the FY14 budget. Staff has located additional revenues and increased our efficiency throughout our organization to minimize the impact of the loss to our partners.

WATA has taken several steps to increase income in preparation for the loss of grant revenue including; raising fares, raising our hourly rate and per trip fees, implementing an advertising and sponsorship program and starting a pass program for frequent riders. These new revenue opportunities are projected to generate \$100,000 to \$150,000. Even with these new revenue opportunities and operating efficiencies WATA needs to request **increased funding in order to maintain service levels of transit services in the region.** At the requested funding level, Williamsburg will receive approximately 77 cents of every dollar of service from outside revenue sources. WATA is requesting an increase from the previous year from each sponsoring local government partners.

Requested contributions from sponsoring local governments are as follows:

FY 14 Requested

Williamsburg	\$330,799	26%
York County	\$340,977	27%
James City County	<u>\$600,527</u>	<u>47%</u>
Total	\$1,272,303	100%

I and the Board of Directors acknowledge and understand the difficult budgetary challenges each of our local government partners face for FY14. Without this very important funding, **WATA will have to reduce or eliminate existing services in FY14.**

Thank you for your consideration of our request and the support the City provides to WATA. If you have any questions regarding this request, please contact me at (757) 220-8290.

Sincerely,



Kevan Danker
Executive Director

KD/bc
WBURGFY14LetterWATA.docx

Cc: Jackson C. Tuttle, II
Jodi Miller
Barbara Creel



OUTSIDE AGENCY FUNDING REQUEST FOR YORK COUNTY FISCAL YEAR 2014

GENERAL INFORMATION:

Organization (Agency Name): **Williamsburg Area Transit Authority**
Federal ID#: **94-3455261**
Contact Person: **Kevan Danker**
Title: **Executive Director**
Address: **7239 Pocahontas Trail**
Williamsburg, Virginia 23185
E-mail: **kevan@gowata.org**
Phone and Voice mail: **(757) 220-8290**
Fax: **(757) 220-6268**

I. AGENCY DESCRIPTION

Williamsburg Area Transit Authority (WATA) includes the Counties of York and James City, the City of Williamsburg, and the Colonial Williamsburg Foundation. This request is based on the Transit Authority's annual allocation methodology that was agreed upon by local partners in Fiscal Year 2008.

The guiding principles and benefits derived from the Authority follow:

Regional Authority Principles and Benefits:

- All funding partners are represented in policy decisions;
- Creation of a seamless, transportation organization to provide regional service;
- Improvement in service quality to highest level;
- Improved public awareness to increase use by all groups, particularly visitors, i.e. connections to Jamestown, Yorktown, River Walk Landing and college students;
- Maximum leverage of Federal and State funds to build, operate, and maintain the entire system - particularly capital funding to meet vehicle fleet needs;
- Expansion of service to meet regional goals for mobility, congestion management (green initiatives), parking management, and significant economic development (i.e. Mooretown Corridor – commercial/medical development and Marquis project – 800,000 commercial anchored by companies such as Target, J.C. Penny, Kohls etc.); and
- An expanded presence to encourage legislative support private sector partnerships for regional transportation needs.

We hope York County's investment and leadership toward this regional benefit continues, as WATA services have experienced unprecedented growth from 137,000 fixed route passenger trips in FY 2002 to 1,076,763 trips in FY 2012. This marks the tenth consecutive year of passenger use increase.

The Regional Authority merges the regions two major public transportation providers, the Colonial Williamsburg Foundation (CWF) and Williamsburg Area Transit Authority (WATA), with support resources such as vehicles (i.e., 30 to 51) and employees (i.e., 50 to 90). Annual vehicle service miles increased over 46 percent, totaling more than 1.3 million revenue miles in providing an estimated 2.8 million passenger trips in FY 2008.

In Fiscal Year 2013, WATA continued with improved frequency, which included Sunday service, service to the York County Marquis Development and increased frequency from every one hour to every half hour through a three-year Congestion Mitigation and Air Quality Improvement (CMAQ) grant. In addition, the highly successful Tan Line increased to 133,424 passenger trips, a 4% increase in ridership compared to FY 2011. This line serves the commercial/medical development along the Mooretown Corridor. We have increased frequency to the Gray, Tan and Orange Lines, three of WATA's busiest routes, which lie within York County. Employment, medical and shopping opportunities will expand through additional connections between Williamsburg Area Transit Authority and Hampton Roads Transit at Lee Hall, commuter service from Surry County to Williamsburg and extending the Purple Line to Stonehouse Industrial Park in James City County. These improvements are revenue neutral, due to CMAQ grant revenue; thus local contribution has not been necessary.

The significant CMAQ grant operating funds will be fully expended by mid FY 2013 so additional local funding is needed to minimize service reductions. For continued level operational services the additional funds requested of York County above the funding amount provided last year equates to **\$54,455**. This is only a small fraction of the estimated \$1.2 million of the lost CMAQ funding that has supported existing services over the past three years. WATA has instituted many cost saving measures to minimize the impact to local governments to just over \$200,000.

These trips benefit citizens, businesses, guests, workers and students of the Counties of York and James City, the Cities of Williamsburg and Newport News, the Colonial Williamsburg Historic Area, the Historic Triangle, and the College of William & Mary. Our goal of a seamless transportation system supports economic development and self-sufficiency efforts through a coordinated transit network of fixed-route bus service and paratransit (door-to-door) service for the disabled who cannot use regular accessible bus service.

II. AGENCY FUNDING:

	<u>FY 13</u>	<u>FY 14 Requested</u>
York County	\$286,522	\$340,977
City of Williamsburg	\$278,250	\$330,799
James City County	<u>\$505,216</u>	<u>\$600,527</u>
	\$1,069,988	\$1,272,303

III. BUDGET REQUEST AND JUSTIFICATION

- A. Specify amount of funding your agency is requesting from York County. Please explain any changes in the funding request for the organization from the amount requested in the previous fiscal year.

WATA and its localities have been able to obtain two large operating grants (CMAQ) and those grants have expired this fiscal year FY 2013, also other grants were reduced for FY 2014. Staff have found additional grants and reduced expenses greatly to bring that FY 2014 revenue deficit from \$1.2 million to just over \$200,000. In order to maintain our services as they are we are requesting an increase described in detail on page 5.

FY 14 LOCAL GOVERNMENT CONTRIBUTION REQUEST

York County*	\$340,977	15.65%
City of Williamsburg*	\$330,799	15.18%
James City County*	\$600,527	27.56%
College of William & Mary	\$261,905	12.02%
Surry	\$35,000	1.61%
City of Newport News	\$35,000	1.61%
Payment in Lieu of Fares	\$50,000	2.29%
Fares	<u>\$525,000</u>	24.09%
Total Local Funds	<u>\$2,179,208</u>	100.00%

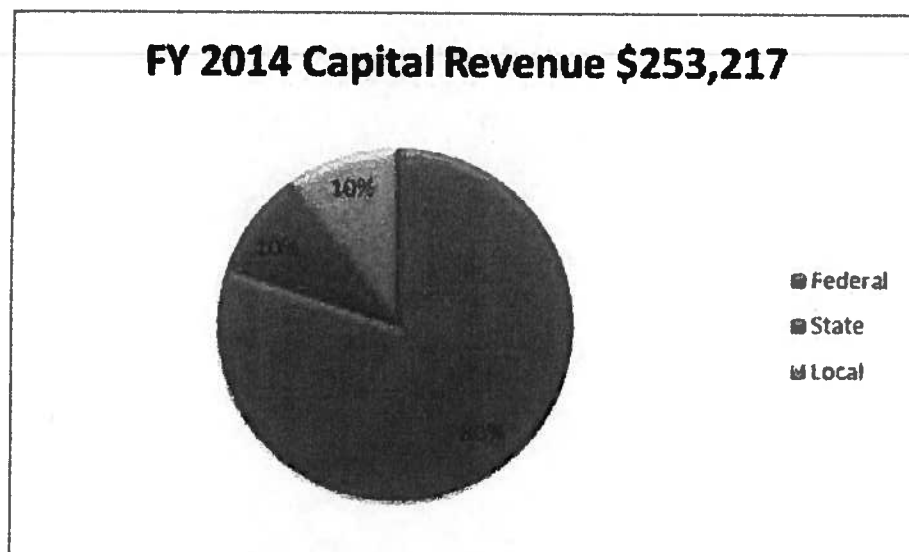
*Local share of capital included

York County's contribution is based on methodology described in Section II. Expenses and revenues of \$7,021,961 for the Authority are total operating expenses.

Local	\$2,179,208
Less: Local Capital Share FY11	(\$26,522)
Restricted Fund Balance	\$10,000
Federal	\$1,942,500
State	\$1,040,000
Advertisement	\$50,000
Colonial Williamsburg	\$1,826,775
Operating Expenses/Revenues	<u>\$7,021,961</u>

FY 2013 Request includes the following Annualized Capital Request for facility leasing:

York County	\$7,102
City of Williamsburg	\$6,897
James City County	\$12,523
	<u>\$26,522</u>



Capital requests include three leases; the administrative office, store front at the Williamsburg Outlet Mall and one for the transfer station at the City of Williamsburg.

The following provides a comparison of FY 2008 to FY 2014 local contribution requests:

	<u>FY 08</u>	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14 Requested</u>
York County	\$272,878	\$272,878	\$272,878	\$272,878	\$272,878	\$286,522	\$340,977
City of Williamsburg	\$265,000	\$265,000	\$265,000	\$265,000	\$265,000	\$278,250	\$330,799
James City County	<u>\$481,158</u>	<u>\$481,158</u>	<u>\$481,158</u>	<u>\$481,158</u>	<u>\$481,158</u>	<u>\$505,216</u>	<u>\$600,527</u>
	\$1,019,036	\$1,019,036	\$1,019,036	\$1,019,036	\$1,019,036	\$1,069,988	\$1,272,303

After five years of no increases, the contribution represents York paying \$.18 per dollar for transit services and the increase is less than a 4% average increase over the last seven years. WATA has been able to keep local contribution funding requests level for five years previous due to the CMAQ grants that have funded the operation for Sunday services and increased headways on several routes. However in FY 2013, the CMAQ grant funds for these services were expended. In FY 2013, WATA reduced services to our minimal levels additional cuts will significantly injure the remaining services. Thus, the additional local share is essential in maintaining current service levels.

In order to plan for a budget with the projected \$1.2 million reduction of CMAQ operating funds, the WATA staff and Board of Directors have:

- Approved advertising on the interior and exterior of the buses and trolleys;
- Implemented a pass program increasing revenue,
- Increased the daily pass from \$1.50 to \$2.00;
- Implemented middle and high school student fare,
- Reduced services to minimum levels and
- Cut back on operational and capital expenses

This local funding level will be a challenge considering the growth in York County services WATA has provided over the past seven years as a new authority and the expected FY2014 growth in service needs. WATA has had ongoing increased fuel maintenance and lease expenses every year. The impact of additional funds requested from York County equates to **\$54,455**. WATA will have to implement service cuts if funding remains level. If service cuts are required in York County they would start with the Frequency service and all services on Sunday could potentially be eliminated though any service cuts at this stage would damage future customer usage lowering the total number of York County passengers. Public hearings for all service cuts will be held and York County will be notified as the end of the CMAQ funds are anticipated to be expended by mid fiscal year 2013.

York Request - WATA

These transit services have been in demand and utilized by the public for shopping, and for some, as their only means of transportation to their jobs and medical appointments.

B. Service and Benefits (York County):

In FY 2008, WATA and CWF merged service connections to the Historic Triangle and the Greater Williamsburg region enhancing our vision of a seamless system for citizens, visitors, students, and the physically/mentally challenged.

As a Regional Transit Authority we expect to carry over 2.8 million passengers in FY 2013 with 300,000 passengers estimated to be from York County. The passenger trip number for York County does not include 1.7 million additional passengers for Colonial Williamsburg Foundation service. This service has experienced much success in carrying guests to Yorktown and Riverwalk. The York Trolley, funding through Federal dollars, currently operates a seasonal route. This seasonal service connects Yorktown's historic attractions with Riverwalk and been well received. Increased frequency to the Marquee Shopping Center has enabled customers and employees to enjoy this service convenience.

IV. **FIXED ROUTE**

Surveys conducted have shown that passenger trips for services are for essential purposes: employment (47 percent), shopping (25 percent), and human services (25 percent). Typically these citizens do not have access to a car (79 percent), use these services three to four days a week (71 percent), and have household incomes of \$25,000 or less (65 percent). It should be noted that primary destinations for disabled customers is the Colonial Behavioral Health and the highest percentage of shopping is along the Mooretown corridor, both located in York County.

Included in the FY 2014 budget are plans to obtain a grant and conduct a comprehensive operational analysis (COA) study to include an updated passenger survey and renew the Transportation Development Plan (TDP). These plans and studies are critical to maintaining the highest level of efficiency while serving the customer's needs as a top priority. Future growth initiatives will also be analyzed to determine if and where services are or will be needed which will assist us in working with York staff for any new future endeavors.

Service for York County residents in FY 2014 include:

- Direct service to Kingsgate Shopping Center (Route 60 Bypass, year-round) and Mooretown Corridor;
- Connecting service from WAT routes to Historic Jamestown and Yorktown and Riverwalk, and Yorktown Trolley Service (WATA is procuring a replacement Trolley on behalf of York County);

- Service for Water Country and Busch Gardens;
- Increased Frequency to Marquis Development and;
- Increased connections between WATA and HRT from six to fifteen.

WATA needs the local funding increased so existing services are not impacted as deeply and increased contractual expenditures continue to be supported.

REGIONAL AIR SERVICE DEVELOPMENT FUND

December 20, 2012

Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185
Attn: Phil Serra

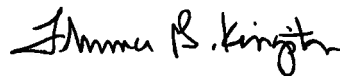
Re: FY 2014 Annual contribution to Regional Air Service Enhancement Fund (RAISE)

Dear Mr. Serra:

I would like to submit a fund request for the FY 2014 contribution to the Regional Air Service Enhancement Fund in the amount of .40 per capita (based on the 2010 Census Population numbers) or \$5,627.00. This amount has been proposed by the Regional Air Service Enhancement committee and agreed upon by each locality in the Cooperation Agreement dated February 3, 2012 which is attached. This agreement was established to solidify the cooperation and collaboration of each of the cities of Hampton, Newport News, Williamsburg, Poquoson, and each of the counties of James City, Gloucester and York. The RAISE committee has been critical in bringing non-stop flights from the Virginia Peninsula to Denver and in developing and expanding air service opportunities in our region. This contribution will enable the RAISE committee to promote and develop the growth of passenger and other aviation services on the Virginia Peninsula.

The Fund was created to help induce the attraction of new or expanded air service to the Virginia Peninsula thereby offering a wide array of direct or single stop flights to various markets which will assist Hampton Roads' ability to attract new business prospects as well as retain high growth existing businesses. With your support, the RAISE Committee will continue to work on increasing and expanding flights which will be deemed beneficial to the Virginia Peninsula's economy. We appreciate your continuing interest in supporting the growth and development of air service in our community. In the event further information is needed, please contact the Assistant Director, Sam Workman at (757) 926-3785 or the Financial Services Administrator, Zoe Lumpkin at (757) 926-3802.

Sincerely,



Florence G. Kingston
RAISE Committee

FGK:zml

Attachment

Copy to: Michelle DeWitt, City of Williamsburg, Economic Development Authority
Assistant Director of Development, NN
Financial Services Administrator, NN

P: Accounting\Accounting13\Air Service Fund\WilliamsburgfundingrequestletterFY2014.wpd

REGIONAL AIR SERVICE ENHANCEMENT ("RAISE")
COOPERATION AGREEMENT

THIS COOPERATION AGREEMENT dated as of February 3, 2012, by and between the ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NEWPORT NEWS, VIRGINIA, a political subdivision of the Commonwealth of Virginia (the "Newport News EDA"); CITY OF NEWPORT NEWS, VIRGINIA, a municipal corporation ("Newport News"); CITY OF HAMPTON, VIRGINIA, a municipal corporation ("Hampton"); CITY OF WILLIAMSBURG, VIRGINIA, a municipal corporation ("Williamsburg"); CITY OF POQUOSON, VIRGINIA, a municipal corporation ("Poquoson"); COUNTY OF GLOUCESTER, VIRGINIA, a municipal corporation ("Gloucester"); COUNTY OF JAMES CITY, VIRGINIA, a municipal corporation ("James City County"); and COUNTY OF YORK, VIRGINIA, a municipal corporation ("York"), (collectively, Newport News, Hampton, Williamsburg, Poquoson, Gloucester, James City County and York are referred to as the "Peninsula Jurisdictions"). The Peninsula Jurisdictions may also act hereunder through their respective economic development authorities.

WITNESSETH:

WHEREAS, the Cities of Newport News, Hampton, Williamsburg, and Poquoson, and the Counties of Gloucester, James City and York have contributed to the Regional Air Service Enhancement Fund (the "RAISE Fund") to be used to induce existing air carriers at the Newport News-Williamsburg International Airport (the "Airport") to increase and expand flights to destinations deemed beneficial to the economy of the Virginia Peninsula and to induce new air carriers to bring flights to and initiate flights from the Airport; and

WHEREAS, the Peninsula Jurisdictions have agreed, subject to annual appropriation, to contribute an amount equal to at least 40 cents per capita to the Newport News EDA in each of the fiscal years ending June 30, 2013, June 30, 2014, June 30, 2015, June 30, 2016, and June 30, 2017, and have established a special committee named the Regional Air Service Enhancement Fund Committee (the "Committee") which includes a representative of each of the Peninsula Jurisdictions to supervise and approve the use of the grant funds solely for the purposes set forth in the first recital to this Agreement; and

WHEREAS, the parties wish to set forth the duties and obligations associated with the RAISE Fund.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants hereinafter contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

ARTICLE I CONTRIBUTIONS

Section 1.1 The Peninsula Jurisdictions agree to, subject to annual appropriation of each locality, contribute to the RAISE Fund in the amount set forth on Schedule A attached hereto and made a part hereof. The payments shall be made annually no later than by June 30 of each fiscal year and shall commence July 1, 2012 and continue to be made annually until June 30, 2017.

Additionally, the Peninsula Airport Commission agrees to contribute \$20,000 annually to the RAISE Fund, subject to annual appropriation.

ARTICLE II OBLIGATIONS OF THE NEWPORT NEWS EDA

Section 2.1 The Newport News EDA agrees to appoint a representative to the Committee if it has not already done so. If by June 30 of each year, the annual contributions designated on Schedule A have not been approved by each locality and contributed to the RAISE Fund, the Newport News EDA shall give the Committee written notice of such failure and provide the reason or reasons therefore. The Newport News EDA shall serve as fiscal agent for the RAISE Fund.

ARTICLE III COMMITTEE COMPOSITION AND MEETINGS

Section 3.1 Committee Composition. The RAISE Committee will be comprised of one member of the Economic Development Authority Board of Directors for each named locality and the City/County Director of Development or his/her designee for each locality, the Executive Director of the Peninsula Airport Commission, a designated representative from the Hampton Roads Economic Development Alliance, and the President/CEO of the Peninsula Council for Workforce Development.

Section 3.2 Meetings. The RAISE Committee will meet regularly on a quarterly basis or otherwise for any specially called meetings, at which time air service opportunities, financial reporting and any other relevant items of business will be presented and discussed.

ARTICLE IV MISCELLANEOUS

Section 4.1 Term of Agreement. This Agreement shall be effective upon its execution and delivery and shall expire June 30, 2017.

Section 4.2 Amendments to Agreement. This Agreement shall not be amended or supplemented without the prior written consent of the parties hereto.

Section 4.3 Successors and Assigns. This Agreement shall be binding on, inure to the benefit of, and be enforceable by the parties and their respective successors and assigns.

Section 4.4 Representation. Each party hereby represents that it has the power to enter into this Agreement and the transaction contemplated hereby and to perform its undertakings hereunder, and by proper corporate action has duly authorized the execution and delivery of, and the performance of its undertakings under, this Agreement.

Section 4.5 Severability. If any provision of this Agreement shall be held to be illegal or invalid by any court of competent jurisdiction, such holding shall not invalidate any other provision hereof and this Agreement shall be construed and enforced as if such illegal provision had not been contained in it.

Section 4.6 Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

Section 4.7 Notices. Unless otherwise provided in this Agreement, all notices, approvals, consents, requests and other communications under this Agreement shall be in writing and shall be deemed to be given when delivered in person, or when sent by overnight delivery, courier service, or when mailed by registered or certified mail, postage prepaid to the Peninsula Jurisdictions, addressed as follows:

Economic Development Authority of the City of Newport News
c/o Florence Kingston
2400 Washington Avenue, 3rd Floor
Newport News, VA 23607

City of Newport News
c/o Florence Kingston
2400 Washington Avenue, 3rd Floor
Newport News, VA 23607

City of Hampton
c/o James Eason
One Franklin Street, Suite 600
Hampton, VA 23669

City of Williamsburg
c/o Michele DeWitt
401 Lafayette Street
Williamsburg, VA 23185

City of Poquoson
c/o Dave Callis
500 City Hall Avenue
Poquoson, VA 23662

County of Gloucester
c/o Douglas Meredith
6467 Main Street
Gloucester, VA 23061

County of James City
c/o Russell Seymour
5308 Discovery Park Blvd., Suite 203
Williamsburg, VA 23188

County of York
c/o James Noel
224 Ballard Street
Yorktown, VA 23690

SCHEDULE A
Based on 2010 Census Data

Communities	Population	Per Capita Contribution	Annual Contribution
Newport News	180,719	\$ 0.60	\$ 108,431
Hampton	137,436	\$ 0.40	\$ 54,974
James City County	67,009	\$ 0.40	\$ 26,804
York County	65,464	\$ 0.40	\$ 26,186
Gloucester	36,858	\$ 0.40	\$ 14,743
Williamsburg	14,068	\$ 0.40	\$ 5,627
Poquoson	12,150	\$ 0.40	\$ 4,860

January 16, 2013

Mr. Philip Serra
Director of Finance
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

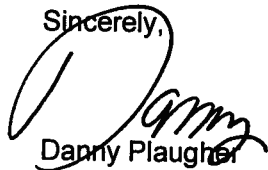
Dear Mr. Serra:

On behalf of my Board of Directors I want to begin by thanking you for your support and for the opportunity to once again apply for funding from the City of Williamsburg. Enclosed you will find our FY 2014 grant renewal request for Virginians for High Speed Rail. It is through the generous support of localities like the City of Williamsburg that we are able to continue to be so successful.

During the 2010 General Assembly session, VHSR helped to create the Virginia Intercity Passenger Rail Operating and Capital Fund (IPROC). This fund was a first of its kind in the nation, and gives the Commonwealth the flexibility to do three things. The first is to cover the operational expense of Virginia's regional trains which includes all of Williamsburg's intercity passenger rail service. The second is that IPROC has the ability to invest in infrastructure to enhance passenger rail service, such as adding track capacity along the peninsula to improve the Williamsburg and Newport News passenger rail. Finally IPROC can be used to match any federal funding for the advancement of intercity passenger rail. However, IPROC was created without any funding. During last year's General Assembly, we helped to secure \$54.8 million in short-term funds to ensure the continued operation of Virginia's regional trains for the next two years.

This year we are working with several members of the General Assembly and the Governor to make sure that we secure a long-term, dedicated, and sustainable funding source for the Virginia Intercity Passenger Rail Operating and Capital Fund. I am proud to say that the Governor has included \$54.7 million annually for IPROC in his comprehensive transportation plan, and Senator Watkins' has included \$48.9 million annually for IPROC in his transportation plan. All told, all of the major transportation plans include funding for IPROC! If we are successful in securing this funding, then Williamsburg will never be at risk again of losing its intercity passenger rail service. And we will be in great position to improve and expand service along the Peninsula in the near future.

We are working hard on behalf of Williamsburg to ensure that if any transportation plan passes, that it includes around \$50 million annually in dedicated and long-term funding for IPROC. However, if it was not for the support and partnership of localities like Williamsburg City, none of this could have happened. I hope you will renew your support for \$4,500.00 for FY 2013.

Sincerely,

Danny Plaugher
Executive Director

Thank you for your support!



5101 Monument Ave.
Richmond, Virginia 23230
P: 804.864.5193
F: 804.864.5194
VHSR.com

Linking Virginia with fast, frequent, and reliable passenger rail service

**FUNDING REQUEST TO
CITY OF WILLIAMSBURG
FROM: VIRGINIANS FOR HIGH SPEED RAIL**

**Fiscal Year 2014
AMOUNT- \$4,500.00**

Primary Contact for Questions:
Daniel Plaugher, Executive Director
804-864-5193

History

Virginians for High Speed Rail (VHSR) is a 501 (C) (3) non-profit coalition of citizens, localities, economic development agencies, community organizations, and businesses that educate and advocate for the improvement and expansion of fast, frequent, and reliable rail service linking Virginia and the east coast.

Work of 2012

Please see our information packet

City of Williamsburg Benefits of VHSR Efforts

With tourism and higher education major industries for Williamsburg, efforts to bring about enhanced passenger rail service are critically important to the local economy. No other organization has taken on the task of pulling together rail interests from across the state to build the support that is required for public funding and improved service.

Our board members from the area are Paul Freiling, Robert Hershberger, and Thomas G. Tingle who have been tireless workers on behalf of rail transportation improvements.

Without strong public support, rail advancements are unlikely, and we are at risk of losing our current service even though it is seeing record ridership.

Outcomes of City's FY 2011-2012 Funding

Please see our information packet for outcomes related to the 2011-2012 funding. The cover letter adds some of our recent activities.

Funding Request

Our budget completely depends on contributions from governments, economic development organizations, individuals, and businesses that seek advancement of rail. The City of Williamsburg represents about 4% of our annual budget.

We understand the economic difficulties that both Williamsburg City and Virginia are in, but we hope you will continue your funding level of \$4,500 so that we may continue working on educating and advocating for rail. Thank you for your support.

James City County

Newport News

Poquoson

Williamsburg

York County



COMMONWEALTH of VIRGINIA

- 416 J. Clyde Morris Boulevard
Newport News, Virginia 23601
Phone: (757) 594-7300

WIC Department

- 1033 28th Street
Newport News, Virginia 23607
Phone: (757) 247-2184

WIC Department

- 606 Denbigh Boulevard, Suite 301
Newport News, Virginia 23608
Phone: (757) 886-2810

- 4095 Ironbound Road, Suite 200
Williamsburg, Virginia 23188
Phone: (757) 253-4813

Memorandum

Date: December 17, 2012

To: Jackson C. Tuttle III, City Manager
City of Williamsburg

From: Nzinga Teule-Hekima, MD, District Director
Peninsula Health District

A handwritten signature in black ink, appearing to read "Nzinga Teule-Hekima".

Subject: **HEALTH DEPARTMENT BUDGET REQUEST – FY 2014**

The Health Department Budget Request for Fiscal Year 2014 is respectfully submitted for your consideration.

Summary

The overall mission of the health department is to protect, promote and preserve the health of the people who live, work and play on the Peninsula. We assure preventive and environmental health services, health information, and vital statistics are available to the citizens of Williamsburg; provide medical and dental services for low-income citizens; plan and prepare for public health emergencies; and carry out other responsibilities assigned by action of the City Council and the Virginia General Assembly.

The Williamsburg Health Department is an organizational unit of the Peninsula Health District (PHD). The Peninsula Health District initiates and maintains a cooperative agreement between each of the five local governments and the Commonwealth of Virginia. The City's **minimum "match" requirement is 39.569%** of the City's portion of the total Health District budget.

The Peninsula Health District's proposed Fiscal Year 2014 operating budget is **\$7,378,014**

During FY 2012, the City received 2% of the total Health District clinical services and 8% of the environmental health services. Population-based preventive services were provided throughout the district and costs are allocated based upon total population served. The City's share is 4.14 percentage based upon data from the "Weldon Cooper Center for Public Service Census 2010."

The City's share of this budget was calculated by using percentages in accordance with the cost sharing methodology utilized last year. The "base year" for calculations, unless otherwise stated (i.e., CY 2012), is FY 2012.

The City's share of the funding sources is listed below:

State General Funds	\$ 153,855
Local Funds (Decision Package)	\$ 0
Required "Match"	\$ 100,741
Unmatched Local	\$ 0
Estimated Revenue	\$ 29,739

Total	\$ 284,335

DISTRICT HIGHLIGHTS

During FY 2012, the District saw the opening of a brand new facility for the office in the Williamsburg and James City County areas. The end of FY 2012 saw the start of the first clinical services offered at the Health Department site that serves Williamsburg and James City County with the provision of Immunization Services. By mid-FY 2013, there will be an expansion of clinical services to include the provision of Family Planning services and Sexually Transmitted Infection Diagnosis and Treatment services.

During FY 2012, the District's Newport News Office received, through a collaborative relationship with the City of Newport News and Riverside Health Services significant structural renovations to the external building and to the surrounding grounds.

PROGRAM AREAS

Community Health Services include Clinical Services, Communicable Disease Control, Community Nursing Services, Preventive Services and Interagency Collaboration/Coordination.

Clinical Services provides diagnostic and treatment services at the Peninsula Health Center for patients that are entitled to specific services by state law or are low income (level C and below) and not covered by other health plans. Clinical activities include family planning services, sexually transmitted disease (STD) clinic and the chronic disease clinic, which provides primary care services for low income, uninsured adults with common diseases, such as diabetes and heart disease. Clinical services are

supported by medication and laboratory services, located at the Peninsula Health Center. Clinic staff continues to provide additional support to lab and medication services for clients. There were 1,825 chronic disease, 5,554 family planning and 5,200 sexually transmitted disease encounters in this fiscal year.

Family Planning services include assessment, education, and medications/ supplies for the chosen planning method.

STD Diagnosis and Treatment includes testing, identification, contact tracing and treatment for patients having sexually transmitted diseases. These services are available to all citizens, at no cost, at the Peninsula Health Center.

Communicable Disease Control provides disease surveillance, investigation, prevention, and control for State mandated reportable communicable diseases of public health significance. The public health staff investigates and intervenes in community outbreaks such as food, water or vector borne illnesses. Daily surveillance of hospital emergency room patient symptoms assists with the early detection and rapid response to potential biological and chemical threats.

Epidemic Control includes case contact follow up and investigation to determine the “index case” for the disease and implementation of procedures to prevent further spread of contagious diseases. Throughout the district, the unit had 893 reports of disease. Of these, 581 reports required investigation; 24 reports were forwarded to other health districts for follow up. Approximately 60 cases of influenza were reported. The “Epi Response Team” continued to meet as needed. The after-hours reporting team continues to receive reports from the medical community, fire, law enforcement and animal control. Health information and alerts were distributed to medical providers via mail, e-mail and a blast fax capability. Hospital emergency department and urgent care center patient symptom surveillance for bio-terrorism monitoring continues. Investigation and control services were provided to nursing homes, assisted living centers, hospitals, daycares and schools for 17 outbreaks that included gastrointestinal illnesses, respiratory illnesses, and a rash illness. Disease control and consultation services were provided to student health services at public and private schools and colleges. The district also investigated a significant increase in reported pertussis (whooping cough) cases and assessed 326 close contacts to discuss and recommend post exposure prophylaxis and provide education for control and prevention of further spread of illness.

Tuberculosis Control provides tracking and identification of individuals with tuberculosis, monitors their treatment and provides medical supervision of TB patients who do not have another source of care. Medical consultation is provided to local physicians and hospitals. Staff investigated 41-suspected cases of TB, of which six were confirmed. Throughout the health district, 1539 people had risk assessments for TB infection, 1281 people had a TB screening (PPD) test; 56 people had latent TB infections requiring medical treatment.

Newcomer Health Program goal is to ensure that all newly arriving immigrants with a refugee and asylum status receive a preventative health assessment within 45 days of arrival in the Commonwealth of Virginia. The objective of this program is to identify and eliminate health-related barriers to successful resettlement of Virginia's refugee population, while protecting the health of the U.S. population. The district provided a comprehensive health screening to 119 newcomers.

Immunization Services promote timely and adequate immunization of citizens (especially children) through practitioner/parental/patient education. The immunization clinic at our central J. Clyde Morris location administered 13,646 vaccines.

Immunization Action Program Strategies to increase awareness of pertussis and promote Tdap vaccine to adults and at-risk groups were implemented. The required Tdap booster to rising sixth graders was administered by the IAP coordinator in district school based clinics. The VDH Tdap special project provided Tdap vaccine, which was administered to adults and high-risk groups at no cost.

Community Nursing Services provides screening and case management to assist patients with accessing comprehensive and appropriate care

Obstetrics Education and Referral (OB Express) provides women access to pregnancy testing and referral to providers and resources in the community. This service is valuable to pregnant women to ensure prenatal care, initiation of applications for financial assistance, and referrals to services needed throughout the pregnancy. Information is also provided to promote family planning after delivery. OB Express assisted 822 citizens: 170 were in the teen age group, 652 were in the adult age group, 112 out of the 170 teens and 519 out of the 652 adults had positive pregnancy test results.

Family Planning Outreach and Education provides information to participants including abstinence, life planning, birth control methods, sexually transmitted infections and community resources. Classes are held at various district public schools, colleges, WIC, community agencies and department of corrections. Seven community awareness events were conducted as well as the attendance of three Newport News Public Schools Family Life Advisory Committee (FLEAC) meetings. One hundred thirty-one classes were presented to 1,088 participants, 284 of which were ages 10-19.

Genetic Screening ensures that newborns with abnormal genetic screening test results receive appropriate physician evaluation and referral.

Nursing Home Screening provides the required nursing assessment of citizens who qualify or may qualify for nursing home placement or community-based home health services funded under Medicaid. Comprehensive assessments were conducted for 349 elderly locality residents.

HIV/AIDS Drug Assistance Program (ADAP) Services have seen an increase in clients due to patients being transferred from the wait list and into ADAP. ADAP has provided medication services to 108 clients. The Health Department coordinated with Self Protection Awareness (SPA) to organize the Homeless Health Screening and Coat Drive event. Thirty homeless residents were screened for HIV and 51 for syphilis. Various health screenings were provided to over 300 homeless residents. HIV/AIDS support group that was co-founded by HIV coordinator is continuing to grow. The group leadership has been transitioned to be self-supported and conducted by clients who consult with HIV coordinator on an as needed basis. Twelve support group interventions were held for ADAP and HIV clients. Support group met at Hampton University to share ideas with actor, Lamman Rucker, from the TV series "Meet the Browns." He is seeking to collaborate with the group through the Magic Johnson AIDS Foundation. Desmond Thomas with the Bill Gates Foundation has spoken with the HIV Coordinator who is also interested in collaborating with the group in the fall. Eight group education classes throughout the community were presented to 126 participants.

Preventive Services include screening and educational programs for health behaviors and conditions that can be mitigated or prevented by early intervention and/or behavioral changes. Adopting proper health behaviors and screening for early signs of illness can help prevent illness, postpone clinical onset, avert debilitating complications and prevent premature death from many medical conditions. Community awareness, patient education, screening and provider education strategies are employed to reduce cardiovascular disease, cancers, diabetes, obesity, infant mortality, childhood lead poisoning and injuries. Through the formation of community coalitions of people and agencies with mutual interest, access to education and screening for all segments of the community is enhanced.

Cancer Detection and Prevention included participating in 39 cancer-related educational and awareness events. Fifty-seven women were evaluated during the ninth annual Women's Screening Day. In addition, the first Men's Health Day event was held with twenty men seen. The District referred 156 uninsured women for screening through the "Every Woman's Life" breast and cervical early detection program.

Tobacco Free Efforts included 20 community educational events along with continuous interventions in clinic. Over 3200 brochures/cards regarding Quit Now through the Quitline were distributed. In collaboration with the Tobacco Free Coalition of the Peninsula, the health district applied for and received a state grant to work toward 100% tobacco-free grounds, tobacco-free childcare centers, and increased utilization of the state Quitline for tobacco cessation.

Blood Pressure Screening was provided to 74 non-clinic patients through the clinic: 23 received referrals for follow up.

Mobile Van Activities included 9 events in Poquoson and 2 events at Grove Christian in James City County. There were 39 referrals for problems such as medical provider, nutrition/weight management, OB, FP, STI, WIC, immunizations, smoking cessation and dental care. Over 191

clients given health information, 75 immunizations administered and 289 blood pressure screenings performed.

Obesity Prevention continues to develop action plans and interventions to address the high proportion of children who are overweight. The health educator's implementation of the districts' MCH grant provided a total of 1,659 children, parents, day care and other providers of care to children, with educational programs emphasizing healthy eating and active living. The I Am Moving I Am Learning program focuses on physical activity, healthy behaviors and healthy eating promotion was delivered to 588 children. 725 children participated in the Kids Kick Start Program – this is a fun filled class of walking, running, exercise, jump rope, hula-hoops, hand rings, dancing and learning healthy eating habits. About 346 WIC parents attended the 54321 programs and 324 (96%) committed to making a positive lifestyle change. This program promotes 5-servings of fruits and vegetables, 4-drink water to satisfy thirst instead of sweetened beverages, 3-eat low-fat dairy ensuring enough calcium in diet, 2-two hours of less screen time and 1-engage in 60 minutes or more of physical activity per day.

Child Health and Safety program provided educational trainings to child and day care providers promoting information on health and safety issues needed for the centers to meet State regulations. The MCH team conducted the VDH Low Income Infant Car Seat program for 469 participants, who were given car seats free of charge and correctly trained to install infant and booster safety seats.

Saving Babies/Infant Mortality Prevention MCH, grant program provided

- 9 Quarterly educational sessions were provided on safe sleep. In addition, 126 participants of the Low Income Safety Seat Class received information on safe sleep.
- 430 water bottles with signs and symptoms of preterm labor were provided to pregnant women through OB express, PHD WIC sites, the Low Income Safety Seat Distribution and Education Program and Prenatal classes.
- Pack-n-Play cribs were distributed to 14 families in need of a safe sleep environment for their infant.
- The district distributed 866 TEXT4BABY instructional cards to pregnant women and new mothers through OB Express, PHD WIC sites and Low Income Safety Seat Program.
- Bottles of folic acid and education on the importance of Folic acid were provided to 1,762 women at the PHD WIC sites, Family Planning, STI, Nurse walk-in, dental and Refugee Resettlement programs.

Asthma Education program provided 41 educational sessions/trainings on the early signs and symptoms of an asthma episode, appropriate emergency response and triggers in the home and schools. In addition, interested parents of children with asthma participated in an asthma trigger home environment assessment by a public health nurse.

HIV/STD Outreach and Education includes information to participants related to abstinence, safer sex, life planning, sexually transmitted infections and community resources. Classes are held at various district public schools, colleges, WIC, community agencies and department of corrections. 814 participants attended the HIV/STD prevention programs.

Interpreter Encounters included 2,720 total Spanish-speaking client encounters, 1,479 of which were face to face and 1,241 were by phone, for services within the agency including Family Planning, Chronic Disease Clinic, WIC, Dental and Immunizations. Interpreters also provide interpretation for the JCC/Wmbg Environmental Health staff with the Hispanic Food Handlers class quarterly.

Interagency Collaboration and Coordination saw District leadership and staff participating in collaborative planning and service delivery with many local government and community partners. The district director is on the board of directors of Project CARE of the Greater Virginia Peninsula and Smart Beginnings of the Virginia Peninsula just to name a few. District staff members serve on Family Assessment and Planning Teams and Community Policy and Management Teams under the local governments' Comprehensive Services Act programs. We participate actively with the Peninsula Agency on Aging, Colonial Behavioral Health, Keeping Our Kids Safe, School Health Advisory Boards, Eastern Virginia Perinatal Council, and Consortium for Infant and Child Health (CINCH), just to list a few.

Dental Health Services promote optimum dental health through dental treatment, screening, community awareness and education.

Dental Clinic provides acute and emergent dental care services and some preventive services for low income, uninsured citizens of Newport News, York County and Poquoson. Patient visit numbers are slightly decreased this year due to Military leave of one of our dentists. Patient dental visits for the fiscal year were 1,707 and 1587 were new patients. Of these patients, 93% were between the ages of 19-64, with 4% over 65. During these visits, 3,573 diagnostic, preventive or periodontal services were provided and 1,091 oral surgery procedures were performed on decayed, abscessed or severely diseased teeth. Of these services, 80% were free services (A status) and 15% were partial pay.

Community Dental Health Education provides dental health education/information through classes and literature in schools and other community settings. Dental Health education was received by 4,116 students through 192 classrooms. Additionally, the dental health educator provided dental educational information and materials to parents and teachers during (1) PTA Fun and Fitness events and 33 parents at WIC sites.

Environmental Health Services protect district residents from food and waterborne diseases through mandated inspections of food establishments, swimming pools, and other entities such as a local commercial dairy. The Environmental Health staff conducts soil studies as part of the District's sewage disposal and septic tank inspection program. Other services include administration of rabies control programs, beach water quality monitoring, body art establishment regulation, elevated blood lead environmental investigations, marina inspections and correction of shellfish program violations. Training and consultation is provided to owners/operators of food establishments and swimming pools to ensure sanitary operation and maintenance for the public. The staff investigates citizen complaints regarding environmental health issues. The county used 8% of the total Environmental Health Program's effort.

Education and Training Services provided/coordinated training programs for 68 students totaling over 1,600 hours. Students were from high school, trade school, college, graduate school, medical school and hospital residency programs. The quarterly professional development trainings for health district staff had an average attendance of 120 employees at each 4-hour session, as well as an additional staff development day, which provided training and activities for 127 employees. Thirty-eight web-based/video conference programs provided 187 individuals with approximately 100 hours of training.

Emergency Preparedness & Planning the locality received public health emergency planning consultation via the Emergency Planning and Medical Reserve Corps programs. This included the provision of volunteer management services, volunteer hours and specific procedures for mass vaccination or medication under the Cities Readiness Initiative. This included an evaluation and dispensing site plans for each public school in the locality.

Medical and non-medical volunteer services provided the district 1,515 volunteer work hours, a \$37,875 value. Additional opportunities for the future include the development of volunteer Reception Center plans and organization, potential to manage volunteers for the jurisdiction/departments and provide certain kinds of training.

WIC program (federally funded) services provides Nutrition education and healthy supplemental foods to eligible pregnant, breastfeeding and postpartum women, infants, and children up to the age of five years. Certification clinics are offered on a daily basis. Some of the activities performed are income eligibility determination via interview and document perusal, anthropometric (height, weight and blood work) testing to determine health and nutrition risks, and detailed dietary risk assessment via interview. Appropriate counseling is provided by qualified nutrition professionals. Applicable educational literature is distributed, and referrals are made as needed to community partners such as health care providers, Social Services, Healthy Families, Resource Mothers, Head Start and Health Department services such as immunizations. Spanish/English interpreters are available onsite or via telephone for all services. Breastfeeding education and support is provided for pregnant and breastfeeding women through breastfeeding peer counselors. Follow-up and high-risk nutrition education is provided daily by registered dietitian. WIC staff members frequently serve as guest speakers for various events and participate in health fairs as requested by organizations such as public schools, parks and recreation, malls, churches and apartment complexes on an on-going basis throughout the year. WIC staff also collaborates with area head start facilities to help with menu planning, and growth assessment of participating children.

Administrative Services include, but are not limited to, the director's office and management staff, maintaining vital records of births and deaths, medical supply system, data processing and management information systems, accounting and revenue collection systems, health planning and program management. In accordance with **Article 5, Chapter 1 of the Health Laws of the State of Virginia**, the district director is the **"Local Health Director"** for each of the five governments. The director is responsible for ensuring that all state and locally mandated health department functions are accomplished.

STATE AND FEDERAL FUNDING

The Peninsula Health District has based its cooperative budget on the premise that there will be a no decrease in the district's total budget. As usual, the budget projection and request for the five local governments is prepared in December to meet the earliest submission suspense date. It is impossible to predict state legislative actions that will affect the budget. It is anticipated that there will be a decrease in the state allocation by cutting the Chronic Disease program, contractual increases in lease costs and a 2% pay increase in July 2013.

ATTACHMENTS

- A. District Budget Summary
- B. Services Summary

District Budget Summary
Proposed for FY2014

Expenditures	Dental Health Services	Clinical & Community Prevention Services	Environmental Services	Administrative Services	Total Budget
Personnel Cost	400,064.00	2,926,509.00	1,135,406.00	1,374,363.00	5,836,342.00
Contractual Services	68,159.00	232,504.00	74,547.00	287,023.00	662,233.00
Supplies & Materials	23,405.00	178,620.00	11,110.00	68,712.00	281,847.00
Continuous Charges	2,815.00	24,065.00	11,160.00	620,728.00	658,768.00
Equipment	3,600.00	19,395.00	5,550.00	30,279.00	58,824.00
Total Expenditures	498,043.00	3,381,093.00	1,237,775.00	2,381,105.00	7,498,014.00
Revenue	36,000.00	329,394.00	139,420.00	238,648.00	743,462.00

Notes:

Personal Cost: Includes expenditures for employer retirement contributions, federal old-age insurance for salaried State employees, federal old-age insurance for wage earning State employees, group insurance, and medical-hospitalization Contractual Services: Includes expenditures for communication services, employee development services, health services, management and informational services, repair and maintenance services, support services, technical services and transportation Supplies & Materials: Includes expenditures for administrative supplies, energy supplies, medical and laboratory supplies, repair and maintenance supplies, and specified use supplies Continuous Charges: Includes expenditures for insurance-fixed assets, insurance operations, capital and operating lease payments, installment purchases and service charges. Equipment: Includes expenditures for educational, cultural, electronic, photographic, medical, laboratory, motorized, office, specific use and stationary equipment.

Budget Input data

Program/Unit/District:
Staff Contact:
Phone Number:

Peninsula Health District
Gloria Hatcher
757-594-8787

FISCAL YEAR 2013

COST CODE	FIPS CODE	DISTRICT/LOCALITY	TOTAL BUDGET	100% LOCAL FUNDS BUDGETED	100% CARRY FORWARD FROM PREVIOUS FISCAL YEAR	TOTAL 100% FUNDS	NON MATCHED STATE FUNDS	TOTAL COOP BUDGET	ESTIMATED REVENUE	NET BUDGET	STATE SHARE BUDGETED	STATE SHARE PERCENT	LOCAL MATCH BUDGETED	LOCAL MATCH PERCENT	TOTAL LOCAL COMMITMENT
034	***	Peninsula	7,498,014	120,000	0	120,000	0	7,378,014	743,462	6,634,552	3,846,380	57.98%	2,788,172	42.03%	2,808,172
034	700	NEWPORT NEWS	5,460,022	120,000	0	120,000	0	5,340,022	542,727	4,797,295	2,807,857	58.530%	1,989,438	41.470%	2,109,438
034	199	YORK COUNTY	773,688	0	0	0	0	773,688	74,346	699,342	384,638	55.000%	314,704	45.000%	314,704
034	830	WILLIAMSBURG	284,335	0	0	0	0	284,335	29,739	254,596	153,855	60.431%	100,741	39.569%	100,741
034	735	POQUOSON	128,912	0	0	0	0	128,912	14,869	114,043	76,928	67.455%	37,115	32.545%	37,115
034	095	JAMES CITY COUNTY	851,057	0	0	0	0	851,057	81,781	769,276	423,102	55.000%	346,174	45.000%	346,174

Services Summary

FY 2012

CLINICAL VISITS

	NEWPORT NEWS	JAMES CITY CO.	YORK CO.	WILLIAMSBURG	POQUOSON	DISTRICT	% OF VISITS
MR ADMINISTRATION	39	2	4	1	1	47	0.14%
HM ADULT HEALTH MANAGEMENT	1,497	91	164	40	33	1825	5.25%
CH CHILD HEALTH	30	2	3	1	1	37	0.11%
ED EDUCATION - COMMUNITY SETTING	124	8	14	3	3	151	0.43%
FP FAMILY PLANNING	4,554	278	500	122	100	5554	15.99%
HV HIV	153	9	17	4	3	187	0.54%
IM IMMUNIZATION CLINIC	7,800	476	856	209	171	9512	27.38%
IO IMMUNIZATION OVERSEAS TRAVEL	75	5	8	2	2	91	0.26%
LI INSIDE LAB	2	0	0	0	0	2	0.01%
LD LEAD	120	7	13	3	3	146	0.42%
MA MATERNITY	567	35	62	15	12	692	1.99%
OH OCCUPATIONAL HEALTH	152	9	17	4	3	185	0.53%
OT OTHER	30	2	3	1	1	37	0.11%
OC OTHER COMMUNICABLE DISEASE	795	48	87	21	17	969	2.79%
LO OUTSIDE LAB	177	11	19	5	4	216	0.62%
PH PHARMACY	1,410	86	155	38	31	1719	4.95%
NS PRE-NURSING HOME SCREENING	252	15	28	7	6	307	0.88%
RF REFUGEE SCREENING	868	53	95	23	19	1058	3.05%
RW RYAN WHITE - ADAP	608	37	67	16	13	741	2.13%
VD SEXUALLY TRANSMITTED DISEASE	4,264	260	468	114	94	5200	14.97%
CC SPECIALTY SERVICES	204	12	22	5	4	249	0.72%
TB TUBERCULOSIS	2,592	158	284	70	57	3161	9.10%
VS VITAL STATISTICS	2,178	133	239	58	48	2656	7.64%
TOTALS	28,488	1,737	3,127	764	625	34,742	100.00%
94 DENTAL CLINIC	1,317	-	329	-	61	1,707	

Services Summary

FY 2012

ENVIRONMENTAL HEALTH SERVICES						
SEWAGE PROGRAM	NEWPORT NEWS	JAMES CITY CO.	YORK CO.	WILLIAMSBURG	POQUOSON	DISTRICT TOTALS
WELLS PROGRAM	43	987	340	23	4	1,397
FOOD PROGRAM	153	414	316	8	55	946
RABIES PROGRAM	2,605	2,044	901	844	158	6,552
TOURIST EST PROGRAM	837	659	391	67	130	2,084
SWIMMING POOL PROGRAM	153	166	98	89	-	506
GENERAL SERVICES	429	160	121	88	8	806
SURVEY PROGRAMS	736	101	79	105	23	1,044
LOCAL ENVIRONMENTAL SERVICES	80	36	74	-	13	203
SOLID WASTE PROGRAM	243	123	139	31	7	543
VECTOR CONTROL	3	-	-	-	-	3
TEMPORARY FOOD UNITS	-	-	-	6	-	6
TOTALS	5,552	4,826	2,488	1,264	440	14,570
GRAND TOTAL OF VISITS	35,357	6,563	5,944	2,028	1,126	51,019
						100.00%

POPULATION

Source: Weldon Cooper Center for Public Service
Census 2010

NEWPORT NEWS	JAMES CITY CO.	YORK CO.	WILLIAMSBURG	POQUOSON	TOTAL DISTRICT
180,719	67,009	65,464	14,068	12,150	339,410
53.25%	19.74%	19.29%	4.14%	3.58%	100.00%

Percentages of Services by Locality

	CLINICAL SERVICES	DENTAL SERVICES	ENVIRONMENTAL HEALTH
NEWPORT NEWS	82%	77%	39%
JAMES CITY CO	5%	0%	34%
YORK CO	9%	19%	17%
POQUOSON	2%	4%	2%
WILLIAMSBURG	2%	0%	8%
	100%	100%	100%

COLONIAL BEHAVIORAL HEALTH
PRELIMINARY REVENUE & EXPENDITURE PLAN
FISCAL YEAR 2014



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COLONIAL BEHAVIORAL HEALTH FISCAL YEAR 2014 PRELIMINARY REVENUE & EXPENDITURE PLAN

EXECUTIVE SUMMARY

Planned Revenue – \$ 14,386,844

Planned State & Federal Revenues - \$ 5,952,324; Increase of \$ 100,000 / 1.7 %

- ♦ State budget includes state employee pay raise; possible General Fund increase for CSBs

Planned Local Tax Revenues - \$ 2,229,710; Increase of \$ 150,000 / 7.2 %

- ♦ James City – 11.2% increase; \$ 103,815
- ♦ York County – 5.2% increase; \$ 39,887
- ♦ Williamsburg – 1.8% increase; \$ 4,545
- ♦ Poquoson – 1.2% increase; \$ 1,753
- ♦ Continues the effort begun in FY 2013 to realign the local tax allocation with usage

Planned Fee Revenues - \$ 5,337,391; Increase of \$ 100,000 / 1.9 %

- ♦ Increased service delivery in the York-Poquoson area is anticipated to generate additional fee revenue

Planned Miscellaneous Revenues - \$ 867,419; No change

- ♦ No changes planned

Total Planned Revenue Increase – \$ 350,000 / 2.5%

**COLONIAL BEHAVIORAL HEALTH
FISCAL YEAR 2014 PRELIMINARY REVENUE & EXPENDITURE PLAN**

EXECUTIVE SUMMARY

Planned Expenditures - \$ 14,386,844

Planned Personnel Expenditures - \$ 10,789,035; Increase of \$ 300,000 / 2.9 %

- ♦ Possible general compensation increase
- ♦ Additional VRS employee share transfer to staff, associated fringe increases
- ♦ Possible increase in employer health insurance premium contribution
- ♦ New position(s) added for York-Poquoson service expansion

Planned Operating Expenditures - \$ 3,597,809; Increase of \$ 50,000 / 1.4 %

- ♦ Possible increase for York-Poquoson service expansion
- ♦ Routine cost increases from vendors

Total Planned Expenditure Increase – \$ 350,000 / 2.5%



PRELIMINARY

FISCAL YEAR 2014 REVENUE AND EXPENDITURE PLAN

REVENUE

CATEGORY	FY 2013 BUDGET	FY 2014 PLAN	\$ INCR / (DECR)	% INCR / (DECR)
State	\$ 5,852,324	\$ 5,952,324	\$ 100,000	1.7%
Local	2,079,710	2,229,710	150,000	7.2%
Fees	5,237,391	5,337,391	100,000	1.9%
Grants/Other	867,419	867,419	-	0.0%
Total Revenue	\$ 14,036,844	\$ 14,386,844	\$ 350,000	2.5%

EXPENDITURES

CATEGORY	FY 2013 BUDGET	FY 2014 PLAN	\$ INCR / (DECR)	% INCR / (DECR)
Personnel	\$ 10,489,035	10,789,035	\$ 300,000	2.9%
Staff Development	56,586	58,586	2,000	3.5%
Facility	884,596	894,596	10,000	1.1%
Equipment and Supplies	540,157	548,157	8,000	1.5%
Transportation	358,279	366,279	8,000	2.2%
Consultant and Contractual	1,597,593	1,617,593	20,000	1.3%
Miscellaneous	110,598	112,598	2,000	1.8%
Total Expenditures	\$ 14,036,844	\$ 14,386,844	\$ 350,000	2.5%

COLONIAL BEHAVIORAL HEALTH
FISCAL YEAR 2014 LOCAL REVENUE PLAN SUMMARY

PROGRAM	JAMES CITY COUNTY	POQUOSON	WILLIAMSBURG	YORK COUNTY	TOTAL
FY 2014 AMOUNT	\$ 1,026,995	\$ 151,732	\$ 250,405	\$ 800,578	\$ 2,229,710
FY 2013 AMOUNT	\$ 923,180	\$ 149,979	\$ 245,860	\$ 760,691	\$ 2,079,710
\$ INCREASE	\$ 103,815	\$ 1,753	\$ 4,545	\$ 39,887	\$ 150,000
% INCREASE	11.2%	1.2%	1.8%	5.2%	7.2%
FY 2008 - 2012 UNDUPLICATED NUMBER SERVED	5,456	567	897	2,544	9,464
FY 2014 PLAN LOCAL REV %	46%	7%	11%	36%	100%
USAGE %	58%	6%	9%	27%	100%
FY 2013 BUDGET LOCAL REV %	44%	7%	12%	37%	100%



CITY OF WILLIAMSBURG

Public Works & Utilities Department

UTILITY FUND WATER AND SEWER RATE ANALYSIS FY2014-2018

The FY2014-2018 water rate review looks at the financial viability of the Utility Fund in terms of projected revenues and expenses for the next five year period. The water rate was increased last year from \$4.30/1000 gallons to \$4.55/1000 gallons. The City does not have a separate rate for sewer.

Expenses:

There are two initiatives of the utility system that will continue to have major impacts to the Utility Fund expenses:

1. Long term supplemental water supply
2. Sanitary Sewer Special Order by Consent (SOBC)

The City signed a long-term water supply agreement with Newport News Waterworks (NNWW) in April, 2009. The agreement is a 50 year contract with 25 year renewals thereafter. Williamsburg contracted for 2 million gallons of water per day (mgd). The purchase cost is based on \$12.5 million per 1 mgd of water thus making our total commitment \$25 million for 2 mgd. The City paid \$12.5 million initially and the remaining \$12.5 million is due in 2024. However, the City can opt out of the second \$12.5 million payment at which time our allotment would drop to 1 mgd. The City's strategy for the first \$12.5 million payment was to pay \$2.5 million from the Utility Fund cash balance and it borrowed \$10 million using a 15 year bank qualified loan. That way the first payment is paid off before the second \$12.5 million payment is due (2024). In addition to the capital expense to purchase the water, there are annual operating and maintenance (O&M) expenses. Capital debt service plus O&M expenses together cost the City approximately \$.9 million per year. Given a Utility Fund budget of \$5.1 million, the impact is substantial and ongoing thru at least 2023.

On the sanitary sewer side of the Utility Fund, the City's sanitary sewer system will need to be upgraded in accordance with a Consent Order issued by the State Department of Environmental Quality (DEQ). The DEQ is responding to an initiative of the Federal Environmental Protection Agency (EPA) to control sanitary sewer overflows (SSO's) in the PDC area which is served by a regional set of sewage treatment plants operated by the Hampton Roads Sanitation District (HRSD). The consent order is a regional order affecting all jurisdictions in the PDC area. The Order was finalized in September 2007. The City is making substantial investments in the sewer system to address overflows caused primarily by stormwater infiltrating/inflowing (I/I) and grease blockages in the sanitary system. The City purchased a camera van to facilitate TV inspections of our sewer lines and is working with

engineering firms/sewer rehab companies on repairing and replacing sewer infrastructure. \$.4 million each year has been allocated in the 5 year capital improvements program. We can expect capital costs to be ongoing for the long term.

On the operating side, the Utility expects to provide level funding in FY14 and FY15 in light of the slowed economy we are experiencing. A 3% annual growth rate in expenses is predicted over the FY16-FY18 period.

Revenue

Growth in Water Demand:

We are projecting water revenue to remain flat over the next 2 years as the economy remains sluggish with a modest increase (.5%) over the last 3 years of the 5 year study period. Residential development is expected to remain stale – some moderate commercial activity is underway (Quarterpath Crossings, High Street, Riverside). The City has experienced some redevelopment along its major corridors which tends to reduce or keep level water consumption. Further, water conservation (e.g. College) is contributing to the slow down in water demand and thus revenue. Therefore, we are projecting no increase in revenue over the next 2 year period and a .5% yearly increase over the following 3 years of the 5 year study period. Possible revenue from JCSA was not included since water sales to the Authority are on an emergency basis only.

Water and Sewer Fees:

The fees are broken into 3 areas: Availability fees, Hampton Roads Sanitation District (HRSD) fees and connection fees. The availability fees are designed to have new development pay for capital improvements which primarily benefit future customers. This prevents or reduces inequity to existing customers as “growth pays for growth”. The HRSD wastewater facility charge is for new connections and covers the cost of treatment capacity expansion, line extensions and pump stations. These charges are established by HRSD and reviewed on an annual basis. The City collects the charges and forwards the receipts to the District. The third fee is the connection fee which is the construction cost of the City installing the water and sewer connections to the customer's property line. Most connections are pre-installed by the developer at the time the project is under construction and therefore, in those cases, the fee is not applicable.

The availability fees are based on meter size to reflect capacity and demand on the system. The City increased the fees substantially in FY09. This increase was predicated on new growth paying equitably in the growth of the system including securing a new water supply and the expenses associated with the SSO consent order. A review of the City's fees compared to other water purveyors in Virginia shows our fee structure to be at or higher than average. An increase in availability fees is not recommended for FY2014. HRSD reviews its fees and rates yearly and they are expected to increase because of the SSO Consent Order they have with EPA.

The water and sewer connection fees are the costs associated with the City installing water and sewer service lines. Service lines run from the main lines to the customer's property line. For the most part, on new development, the developer installs the service line as part of the overall infrastructure of the development project. The City primarily installs service lines to infill development in existing subdivisions and small commercial sites. The water connection fee is based on meter size while the sewer connection fee is more of a flat fee for residential or commercial construction. An increase is not recommended for FY2014 since the fees are representative of actual costs of constructing water and sewer service connections.

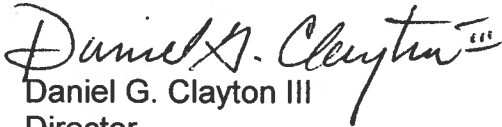
Rate Analysis:

Working capital projections were developed for two different scenarios - one with no rate increase, one with a rate increase. The year-end working capital is essentially the Fund's cash balance - the difference between short term assets and liabilities.

Two rate scenarios are presented in Exhibits 1 and 2. Both scenarios assume no increase in revenue for FY2014 and FY2015 and a .5% increase in FY2016-2018. And no increase in the operating budget for FY2014-2015 and 3% increases for FY2016-2018. Capital improvement expenses are based on recently submitted FY2014-2018 CIP budget figures. Debt service for principal and interest along with estimated O&M costs are shown for the long term water contract with NNWW.

Exhibit 1 shows working capital projections with no rate increase. Exhibit 2 shows a 5.5% increase for FY2014 and a rate increase of 5% every year for FY2015-2018. With no rate increases (Exhibit 1), working capital is depleted by FY2017. Exhibit 2 maintains a positive working capital balance for the next 5 years, with a balance of \$1.817 million in FY2018. This equates to a reduction in working capital of about \$1.5 million over the next 5 year period. Therefore, in order to maintain a healthier capital balance, rate increases may need to exceed 5% projections unless the economy turns around substantially.

A comparison of our water rate with six other Hampton Roads communities is presented in Exhibit 3. Although the other localities are also considering FY2014 rate increases, rates currently in place (FY2013) are used for comparison purposes. Williamsburg remains well below all other Hampton Roads communities.


Daniel G. Clayton III
Director

WATER AND SEWER RATES COMPARISON (FY2013)

	WATER	SEWER	TOTAL
Williamsburg	\$4.55/1000 gallons	Included in water rate	\$4.55/1000 gallons
JCSA	0-15 \$2.85/1000 gallons 15-30 \$3.45/1000 gallons	\$3.22/1000 gallons	\$6.07+/1000 gallons
Newport News	\$4.75/1000 gallons	\$3.72/1000 gallons	\$8.47/1000 gallons
Portsmouth	\$4.75/1000 gallons	\$3.72/1000 gallons	\$8.47/1000 gallons
VA Beach	\$4.41/1000 gallons	\$3.69/1000 gallons(est.)	\$8.10/1000 gallons(est.)
Norfolk	\$5.55/1000 gallons	\$4.53/1000 gallons	\$10.08/1000 gallons
Chesapeake	\$5.59/1000gallons	\$5.31/1000 gallons	\$10.90/1000 gallons
HRSD	N.A.	\$4.40/1000 gallons	\$4.40/1000 gallons

EXHIBIT 1

CITY OF WILLIAMSBURG WATER & SYSTEM OPERATIONS-CASH FLOWS

Revenue under existing rates:

	2012	2013	2014	2015	2016	2017	2018
	Actual	Estimated	Proposed	Projected	Projected	Projected	Projected
Water	4,139,455	4,200,000	4,200,000	4,200,000	4,221,000	4,242,105	4,263,316
Sewer	1,440,225	1,460,000	1,460,000	1,467,300	1,474,637	1,482,010	1,489,420

Total Revenue Under Existing Rates	5,579,680	5,660,000	5,660,000	5,667,300	5,695,637	5,724,115	5,752,735
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Additional Water Revenues:

Effective Date	Rate Increase	Proposed Rate	Months Effective					
July 1, 2013	0.00%	\$4.55	12	0	0	0	0	0
July 1, 2014	0.00%	\$4.55	12	0	0	0	0	0
July 1, 2015	0.00%	\$4.55	12	0	0	0	0	0
July 1, 2016	0.00%	\$4.55	12	0	0	0	0	0
July 1, 2017	0.00%	\$4.55	12	0	0	0	0	0
Subtotal, Additional Revenue from Increases				0	0	0	0	0

Total Revenue from User Charges	5,579,680	5,660,000	5,660,000	5,667,300	5,695,637	5,724,115	5,752,735
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Other Utility Income	364,626	452,760	401,040	401,040	401,040	401,040	401,040
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Total Operating Revenues	5,944,306	6,112,760	6,061,040	6,068,340	6,096,677	6,125,155	6,153,775
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Operation and Maintenance Expenses

Water and Sewer Expenses	-5,257,917	-5,667,881	-5,864,271	-5,864,271	-6,040,199	-6,221,405	-6,408,047
Add back depreciation expense	796,011	845,000	845,000	845,000	845,000	845,000	845,000
Total Direct Operation & Maintenance Expenses	-4,461,906	-4,822,881	-5,019,271	-5,019,271	-5,195,199	-5,376,405	-5,563,047

Operating Income	1,482,400	1,289,879	1,041,769	1,049,069	901,477	748,750	590,728
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Add Interest Income-Operations	29,772	30,000	26,000	25,000	25,000	25,000	25,000
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Net Income from Operations	1,512,172	1,319,879	1,067,769	1,074,069	926,477	773,750	615,728
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Major Capital Improvements

Capital Improvements Expenses	-439,975	-1,075,000	-1,140,000	-755,000	-820,000	-1,325,000	-1,180,000
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Balance - Fiscal Year Operations	1,072,197	244,879	-72,231	319,069	106,477	-551,250	-564,272
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Newport News Water Agreement Expenses:

Debt Service-Principal	-566,536	-567,905	-581,011	-602,853	-611,590	-633,433	-454,324
Debt Service-Interest	-299,278	-249,246	-237,888	-222,773	-210,715	-192,368	-179,698
Operating Costs/Purchase of Water	-3,229	-10,000	-70,000	-75,000	-75,000	-75,000	-75,000
Total Water Agreement Expenses	-869,043	-827,151	-888,899	-900,626	-897,305	-900,801	-709,022

Working Capital - Beginning of Year	3,766,620 *	3,969,774	3,387,502	2,426,372	1,844,815	1,053,987	-398,064
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Working Capital - End of Year	3,969,774	3,387,502	2,426,372	1,844,815	1,053,987	-398,064	-1,671,358
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* Beginning working capital adjusted for proffered water tank - Riverside

Assumptions:

- 0.0% Growth in Water Consumption for FY 2014 and FY 2015
- 0.5% Growth in Water Consumption for FY 2016 thru FY 2018
- 3.0% Growth in Operating Expenses for FY2016, 2017, and 2018 and level expenses for FY2014 and 2015

EXHIBIT 2

CITY OF WILLIAMSBURG WATER & SYSTEM OPERATIONS-CASH FLOWS

Revenue under existing rates:

	2012	2013	2014	2015	2016	2017	2018
	Actual	Estimated	Proposed	Projected	Projected	Projected	Projected
Water	4,139,455	4,200,000	4,200,000	4,200,000	4,221,000	4,242,105	4,263,316
Sewer	1,440,225	1,460,000	1,460,000	1,467,300	1,474,637	1,482,010	1,489,420

Total Revenue Under Existing Rates	5,579,680	5,660,000	5,660,000	5,667,300	5,695,637	5,724,115	5,752,735
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Additional Water Revenues:

Effective Date	Rate Increase	Proposed Rate	Months Effective					
July 1, 2013	5.50%	\$4.80	12	231,000	231,000	231,000	231,000	231,000
July 1, 2014	5.00%	\$5.04	12	0	221,550	221,550	221,550	221,550
July 1, 2015	5.00%	\$5.29	12	0	0	232,628	232,628	232,628
July 1, 2016	5.00%	\$5.56	12	0	0	0	245,309	245,309
July 1, 2017	5.00%	\$5.83	12	0	0	0	0	258,630

Subtotal, Additional Revenue from Increases			231,000	452,550	685,178	930,486	1,189,116
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Total Revenue from User Charges	5,579,680	5,660,000	5,891,000	6,119,850	6,380,814	6,654,601	6,941,851
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Other Utility Income	364,626	452,760	401,040	401,040	401,040	401,040	401,040
Add: Water Tank Proffer from Developer	1,525,000						

Total Operating Revenues	5,944,306	6,112,760	6,292,040	6,520,890	6,781,854	7,055,641	7,342,891
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Operation and Maintenance Expenses

Water and Sewer Utility	-5,257,917	-5,667,881	-5,864,271	-5,864,271	-6,040,199	-6,221,405	-6,408,047
Add back depreciation expense	796,011	845,000	845,000	845,000	845,000	845,000	845,000
Total Direct Operation & Maintenance Expenses	-4,461,906	-4,822,881	-5,019,271	-5,019,271	-5,195,199	-5,376,405	-5,563,047

Operating Income	1,482,400	1,289,879	1,272,769	1,501,619	1,586,655	1,679,236	1,779,844
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Add Interest Income-Operations	29,772	30,000	26,000	25,000	25,000	25,000	25,000
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Net Income from Operations	1,512,172	1,319,879	1,298,769	1,526,619	1,611,655	1,704,236	1,804,844
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Major Capital Improvements

Capital Improvements Expenses	-439,975	-1,075,000	-1,140,000	-755,000	-820,000	-1,325,000	-1,180,000
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Balance - Fiscal Year Operations	1,072,197	244,879	158,769	771,619	791,655	379,236	624,844
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Newport News Water Agreement Expenses:

Debt Service-Principal	-566,536	-567,905	-581,011	-602,853	-611,590	-633,433	-454,324
Debt Service-Interest	-299,278	-249,246	-237,888	-222,773	-210,715	-192,368	-179,698
Operating Costs/Purchase of Water	-3,229	-10,000	-70,000	-75,000	-75,000	-75,000	-75,000
Total Water Agreement Expenses	-869,043	-827,151	-888,899	-900,626	-897,305	-900,801	-709,022

Working Capital - Beginning of Year	3,766,620	3,969,774	3,387,502	2,657,372	2,528,365	2,422,715	1,901,150
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Working Capital - End of Year	3,969,774	3,387,502	2,657,372	2,528,365	2,422,715	1,901,150	1,816,972
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Assumptions:

- 0.0% Growth in Water Consumption for FY 2014 and FY 2015
- 0.5% Growth in Water Consumption for FY 2016 thru FY 2018
- 3.0% Growth in Operating Expenses for FY2016, 2017, and 2018 and level expenses for FY2014 and 2015