



COUNTY OF PRINCE GEORGE

FISCAL YEAR 2017-2018

ADOPTED BUDGET



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ACKNOWLEDGEMENTS

As with many of the programs in the County of Prince George, the development and adoption of the budget is a team effort. The County Administrator's Office and Finance Department develop the budget with the assistance of many other individuals in County government. This acknowledgement identifies those key individuals who shared in the development and adoption of this budget; many others who assisted are not individually identified.

Board of Supervisors	William A. Robertson, Jr., Chairman Donald Hunter, Vice Chairman Alan R. Carmichael Jerry J. Skalsky T. J. Webb
Clerk of the Circuit Court	Bishop Knott
Commissioner of Revenue	Darlene Rowsey
Commonwealth's Attorney	Susan O. Fierro
Community Corrections Program	Bettina Coghill
Community Development and Code Compliance	Julie Walton
County Administrator	Percy C. Ashcraft
County Attorney	Steve Micas
Deputy County Administrator	Jeff Stoke
Finance Department	Betsy Drewry / Lori Robertson / Jami Engel
Fire and EMS Department	Brad Owens
General District Court Clerk	Ellen Chaisson
General Properties Department	George Poulson
Human Resources Department	Nancy Shaffer
Information Technology	Kirsten Cherry
Parks and Recreation Department	Keith Rotzoll
Police Department	W. Keith Early
Prince George County School Board	Kevin S. Foster, Chairman Lewis E. Stevenson, Vice Chairman Reeve E. Ashcraft Robert E. Cox, Jr. Roger E. Franklin, Jr.
Prince George County Public Schools	Renee Williams, Superintendent Becky Hicks, Finance Director
Real Estate Assessor	Rod Compton
Registrar	Katherine Tyler
Sheriff's Department	Bucky Allin
Social Services Department	Shel Bolyard-Douglas
Southside Programs for Adult Continuing Education	Kathy Anderson
Treasurer	Jean Barker
Utilities & Engineering	Chip England Dickie Thompson (Interim)

BUDGET MESSAGE

The Honorable William Robertson, Chairman
The Honorable Donald Hunter, Vice Chairman
The Honorable Jerry Skalsky
The Honorable Alan Carmichael
The Honorable T.J. Webb

Dear Chairman Robertson and Members of the Board of Supervisors:

I am pleased to submit to you the official adopted Budget document contained hereto for the 2017-18 fiscal year.

The Budget is submitted to assist the Board of Supervisors in making policy decisions that are geared to meet the challenges of the community, as well as lend itself to public scrutiny through input from taxpayers and the media. The Budget is also designed to incorporate extensive financial controls and pursue goals of efficiency and effectiveness by balancing short-term and longer-term community interests.

Ultimate approval of the annual Budget is seen as the most important action taken by the Board of Supervisors. The Budget serves as a financial roadmap for what programs and services are offered in Prince George County.

The Budget is balanced in accordance to State code and reflects accurate revenues and expenditure projections with the best information that is available at the time of adoption. Furthermore, it is designed to continue providing a high level of service to the citizens and businesses of Prince George County.

General Information

The Centerpiece of Government Operations

For those not intimately involved in daily government operations, one could be led to assume the budgeting process only begins with the presentation of the budget and is discussed for a couple months before final adoption.

The Budget process in Prince George County is always ongoing. It is a process that takes an entire government to be part of, and is a mindset to believe that taxpayers' dollars must be carefully used.

Prince George County for FY '16 reported on time its financial data required by its auditor Robinson, Farmer, Cox. As a result, an unqualified opinion was given by the auditing firm.

Prince George County also retained its bond rating of AA plus received in December, 2015. Fitch affirmed the County's AA plus rating in March 2017.

All financial policies approved by the Board of Supervisors were adhered to in FY '16, and recommendations in the FY '18 Budget were determined with all policies in mind.

The Finance Department for calendar year 2016 received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2015.

In addition, the Finance Department earned the Distinguished Budget Presentation Award for FY '16.

Building Fund Balance

In the FY '14 Budget, a recommendation by Staff and approved by the Board of Supervisors reduced the percentage required for General Fund Balance to be 12.5 percent from 15 percent.

It was discussed at that time that Staff would continue to build Fund Balance back to 15 percent and beyond if possible. The Fund Balance reported in the FY '16 audit was 19.8 percent despite two major appropriations above the MOU to the Public School Division. The projection for FY '17 is 15.9 percent. The forecast for June 30, 2018 is 15.8 percent.

2016 Another Year of Significance

Calendar year 2016 was another dynamic 12 months for Prince George County. An aggressive Staff agenda was endorsed by the Board of Supervisors, and a multitude of goals were accomplished in every area of government.

As a result, numerous honors and awards were issued to departments and individuals. They include:

--Certificate of Appreciation to Prince George Fire and EMS – Prince George Hometown Heroes.

--Certificate of Appreciation to Prince George Fire and EMS – Town of Waverly/Sussex County Tornado Response and Relief.

--5 Bugles 4 Change Award to Director of Fire and EMS, Brad Owens – Firefighter Behavioral Health Alliance.

--Chief Fire Officer Designation to Director of Fire and EMS Brad Owens – Center for Public Safety Excellence.

--2016 Outstanding EMS Administrator Director of Fire and EMS Brad Owens - Old Dominion EMS Alliance.

--Certificate of Appreciation to Prince George Fire and EMS – Southern Knights Cruisers, Inc.

-- NACo award for Prince George Youth Workforce Academy.

-- Champions of Economic Impact in Sports Tourism.

--2016 VACo Achievement Award- Health and Human Services: Prince George Toddler Fair.

--2016 VML Stairways to Success Award.

--2016 BPRO Achievement Award: Tina Dixon for Outstanding Benefits Supervisor.

--2016 BPRO Achievement Award: Shel Bolyard-Douglas for Outstanding Contribution.

-- 2016 VDSS Outstanding Employee Performance – CPS Ongoing- Michelle Jenkins.

--Animal Control Officer Rachel Dlugos – completed the National Animal Control Humane Officer Academy in Leesburg, VA. She is now a nationally certified animal control officer.

--ECC Officers Judy Chalkley and Sherita Winfield received “Dispatcher of the Year Award” at RCCJB’s Third Annual CIT Ceremony.

--The Prince George and Vicinities Fellowship of Churches recognized PGPD for contributions to the community.

-- Prince George Parks and Recreation was awarded the 2016 FOLAR Government agency Award.

-- Probation Officer Vernon Phelps was awarded the Meritorious Service Award for Local Probation by VCCJA.

--Rod Compton, Assessor, graduated from LEAD Virginia.

Latest Population & Unemployment Figures

According to the Weldon Cooper Center for Public Service, Prince George County as of July 1, 2016 had an estimated population of 36,656, which is a 2.6 percent increase above the 2010 Census figures.

The unemployment rate in Prince George remained stable in 2016. The latest figures showed a 4.4 percent rate through March 2017.

Community Development Activity

Investments made by the Board of Supervisors in various community projects came to fruition in 2016.

The second phase of New Scott Park (the Buren Property) was made available for practices and games by the Parks & Recreation Department. There are a total of three fields constructed at this time and plans to add an irrigation system later this summer.

Continued upgrades to the Central Wellness Center will bring a Fitness Room to the facility later this year. Partnerships with the Food Bank and youth wrestling provided space for those non-profit activities, as well as increased programming for Parks & Recreation.

Upgrades were made to four playgrounds at \$123,982.

The County's Stormwater Program continued to make upgrades and improvements. Three major projects are in the planning stages for later this year.

Developed a working plan to assist citizens living in Mobile Home parks.

Hired architect to design expansion of Courthouse Basement area.

Completed installation of new HVAC system in the County Courthouse.

Continued Investment in Public Safety Facilities

Dedicated the new Carson Volunteer Fire Station.

A new station along Route 10 should break ground later this year after the hiring of an architect and contractor.

A new public safety radio system is under design with Phase I complete.

A 'Burn Building' to be constructed through the use of state grant funds.

Restoring the former Food Bank Building to create a Fire & EMS Museum.

Renovated the Burrowsville Volunteer Fire Station.

Economic Development & Tourism Activity

There were a total of 2,055 business licenses in 2016 (2,069 in 2015). New business licenses in 2016 amounted to 347 (compared to 391 in 2015). The remaining 1,708 business licenses were renewals.

A Business Roundtable Alumni event was held at the Country Club of Petersburg with 70 participants. The keynote speaker was Virginia Secretary of Commerce and Trade Todd P. Haymore.

A strong emphasis was placed on the Business Retention & Expansion (BR&E) program, in which 24 businesses were visited.

The County responded to 10 industrial prospects with two site visits evaluating potential locations. The prospects were generated by Virginia's Gateway Region and the Virginia Economic Development Partnership.

The County hosted the Amateur Softball Association (ASA) 14U Class A Girls Fast Pitch Eastern Championship from July 30-August 5. This was the first major national tournament held in Prince George County. The event had 1,200 spectators attend and there were 810 tourists from outside the region. The estimated local tourism impact was \$842,400.

Prince George County hosted three communities for a regional economic developers meeting with Virginia Gateway Region.

Prince George County provided eight (8) "Key to the County" plaques in partnership with the Hopewell/Prince George Chamber ribbon cutting and grand opening events. The businesses include: Replay Counseling Center; Paul|Perdue Attorneys; FDM Tactical; Absolutely Southern Designs; Cedar Springs Fitness; Monroe Grill; Quick Tire Change & Auto Center; Life Empowerment Center

The Prince George Youth Workforce Academy taught 32 students the fundamentals of employment through a tri-partnership among Prince George Promise, Prince George Public Schools and Prince George County Government. There were 28 students placed at paid internships and 10 of those students assigned to Prince George County during the summer.

Construction was completed on phase I of the Exit 45 beautification improvements. The first section included sidewalk, lighting and landscaping from the Comfort Inn to Nanny's Restaurant. Work began on the phase II partnership with the Cameron Foundation which includes two artistic, illuminated spires surrounded by gardens at the I-95 southbound exit ramp and South Crater Road.

The Prince George Parks and Recreation Foundation raised funds in support of the 2016 Dixie Major Virginia Champion Baseball Team's travel to the Dixie Youth Baseball World Series in Laurel, Mississippi. This team was made up of 11-12 year old all-star players from the Parks and Recreation Department baseball league.

Additional Accomplishments in 2016

Through the direction of the Board of Supervisors, County Staff has been able to point to other numerous accomplishments over the last several months that bode well for our citizens and employees. They include:

1. Third Citizens' Academy graduated.
2. Third Senior Citizens' Academy graduated.
3. Completed 2016 Clean Community Day.
4. Held Farmer's Market for 2016.
5. Partnered with over 30 National Night Out sites.
6. Held Back to School Fair for 2016.
7. Held breakfast honoring public safety chaplains.
8. Worked with Regional Heritage Museum to host the 4th Czech-Slovak Festival.
9. Published two County newsletters.
10. Conducted 2nd Youth Fire & EMS Summer Camp.
11. Coordinated 2nd Guns & Hoses Softball Game.
12. Partnered with Prince George Parks & Recreation Foundation to make additions at Moore Recreation Complex.
13. Donated books on local government to libraries at Public Division elementary & middle schools.
14. Held charitable luncheons and donated \$4,493.05 to community organizations and projects.
15. Added a Financial Transparency Module for the public to monitor government spending.
16. Finalized the County's Continuous Operations Plan (COOP).
17. Established a Public Safety Foundation.
18. Coordinated Bring Your Child to Work Day.
19. Hosted National Softball Tournaments and numerous local tournaments.
20. Supported the efforts of community partners such as TRIAD, Local Emergency Planning Committee and all civic organizations.
21. Held another Survivor Day program.
22. Started the 'Movie in the Park' series and held Summer Concert series.

Always Watching State & Federal Actions

The actions of the General Assembly and Congress are always under careful watch to see what impacts they could have on Prince George County.

State Compensation Board budgets were finalized following the current General Assembly adjournment and revenue projections were adjusted prior to budget adoption.

County staff and board members carefully monitored other legislation that could have had a budget impact to include proposed legislation to eliminate/alter BPOL requirements; zoning for wireless infrastructure changes; wireless broadband regulatory proposals.

Budget Information

Highlights

The FY '17-18 Budget is prepared based on the following provisions:

- Raising the level of Fund Balance to meet goals and expectations of the Board of Supervisors.
- Reacting to additional case load in Department of Social Services.
- Shoring up equipment in County Garage for repairing an increased fleet and lessening the demand on private services.
- Meeting the increased level of debt service.
- Continuing a vehicle replacement plan for public safety and other County vehicles.
- Recommending capital projects that continue to restore the County's infrastructure.
- Funding 100 percent the Memorandum of Understanding between the County and School Board.
- Properly aligning revenues with annual operating and capital expenses for Public Utilities.

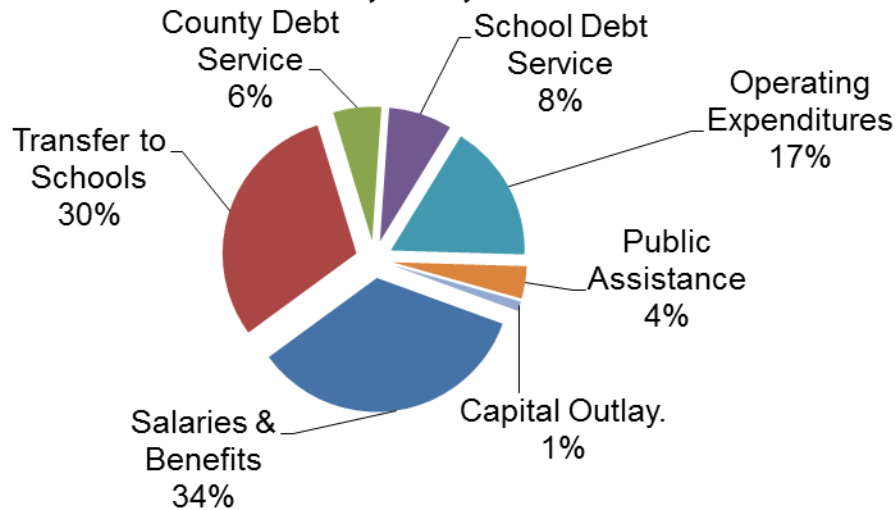
The total County Budget adopted budget is \$114,018,234, which is 1.95 percent more than the Budget document adopted for fiscal year 2017. The General Fund Budget is \$53,555,351, which is 2.56 percent more than the adopted amount for fiscal year 2017.

Expenditures

General Fund

General Fund expenditures for FY '18 are adopted at a level of \$1,334,561 greater than FY '17. This equates to an increase of 2.56 percent from FY '17.

FY 2018 General Fund Budget Expenditures \$53,555,351



Employee Salaries & Benefits

There are 252 full-time employees and 8 part-time positions authorized in the adopted budget and 246 full-time and 8 part-time positions are funded.

The number of authorized and funded employees has been increased by two in the Position Control Chart for FY '18. The additional employees are in the Department of Social Services and in the Office of Community Corrections to meet a growing demand in cases. Funding is approved for a Planner I position in the Office of Community Development and Code Compliance. Funding has been eliminated for the Project Management Specialist in County Administration.

Also included is a reclassification of an employee in the Department of Human Resources.

The largest General Fund expenditure continues to be in employee salaries and benefits, which for FY '18 is 34.4 percent of the Budget.

The County incurred a 7.68% increase in costs to employee health insurance for FY18 and is absorbing the entire premium increase. An additional \$108,049 is budgeted in the General Fund to cover claims. The Special Revenue Fund and Utility Fund budgets grew by \$15,263 for increased health insurance claims.

Education Funding

The local transfer to the Public School Division is 30.3 percent of the Budget for FY '18. Full funding of the Memorandum of Understanding (MOU) between the Board of Supervisors and the School Board was approved, which is \$16,250,249. This represents an increase of \$672,999, or 4.32% over the FY '17 transfer. For FY2018 the Board of Supervisors eliminated a MOU reduction for the Comprehensive Services Act (CSA) local match, estimated at \$350,000. The School division will transfer to the County an amount equal to the local cost of IEP recommended private facility educational placements up to \$350,000.

In addition to the local transfer, the Public School Division receives \$4,115,834 in debt payments for construction and renovation incurred over the years.

Also approved are contributions to Richard Bland Community College at \$10,000; and John Tyler Community College \$4,494.

Investment in Public Safety

The FY '18 Budget includes funding for first responders in the Fire & EMS Department and the Police Department.

The Fire & EMS Budget is \$2,716,746. Included is \$10,000 for a Career Development program that mirrors the program adopted for the Police Department in FY '17.

The Police Department Budget is \$5,360,344 and shows no major increases. Approved is \$400,000 of debt issuance for Police Vehicle replacements for year 3 of a 5 year replacement plan.

A new public radio system is planned at an estimated cost of \$14.2 million. The County has applied for grant funding for a public safety burn building and is awaiting approval from state authorities.

Volunteer Fire & EMS Companies

Volunteer fire and rescue companies will receive a combination of \$2,991,471 from direct County contributions and those distributed by the Fire & Rescue Administration Budget. This amount is partially comprised of an estimated \$2,716,746 distributed through Fire & Rescue Administration, \$274,725 in contributions to fire companies in the form of Fire Company budgets, which is \$172,213 more than FY'17.

An estimated amount of \$108,000 will be appropriated equally to the Fire Companies in the fall of 2017 for Fire Programs Funds. The County is also funding \$20,000 to cover the unfunded mandate by the General Assembly for coverage for the Volunteer Fire & EMS and Auxiliary Police relative to the Line of Duty Act.

The Length of Service Awards Program (LOSAP) is a benefit provided to fire volunteers for length of service to the County. The fund is budgeted based on an actuarial study and is administered by Hometown Insurance Agency. The contribution budgeted for FY'18 is \$135,000.

Volunteer Fire & EMS companies also receive the amount of two cents on the real estate tax rate in an Apparatus Replacement Fund. The amount for FY '18 pledged to debt service from those two cents is \$424,068, leaving \$75,932 available for other replacements.

	Fire Rescue Admin Budget	Contributions to Fire Companies	Fire Programs Funds	Line of Duty	LOSAP	SAFER GRANT	Fire Station Improvements
FY14-15 (Actual)	2,060,996	231,713	135,873	15,989	127,658	359,074	587,592
FY15-16 (Actual)	2,229,791	239,284	68,354	18,535	69,978	301,994	2,001,880
FY16-17 (Adopted)	2,530,415	269,843	TBD	19,000	125,000	-	500,000
FY17-18 (Proposed)	2,696,746	274,725	TBD	20,000	175,500	-	-

Other General Fund Expenditures

Contributions are approved for both Riverside Regional Jail and Crater Youth Care in the amount of \$1,476,332, which is a \$274,372 decrease from the FY '17 Budget.

The Department of Social Services is funded at 3.70 percent of General Fund Budget expenditures. The local portion is \$785,706. Also included is \$1,260,000 to cover expenses related to the Comprehensive Services Act, of which \$441,000 is the required local match.

Capital & Equipment

The Budget includes continued investments in capital and one-time equipment purchases with input by the Capital Improvements Planning (CIP) Committee, County Staff, and County agencies.

Total purchases of \$9.5 Million are planned through the issuance of debt for projects recommended by the CIP Committee and County Administration. They include:

- Phase II of Public Safety Radio System - \$8,507,773
- Boiler for Central Wellness Center - \$310,000
- Voting Equipment - \$150,000
- Crosspointe Water and Sewer Upgrade Study - \$200,000
- Fuel Canopy / Dispenser Replacement - \$83,000
- CDCC Software Replacement - \$260,000

Capital and Vehicle Spending approved as part of the operating budget totals \$393,992, and consists of:

Vehicles

- Pool Vehicle - \$28,000
- Parks & Recreation Truck - \$28,000
- 2 Sheriff Vehicles - \$72,000

Garage Equipment

Lift - \$28,000
 Alignment Machine - \$21,000

IT Projects & Equipment:

Virtualization of ECC Servers - \$63,680
 MCT Replacement for Police Department - \$43,050
 Munis Upgrade, Expansion of Bandwidth & Firewall Updates - \$34,100

Other Equipment, Software & Furnishings:

High Density Shelving – Clerk of Court - \$10,820
 Laserfiche Upgrade for DSS - \$48,342 (Partially state reimbursable)
 Commonwealth’s Attorney Office Safety Improvements - \$17,000

Debt Service

Approved County-wide Debt Service payments are projected to be \$285,892 more than in FY '17.

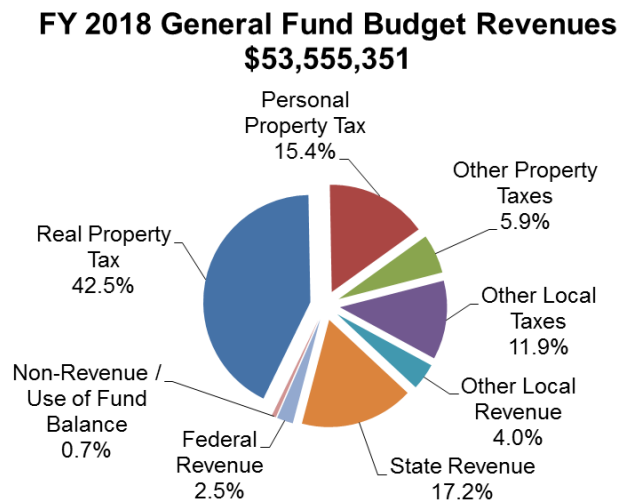
Debt is broken down into five categories: County Tax Supported, County Stormwater, Economic Development, School and Utilities. Utilities, County Stormwater, and Economic Development have specific revenue streams which support debt related to these activities. County Tax Supported and School debt are supported by the General Obligation of the County and relies completely on the tax dollar.

Debt Service				
		Annual Debt Payments		
Category	Outstanding Principal as of 6/30/2016	Adopted FY2018	Adopted FY2017	Actual FY2016
County - Tax Supported	17,303,532	3,107,261	2,933,100	2,665,423
County - Stormwater	1,719,000	441,804	442,000	441,227
Schools	23,381,490	4,115,834	4,154,789	3,933,882
Economic Development	4,842,000	386,279	387,767	468,319
Utilities	2,446,000	523,731	371,361	163,228

Revenues

General Fund

General Fund revenue is estimated to be at \$53,555,351, an increase of \$1,334,561 or 2.56 percent from FY'17.



There are no local tax increases in the adopted FY'18 budget.

Modest growth in the real estate revenue is projected at \$309,000.

Other increases in revenue include \$146,000 in personal property, which is garnered from an increase in book values and proration that was adopted by the Board of Supervisors in 2014.

Additional expected revenue changes are:

- \$450,000 increase in public service tax collections
- \$201,123 in state sales and use tax collections
- \$100,000 increase in motor vehicle license collections
- \$350,000 new budgeted transfer from the school division to cover local match cost of private day facility placements for IEP placed Prince George students (previously netted against / reduced from the County's local transfer to schools per the Memorandum of Understanding)

- \$90,000 increase in penalties and interest on delinquent tax collections
- \$60,000 increase in local lodging tax collections (General Fund portion)
- \$50,000 increase in recordation and wills tax collections
- \$50,000 increase in expected in-house medical transport fees
- (\$200,000) decrease in anticipated machinery and tools tax collections
- (\$325,000) loss of one-time sale revenues related to sale of old Carson Fire Station
- (\$250,000) loss of one-time assistance from Dinwiddie County for construction of new Carson Fire Station
- (\$100,000) expected decrease in State Communication Taxes

Public Utilities

The Public Utilities department is self-supported and operates as a proprietary fund by charging fees for services rendered in an amount great enough to cover its own expenses. Each year the County reviews the utilities fees to ensure that the on-going fees are enough to cover the continuity of its operations.

The Fiscal Year 2018 adopted budget represents an increase of \$1,469,641 over the FY'17 budget. This increase is primarily due to the increase in capital project expenditures planned for FY'18. There is also a \$500,000 increase for purchased sewer services due to a projected 20 percent City of Hopewell sewer rate increase.

\$1,300,000 is budgeted for projects related to renewal of existing utility infrastructure and includes:

- Food Lion Water System
- Meter Replacements
- Sewer Pump Station Improvements

A 10 percent increase in water and 20 percent increase in wastewater fees were approved to realign utility revenues to cover annual operating and capital expenses. The estimated revenues from this increase totals \$731,200. The increases equate to a \$2.24 increase per month for water charges and an \$8.76 per month increase per month for sewer charges (\$11 per month total increase) for residential single family homes using an average of 5,000 gallons per month. About two-thirds of residential customers would actually see

less than this \$11 per month increase because they consume less than the average 5,000 gallons per month.

To complement the increase in rates, Public Utilities plans to use \$911,530 of utilities fund balance to accomplish needed capital upgrades.

Special Accounts & Funds

Riverside Criminal Justice Agency is a self-supportive fund which relies on state grants in the amount of \$757,313 and local funding from the three participating jurisdictions, Hopewell, Surry and Prince George totaling \$212,232. Remaining funds in the budget are provided by client fees for services to make a total budget of \$1,001,395. Prince George County is the fiscal agent for Riverside Criminal Justice Agency and includes the Agency in the County-wide budget.

Economic Development and Tourism

Economic Development is fully supported by Meals Tax charged in the County. The total budget is \$1,327,455.

The Department of Economic Development will pay \$386,279 in debt related to the construction at Crosspointe Centre.

This fund covers the County memberships with Virginia's Gateway Region for \$40,479, Crater Planning District Commission for \$23,221, and the Longwood Small Business Development Center for \$6,300.

The Tourism Fund is supported by a local lodging tax charged to hotel inhabitants in the County. Of the five percent tax, two percent remains in the General Fund and the remaining three percent is transferred to the Tourism Fund which is specifically designated to promote Tourism activity in the County.

The FY'18 budget projects \$405,000 in revenue from this lodging tax to be specifically dedicated to the Tourism Fund. The County's annual contribution to the Prince George Historical Society remains at 7.5 percent to assist with funding daily operations at the Prince George Regional Heritage

Center. Other approved Tourism contributions include \$38,500 to the Petersburg Area Regional Tourism and \$46,440 to the Hopewell-Prince George Chamber Visitor's Center.

The Tourism fund also pays \$148,728 for debt service on the I-95 Exit 45 water system.

Conclusion

The adopted Budget for FY '18 is balanced in accordance with State financial principles and those policies adopted and adhered to by the Board of Supervisors.

Budget highlights include:

- Balanced General Fund Budget with no tax increases.
- Increase in water and wastewater fees.
- Two positions added to the Position Control Chart.
- Funds the Public School Division at \$16,250,249, which is in accordance with the Memorandum of Understanding between the Board of Supervisors and School Board.
- Funds \$7,664,899 in debt retirement, which includes \$4,115,834 in Public School Division projects.
- The adopted budgets for Fire & EMS and volunteer programs total \$2,991,471 for FY2018. Emergency Management is budgeted at \$57,623 for FY2018, which includes anticipated federal grant funds of \$25,231. Contributions to the Length of Service Awards Program total \$135,000 for FY2018.
- Increases funding for the Comprehensive Services Act at \$1,260,000, a \$40,000 increase over FY '17.

- Includes funding for capital projects and equipment.
- Includes funding for Utility capital projects in the amount of \$1,300,000.

I would like to thank Finance Director Betsy Drewry; Deputy County Administrator Jeff Stoke; Financial Reporting Accountant Lori Robertson; and Accounting Supervisor Jami Engel for their assistance in putting this document together. County Staff looks forward to another year of success and sound fiscal management in FY'18.

Sincerely,

A handwritten signature in black ink, appearing to read "Percy C. Ashcraft". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Percy C. Ashcraft
County Administrator

VISION

Prince George County...A global community where families thrive and businesses prosper.

MISSION

It is the mission of Prince George County to provide a balanced quality of life for our citizens. We will provide residents and businesses with equal access to high quality services in a fiscally responsible and prudent manner. We affirm to continue to practice sustainable development throughout the County.

CORE VALUES

INTEGRITY	ACCOUNTABLE
TRANSPARENCY	INNOVATION
RESPECT	STEWARDSHIP
A PLACE WHERE VOLUNTEERS MATTER	

STRATEGIC PLAN

The Board of Supervisors recognizes its responsibilities of providing core services to the citizens of Prince George in the areas of education, public safety and social services. The following strategic initiatives have been put forth as additional priorities to advance the vision and mission of the County.

- STRATEGIC INITIATIVE ONE: BOLSTER ECONOMIC WELL-BEING*
- STRATEGIC INITIATIVE TWO: PRACTICE GOOD GOVERNANCE*
- STRATEGIC INITIATIVE THREE: FUNDING THE FUTURE*
- STRATEGIC INITIATIVE FOUR: STRENGTHEN CIVIC PARTNERSHIPS*

INITIATIVE ONE: BOLSTER ECONOMIC WELL-BEING.

Capitalize on Prince George County’s mix of assets, location and heritage to increase, diversify and strengthen the economic well-being of county residents and businesses alike.

ACTION AGENDA:

1. Support businesses and local entrepreneurs through a focused business appreciation and expansion program.
2. Adopt/implement a Prince George County tourism and sports development strategy.

3. Plan for future business/industrial park development in Prince George County.
4. Expand wireless technology throughout the county.
5. Develop a 5 year infrastructure forecast that will support business, commercial and industrial development in Prince George County.
6. Strengthen our partnerships focused on economic development and economic well-being.
7. Share the Prince George County business story with state and federal legislators.
8. Advocate for and support a technical workforce training initiative in the Prince George County school system.

INITIATIVE TWO: PRACTICE GOOD GOVERNANCE.

Good governance means focusing on the county's mission, performing defined roles and government functions effectively and being accountable to the residents of Prince George County.

ACTION AGENDA:

1. Develop fact sheets for major policy issues and share them with the public and the media.
2. Develop and adopt a Board of Supervisors Code of Ethical Performance.
3. Place a Chairman's message on the County's website.
4. Develop a policy guide for appointing citizens to County boards and commissions.

INITIATIVE THREE: FUNDING THE FUTURE

To make the future happen in Prince George County will require a commitment to identifying and discussing revenue options and opportunities.

ACTION AGENDA:

1. Develop a two year revenue and expenditure forecast for Prince George County.
2. Develop a water and sewer service plan and implementation strategy.
3. Develop a six-year transportation improvement plan and implementation strategy.
4. Develop a 10 year CIP forecast inclusive of revenue and financing options.
5. Develop a performance agreement with the school system that accounts for the county's investment in public education.

INITIATIVE FOUR: STRENGTHEN CIVIC PARTNERSHIPS

To be successful, the Prince George County Board of Supervisors must have a positive and interactive relationship with County residents. We are committed to assisting county residents to gain a greater understanding of their County government.

ACTION AGENDA:

1. Develop Public Service Announcements (PSA) for the media.
2. Sponsor a Prince George County Local Government Academy to assist County residents to gain insight and understanding about their County government.
3. Sponsor an annual boards and commission appreciation reception.

COMMUNITY PROFILE

Overview

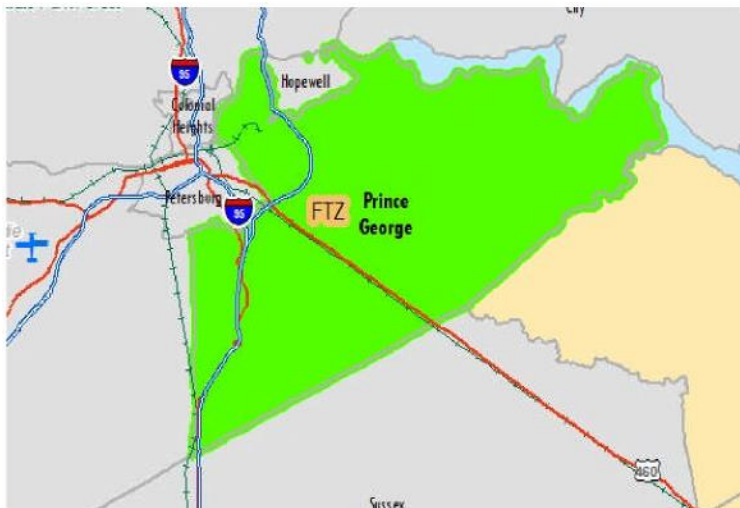
Prince George County, Virginia is a suburban community of 36,000 residents. It is centrally located in southeastern Virginia and is included in the Richmond Metropolitan Statistical Area (MSA).



Prince George has transitioned from an agricultural economy to an industrial and informational economy. Fort Lee, the County’s largest economic asset, continues to be a catalyst for progress. Fort Lee is projected to double in size over the next eight years.

Rural, yet suburban, Prince George County continues to experience a steady population increase and economic growth while maintaining an optimum quality of life for its citizens. Prince George County is committed to being the best place to live, learn, work and raise a family!

Prince George County provides ideal access to all major East Coast and Sunbelt markets via Interstates 95 and 295. The Port of Hampton Roads is accessible via US Route 460 and rail, which runs parallel to route 460.



Distance from Major Points of Interest

Richmond: 25 miles northeast

Washington, DC: 125 miles north

Port of Hampton Roads: 90 miles southeast

Raleigh, NC: 150 miles south

History

Prince George County was established in 1702 and was named in honor of Prince George of Denmark, Husband of England's reigning monarch, Queen Anne. It was formed from Charles City County, one of the original eight shires, and its boundaries stretched from south of the James River down to the North Carolina line.

During the Civil War, Prince George played a vital historical role. Appomattox Manor, in that area of the County known as City Point, served as General Grant's Headquarters and pentagon of the Union Army. It was here where Lincoln spent the last three out of four remaining weeks of his life in 1865.

After Cold Harbor, Grant needed to move his army into position for the siege of Petersburg and searched the James River for an appropriate place to cross. Flowerdew Plantation was chosen as the site where the Union Army would construct a 2,100-foot long pontoon bridge in June of 1864. Two-fifths of the Army of the Potomac crossed this bridge at Wilcox Landing to Flowerdew, traveled through the Prince George Courthouse area, and prepared to take Petersburg.

The historic Battle of the Crater was also fought in Prince George, since that area did not become part of Petersburg until 1956. By the end of July 1864, Union activists under Union Generals Butler and Burnside planned a massive explosion to blow a hole in Confederate lines around Petersburg. This large explosion had a disastrous end for the Union troops, and more than 5000 men were lost on both sides.

In September of 1864, Confederate scouts had detected a three-thousand-head beef herd held in a Union cattle pen at Coggins Point on the James River. Confederate General Wade Hampton, acting on a suggestion by Confederate General Robert E. Lee, hatched a plan to pull off the Great Cattle Raid. He and his troops advanced to the area, engaged the enemy, surrounded the cattle herd, and drove them out of Union control southward behind Confederate lines. Thanks to Hampton's men and some real Virginia cowboys, hungry Confederate soldiers were able to enjoy their well-earned beefsteak feast.

Since the County served as a field of operations for both the Union and Confederate Armies, many buildings suffered extensive damage. The Prince George Courthouse was ransacked and burned with many of its record books and documents destroyed or carried away by treasure-seekers. Private estates such as Brandon and many County churches were also seized, ransacked, and damaged.

Prince George's role and contribution to the military and defense of our nation did not end after 1865. During WWI in June 1917 the U.S. Army began building Camp Lee, which was to serve vital infantry training ground for American soldiers on their way to Europe. Camp Lee was also a pivotal training ground during WWII where it became the

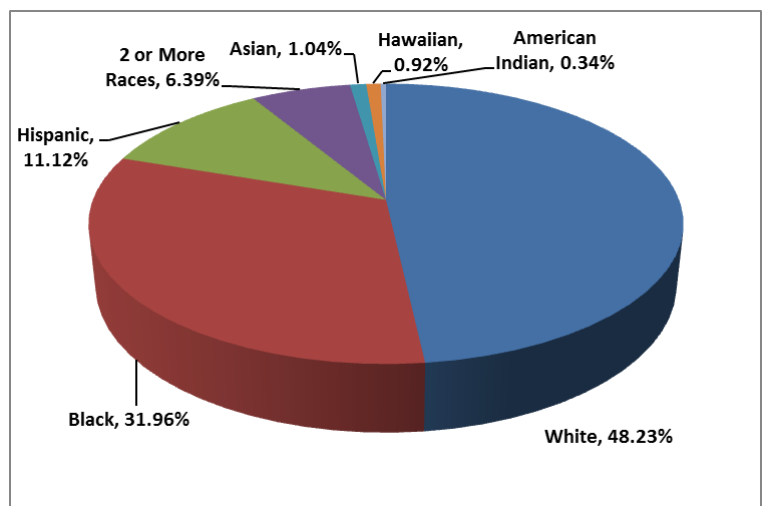
center of both basic and advanced training of quartermaster personnel. In 1950 it was re-designated Fort Lee, and its primary mission today is focused on quartermaster and logistics training disciplines.

Public Schools

Prince George County Schools include 5 elementary, 1 middle, 1 junior high and 1 high schools. In addition, the County is part of Rowanty Technical Center, a regional technical school.

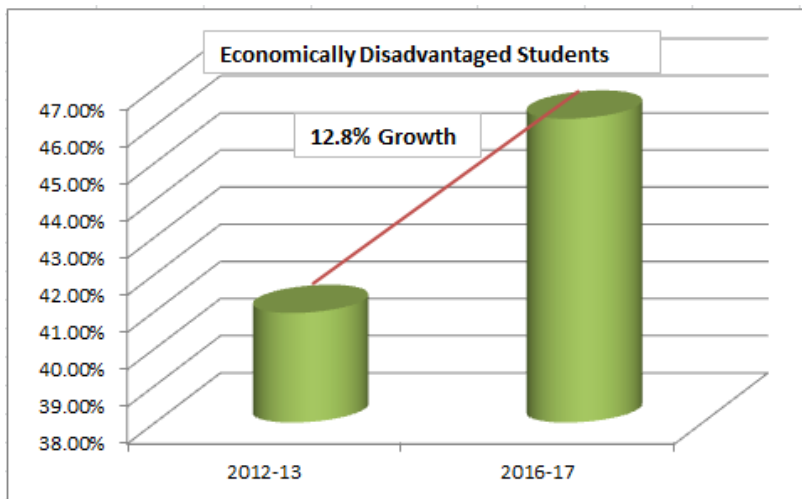
Student Enrollment for the 2016-17 school year is 6,333 (Fall Membership K-12) with an additional 113 Pre-K students. The FY2016-17 school budget was based on a projected Average Daily Membership (ADM) of 6,310. Projected ADM for the 2017-18 school year was reduced to 6,295.

Based on the Virginia Department of Education’s 2016-2017 Fall Membership by Division, the student population of Prince George County Public Schools reflects diversity in race/ethnicity with 48.23% of students reported as White, 31.96% as Black, 11.12% Hispanic, 6.39% identifying as 2 or More Races, 1.04% Asian, 0.92% Hawaiian, and 0.34% as American Indian. The overall demographic information has remained consistent during the last five school years.



Of the Hispanic students, 76.36% are identified as students who are Limited English Proficient (LEP). 14.55% of the Asian students are also identified as LEP. The number of LEP students served has grown from seventy-five in 2012-2013 to 125 students currently served by the Prince George County Public Schools. This represents a 67% increase from the 2012-2013 school year to the 2016-2017 school year.

Additionally, Prince George County Public Schools currently serves 2,291 military dependent students whose parents are members of the Armed Forces or civilian employees of the Department of Defense. Of these students, 1,615 live on federal property. The total percentage of Military Dependent students served in PGCPs is 34.46%.



Students who are considered Economically Disadvantaged made up 40.95% of the student population in 2012-2013. This percentage has increased to 46.18% for the 2016-2017 school year. Additionally, students with disabilities make up 12.17% of the K-12 student population. This percentage has fluctuated between 10-12% during the past few years.

Comprehensive Plan:

Every five years, Prince George County Public Schools develops a comprehensive plan to guide the work of the school division during those years. The Prince George County Schools' Comprehensive Plan 2016-2021 represents the division's commitment to planning and an on-going assessment of its programs. The foundation of the plan is based on and is reflective of the mandates of the Virginia Standards of Quality, the Regulations Establishing Standards for Accrediting Public Schools in Virginia, the re-authorization of the Elementary and Secondary Education Act, and the Mission and Guiding Principles of the school division.

The comprehensive plan was developed by a committee which included teachers, parents, administrators, members of the school board, and community members. The plan contains objectives and strategies for:

- increasing student achievement
- providing opportunities for training and professional development
- integrating educational technology into the instructional programs
- parental and community involvement to build successful school and parent partnerships
- creating and maintaining a safe and orderly environment for learning
- improving facilities

Instructional Initiatives:

Student achievement and continuous growth are the core priorities of our school division. All Prince George County Schools are fully accredited. As student achievement data is disaggregated and analyzed to consider the performance of *All* students as well as each of the subgroups, achievement gaps were noted. In an effort to close these achievement gaps, the division is in the second year of implementing a Tiered System of Supports to meet the academic needs of students who face difficulties mastering the content. The Tiered System of

Supports serves as a framework for meeting the needs of all students through support and enrichment in the classroom as well as providing students with multiple opportunities to learn through re-teaching and remediation. Additional researched-based instructional methods and strategies have been put in place to increase student achievement. In addition, a DoDEA grant has been awarded to the Prince George County Public Schools to facilitate the expansion of the use of technology to support instruction in secondary English and Math classrooms to help staff differentiate instruction to meet the needs of all learners. This technology will be in place in the secondary schools beginning in the Fall of 2017.

Facility Study and Core Committee:

Prince George County Public Schools conducts a facility study and data review every ten years. The 1995 facility study initiated the closing of Burrowsville and Carson Elementary Schools, expanded South and Harrison Elementary Schools, the building of the new J.E.J. Moore Middle School, the renovations of N.B. Clements Junior High School, and minor renovations to Prince George High School. The 2015 facility study resulted in the building of the new North Elementary. The current facility study began during the 2014-15 school year. The observations made from this current study include:

- William A. Walton and Beazley Elementary Schools are at the end of their life and require replacement.
- Prince George High School needs to be renovated to address student circulation, program enhancements, safety, and security.

To address the findings of the 2015 facility study, the Prince George Schools' Core Committee was established. The Core Committee included parents, teachers, county and school administrators, members of the school board, board of supervisors and the community. The purpose of the Core Committee is to recommend to the Prince George School Board a building and renovation plan that addresses both the present and the future educational needs of the students in the school division.

Higher Education

Several colleges and universities are located within a 60 mile radius of the county. Richard Bland is a two-year affiliate of the College of William and Mary and offers associate degrees in business, arts and science. Two community colleges, John Tyler and J. Sargeant Reynolds, offer a range of one and two year programs. The University of Richmond, Virginia Commonwealth University, the College of William and Mary, Virginia Union University, Randolph-Macon College and Virginia State University offer a wide range of four year programs as well as advanced degrees.

Economic Development & Tourism Activity

Prince George County, Virginia, unemployment remained at 5% or below for 2016. The business environment continues to improve with increased new project activity.

There were a total of 2,055 business licenses in 2016 (2,069 in 2015). New business licenses in 2016 amounted to 347 (compared to 391 in 2015). The remaining 1,708 business licenses were renewals.

Work began on the County/Cameron Foundation gateway improvements at Exit 45, off I-95. The third Citizens Academy was held in 2016 and it was another opportunity to discuss economic development and tourism with citizens.

The Prince George Parks and Recreation Foundation raised funds in support of the 2016 Dixie Major Virginia Champion Baseball Team’s travel to the Dixie Youth Baseball World Series in Laurel, Mississippi. This team was made up of 11-12 year old all-star baseball players from the Parks and Recreation Department baseball league.

Selected highlights for 2016:

- Held three Prince George County Industrial Development Authority Board meetings. The FY16 audit is complete and in proper order.
- Visited 24 businesses as part of the Business Retention and Expansion (BR&E) program.
- Responded to ten industrial prospects with two site visits evaluating potential County locations. The prospects were generated by Virginia’s Gateway Region and the Virginia Economic Development Partnership.
- Hosted Business Roundtable alumni dinner at the Country Club of Petersburg with keynote speaker Virginia Secretary of Commerce and Trade Todd P. Haymore.
- The County hosted the Amateur Softball Association (ASA) 14U Class A Girls Fast Pitch Eastern Championship from July 30-August 5. This was the first major national tournament held in Prince George County. The event had 1,200 spectators attend and there were 810 tourists from outside the region. The estimated local tourism impact was \$842,400.
- Provided eight “Key to the County” plaques in partnership with the Hopewell/Prince George Chamber ribbon cutting and grand opening events.

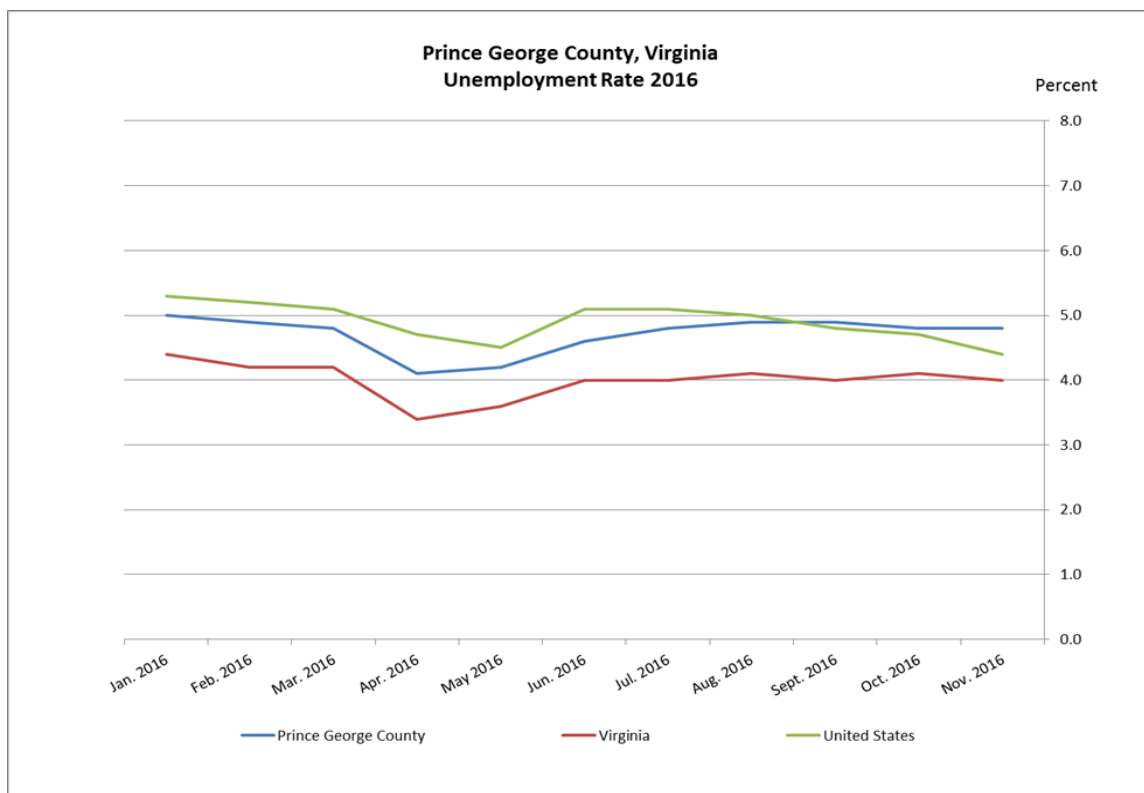
Replay Counseling Center	April 1, 2016
Paul / Perdue Attorneys	May 6, 2016
FDM Tactical	May 11, 2016
Absolutely Southern Designs	August 26, 2016
Cedar Springs Fitness	September 19, 2016
Monroe Grill	October 28, 2016
Quick Tire Change & Auto Center	November 4, 2016
Life Empowerment Center	November 28, 2016

- Prince George County won a Sports Destination Magazine award for the ASA tournament.
- Hosted communities for a Virginia Gateway Region economic developers meeting.

The Top Employers in Prince George County for 2016 were: Standard Motor Products, Food Lion, the U.S. Defense Department, the Federal Correctional Complex, and the Riverside Regional Jail. All of these companies employed 250+ people.

The Gross Regional Product for Prince George County in 2016 included: \$1,656.8 million in earnings, the property income was \$1,207 million and the taxes on production was \$62.1 million. Overall the Gross Regional Product was \$2,959.9 million Total GRP. The Top 3 industrial sectors were: Government (75%), Other Non-Industries (6%) and Transportation and Warehousing (4%).

In terms of exporting and importing, the numbers are equivalent to those from 2015. Exporting was \$12.5 billion, or 96% of supply. The Top three industrial sector exporters were: Government, Manufacturing, and Warehousing. Importing was \$7 billion (93% of demand) and \$564.7 million (7%) was locally produced and consumed. The top three industrial sector importers were: Government, Manufacturing, and Professional, Scientific and Technical Services.



Source: Virginia Employment Commission

STATISTICAL DATA

Year Established 1702
 Area 265.16 sq miles
 Total Adopted Fiscal Year 2018 Budget \$ 114,019,724
 (Includes Utility Enterprise Fund)



Population (2016) 37,845
 Median Age 37.3
 Median Household Income \$ 61,857
 Households (2011-2015) 11,102
 Persons per Household 3.03
 High School Graduate or higher (age 25+) 87.70%
 Bachelor's Degree or higher (age 25+) 21.30%
 Persons in Poverty 9.90%



Source: US Census website



Police Department

Sworn Officers	56
Civilians	4
Auxiliary	7
Emergency Communication Center Officers + Supervisors (2)	14



Crime Statistics (2016)

Violent Crimes	333	} 1,153
Property Crimes	666	
Drug Offenses	154	



Traffic Data Total (2016)

DUI	63	} 6,345
Summons	4,113	
Warnings	2,169	

Animal Services

Officers + Supervisor (1)	4
Support	1
Kennel Attendants	1.5
Adoptions (2016)	418



Fire & Emergency Protection

Paid Staff Full-Time - Response*	17
Paid Staff Part-Time - Response	28
Support Staff	2
Volunteers (Active)	108
Fire Calls (2016)	998
Fire Response Time Suburban	13.7
Fire Response Time Rural	14.3
EMS Calls (2016)	3,059
EMS Response Time Suburban	17.8
EMS Response Time Rural	21.9



*Includes Director



Public Schools in the County

School	Enrollment
Elementary	
L L Beazley*	635
D A Harrison*	573
North*	726
South *	477
W A Walton*	625
Middle School	
J E J Moore	990
Jr High School	
N B Clements	984
High School	
Prince George High	1,436

*Includes PreK

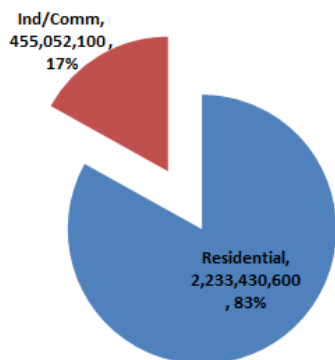
Major Employers	Employees
U. S. Department of Defense	1000+
County of Prince George	1000+
U. S. Department of Justice	500-999
Perdue Products	500-999
John Jones Services, LLC	500-999
U. S. Army Non-Appropriated I	250-499
Delhaize America Distribution	250-499
Standard Motor Products	250-499
Riverside Regional Jail	250-499
U. S. Department of Army and	250-499

Water & Wastewater Services

Customers served 2016	4,366
Gallons used daily - Water 2016	893,500
Wastewater Utilized per day - Million gallons per day (MGD)	1.558 MGD
Wastewater Capacity - Million gallons per day (MGD)	3.575 MGD

Land Book / Assessor Information

Land Book Summary	Projected 2018	FY 2017
Residential / Agricultural	2,131,633,300	2,095,033,100
Multi-Family	101,797,300	101,290,800
Commercial / Industrial	455,052,100	453,600,600
Total Land Book	2,688,482,700	2,649,924,500
Assessment Frequency	Annual	



Top 10 Water Customers	Gallons Used 2015
Riverside Regional Jail	50,880,399
Rolls Royce	15,809,946
Service Center Metals	12,136,600
Independence Place Apartments	9,589,490
Bailey's Ridge Apartments	9,216,950
Jefferson Pointe Apartments	8,868,850
Food Lion Distribution	8,720,179
Puddledock Place Apartments	7,254,260
Richard Bland College	6,349,300
Perdue Farms	5,861,100

BUDGET PROCESS & POLICIES

PURPOSE OF BUDGETING

The primary purpose of budgeting is to ensure that Prince George County has properly identified and accounted for the services it promises to provide to the citizens. The budget provides detailed financial information on the costs of the services and the expected revenues for the upcoming year. The budget process also provides a forum for reviewing progress made in the current year and the levels of service provided by local government and for setting priorities for services in the upcoming years to meet the needs and requirements of our citizens.

PUBLISHED BUDGET DOCUMENTS

Each year, Prince George County publishes a variety of documents that detail the financial and operational plans for the upcoming fiscal year. Following is a brief description of each of the documents:

- The ***Superintendent's 2017-18 Budget Plan*** is the original proposed budget issued by the school superintendent. This was presented to the School Board on February 7, 2017. This document includes the School Fund and School Self-Sustaining Funds budgets.
- The ***County Administrator's Proposed Budget*** contains summary information on the Total County Budget. This document provides detailed information on the General Fund, General Government Special Revenue Funds, Utility Funds, Capital Improvements Fund and Debt Service Fund. Detailed information on the School Fund and School Self-Sustaining Funds are found in other documents as noted in this section. The County Administrator's Proposed Budget was presented to the Board of Supervisors on February 28, 2017.
- ***Recommended Capital Improvement Program*** contains detailed information on proposed capital projects for both local government and schools. This document is presented to the Board in the County Administrator's Proposed Budget.
- The ***Board of Supervisors' Adopted Budget*** is developed by the Board of Supervisors after a series of work sessions and public hearings. This document reflects any changes made by the Board of Supervisors to the County Administrator's Proposed Budget and was adopted on May 9, 2017.
- The ***Adopted Capital Improvement Program (CIP)*** provides detailed information on approved capital projects and reflects any changes made by the Board of Supervisors to the Recommended Plan. No action was taken on funding proposed CIP projects on May 9, 2017.

- The ***School Board's Adopted Budget*** is the final approved budget for the School Division. The School Board adopted its budget on March 30, 2017.

Budget Awards

Prince George County has received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for several years. The most recent award for FY2017 can be seen on the following page.

Bond Rating

In March of 2017, Fitch Ratings reaffirmed Prince George County's AA+ Bond Rating with a stable rating outlook. AA+ rating means that the County can borrow funds enjoying low interest rates, and is a strong endorsement of sound fiscal management. The Board of Supervisors and County Administration is committed to adhering to established financial policies and procedures. Only a AAA rating is higher.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**County of Prince George
Virginia**

For the Fiscal Year Beginning

July 1, 2016

Executive Director

STATE REQUIREMENTS

Requirements for Budget Adoption

The Commonwealth of Virginia requires all localities to meet certain budget guidelines, as outlined in Sections 15.2-2500 to 15.2-2513 of the Code of Virginia (1950), as amended. According to these guidelines, all localities within Virginia must have a fiscal year beginning on July 1 and ending on June 30 and must approve a balanced budget. A balanced budget is one in which the available revenues and appropriated fund balances equal estimated expenditures for a fiscal year. The School Board must approve the School Budget by May 1 or within 15 days of receiving estimates of state funding, whichever occurs later. The Board of Supervisors must approve the operating budget and set the tax rate by July 1 of each year. The adoption of the tax rate requires the Board to hold a public hearing and to advertise this hearing no less than 30 days in advance if the reassessment would result in an increase of one percent or more in the total real property tax levied compared to the prior year's tax levies. Although these are the minimum state requirements, the County traditionally has adopted its budget by April 30 in order to establish teacher contracts and to set the property tax rates prior to the tax bill mailing date. For FY 17/18, the Board adopted the tax rates on April 11th and the budget on May 9th. The official appropriation of funds takes place prior to July 1 of each year.

Requirements for Budget Amendment

The process by which the operating budget may be amended is governed by Section 15.2-2507 of the State Code. The budget may be amended to increase the aggregate amount to be appropriated during the current fiscal year, as shown in the currently adopted budget. Any amendment which exceeds one percent of the total revenue shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and public hearing in a newspaper having general circulation in the County seven days prior to the meeting date. The notice shall state the County's intent to amend the budget and include a brief synopsis of the proposed budget amendment. The Board of County Supervisors may adopt the amendment at the advertised meeting, after first providing a public hearing during the meeting on the proposed amendment. Amendments of less than one percent of the total revenue or \$5,000 also must be approved by the Board of Supervisors, although no public hearing is required. Appropriations up to \$5,000 are approved by the County Administrator. Appropriations lapse at the end of each fiscal year (June 30) for all funds, except the Capital Projects fund.

Requirements for Financial Records

The County's financial records are audited each year by a firm of independent certified public accountants in accordance with the Government Accounting Standards Board. The single audit is required under the provisions of the Single Audit Act of 1984 and the U.S. Office of Management and Budget Circular A-133, Audits of State and Local Governments. Copies of the annual financial audit are available upon request from the Department of Finance and are located on the County website.

PUBLIC PARTICIPATION

Each year, the County develops a schedule of events that describes the dates of public and Board participation in the budget process. The Board is asked to approve the schedule of the budget process in order to establish firm dates for meetings and provide the public with as much notice as possible. The Finance Department may be contacted during normal working hours by calling (804) 722-8710. Budget information of interest to the public can be found on the County website at www.princegeorgeva.org.

BUDGET CALENDAR

The County's budget schedule began in December of 2016 with initial data gathering for the General government department expenditures. In January, the County Administrator, Deputy County Administrator and Finance Director meet with departments to clarify any questions on their budget submissions.

From December through January, the Finance Department staff reviewed department and agency requests and developed budget related inquires and updated revenues. Using guidance achieved from the Five Year Financial Plan and the results of discussions with department staff, the County Administrator, Deputy County Administrator and Finance Director developed specific recommendations for a balanced FY 17/18 budget. By the end of January, the County Administrator made his decisions on the budget recommendations and staff prepared the County Administrator's proposed budget document for FY 17/18. This budget was presented to the Board of Supervisors on February 28, and a public hearing on the County Administrator's proposed budget was held on April 25.

After the proposed budget was presented, the Board held work sessions to conduct a detailed review of each area of the budget and to recommend specific changes to the County Administrator's proposed budget. After all of the budget changes were agreed upon, a public hearing on the tax rate was held on April 11. The Board set the tax levy for the coming year on April 11. The Board adopted the operating budget on May 9. Appropriation of the adopted budget is scheduled for June.

Once the budget is appropriated, it becomes the legal basis for spending funds to accomplish the programs of each department of the County during the fiscal year. No department or agency may spend in excess of the appropriated amounts. Financial and programmatic monitoring of departmental activities occurs throughout the year to ensure conformity with the adopted budget. The County Administrator is authorized to transfer budget amounts contained within the same funds. Transfer of budgeted funds between funds must be approved by the Board. Procedures governing amendments to the adopted operating budget are described on the previous page.

MAJOR CATEGORIES OF EXPENDITURES

The General Government budget is divided into seven major functional areas: Administration; Constitutional Officers; Community Development; Financial Services; Operations; Public Safety; Social Services; Other.

The **Administration** functional area provides for County policy direction and management through the County Administrator's Office and the Board of Supervisors; legal advice from the County Attorney; and personnel and organizational development functions from Human Resources.

The **Constitutional Officers** functional area provides recording and maintaining all Court records from the Clerk of the Circuit Court, prosecution of felony crimes from the Commonwealth Attorney, security and home incarceration from the Sheriff, records of assessed revenue from the Commissioner of the Revenue, and tax and revenue collection from the Treasurer.

The **Community Development** functional area provides building inspections, planning and zoning and code compliance within the division of Community Development.

The **Financial Services** area includes real estate assessment from the Assessor, payroll, accounting, purchasing, and budgeting for the County from the Finance Department; and technology support through the Information Technology Department.

The **Operations** functional area provides maintenance of County vehicles through the County Garage; the maintenance of County buildings through General Properties; support of the recycling program and landfill maintenance; the Parks and Recreation Department which provides County park operations and maintenance, community centers, and athletic programs. County Engineering is also included in this functional area.

The **Public Safety** functional area provides all police services such as patrol, investigations, and animal control through the County Police Department; emergency fire/rescue services provided by the County Department of Fire/Rescue and the volunteer fire companies and rescue squads; Emergency Communications (E-911).

The **Social Services** functional area provides the Department of Social Services. The services provided include oversight and implementation of state and federal social programs, the provision of mental health services, outreach services, transportation services, services for the elderly, and funding for other local social benefits. Comprehensive Services are also managed.

The **Other** area provides the Registrar, Circuit Court, General District Court and Magistrate functions. Law Library, Victim Witness, Board and Care of Prisoners, Court Services for juveniles, local health department, District 19 Services, the Regional Library, Soil & Water Conservation District, VPI Extension Service, Farmer's Market and transfers to other funds.

FUND STRUCTURE

The budget of the County is organized on the basis of fund classifications, each of which is considered to be a separate accounting and reporting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses.

There are three major types of funds:

1. GOVERNMENTAL FUND TYPES

Governmental funds account for the expendable financial resources, other than those accounted for in Proprietary and Fiduciary Funds. Governmental funds utilize the modified accrual basis of accounting where the measurement focus is on financial position and changes in financial position, rather than upon net income determination. The individual Governmental Funds are:

- The General Fund accounts for all revenues and expenditures applicable to the general operations of the County that are not accounted for in other funds. The General Fund is the main operating account of the County and therefore, the largest of the governmental funds. This fund includes most traditional local government programs such as police, libraries, fire and rescue, parks, human services, etc. The General Fund also includes transfer payments to the School, County debt service, and capital improvement funds.
- The School Fund reflects revenues and expenditures related to the operation of the County's school system. The primary sources of revenue, exclusive of transfers from the General Fund, are basic aid payments from the Commonwealth and educational program grants. Major expenditures include instructional costs and transportation.
- Other School Funds (Self-Sustaining) are separate funds that are used for limited expenditures due to legal or regulatory provisions and are self-sustaining or self-supporting. These funds require minimal transfers from the General Fund and are primarily funded by federal and state categorical funds, fees, and grants. Examples of these funds are the Food Services Fund, School Textbook Fund and the Federal Programs Fund (formerly Title I Fund).
- Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than those dedicated to the General Fund) that are legally restricted to expenditures for specific purposes. Special Revenue Funds include Community Corrections, Adult Education, Tourism Fund, Economic Development Fund etc.

- The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related charges. Debt service expenditures are funded by transfers from the General Fund and other sources.
- The Capital Improvement Funds account for financial resources used for the acquisition or construction of capital facilities. Funding for capital projects is derived from various sources such as borrowed funds, transfers from the General Fund, and other federal, state, and local revenues.
- The Stormwater Management Fund. Funding for capital projects is derived from various sources such as borrowed funds and other federal, state, and local revenues.

2. FIDUCIARY FUNDS (TRUST AND AGENCY FUNDS)

These funds account for assets held by the County in a trustee or custodial capacity on behalf of others. Fiduciary Funds include non-expendable trust funds. These funds are reported in the Comprehensive Annual Financial Report (CAFR) but are not included in this document.

3. PROPRIETARY FUNDS

Proprietary Funds account for operations that are financed in a manner similar to private business enterprises. The Proprietary Funds utilize the accrual basis of accounting where the measurement focus is upon determination of net income, financial position, and changes in financial position. Proprietary Funds consist of Internal Service Funds.

- The Water/Sewer (Utilities) Fund. Funding for water and sewer services provided to County residents. All fees raised cover the expenses required to provide services and maintain capital.

WHICH FUNDS ARE INCLUDED IN THIS BUDGET DOCUMENT?

The County's operating budget document primarily addresses budgets for Local Government operations and of the General Fund, along with a summary of the debt service and capital improvement funds. The operating budget document includes several special revenue funds and other funds that receive transfers from the operating budget, including the School Fund, Tourism Fund, the Economic Development Fund, Water/Sewer Fund and the Capital Improvements Fund.

An itemized and complete financial balance sheet for the County as well as a comprehensive statement of revenue disbursements, liabilities, reserves, and surplus or deficit of all funds subject to appropriation are contained in the Certified Annual Financial Report (CAFR), published separately by the Department of Finance.

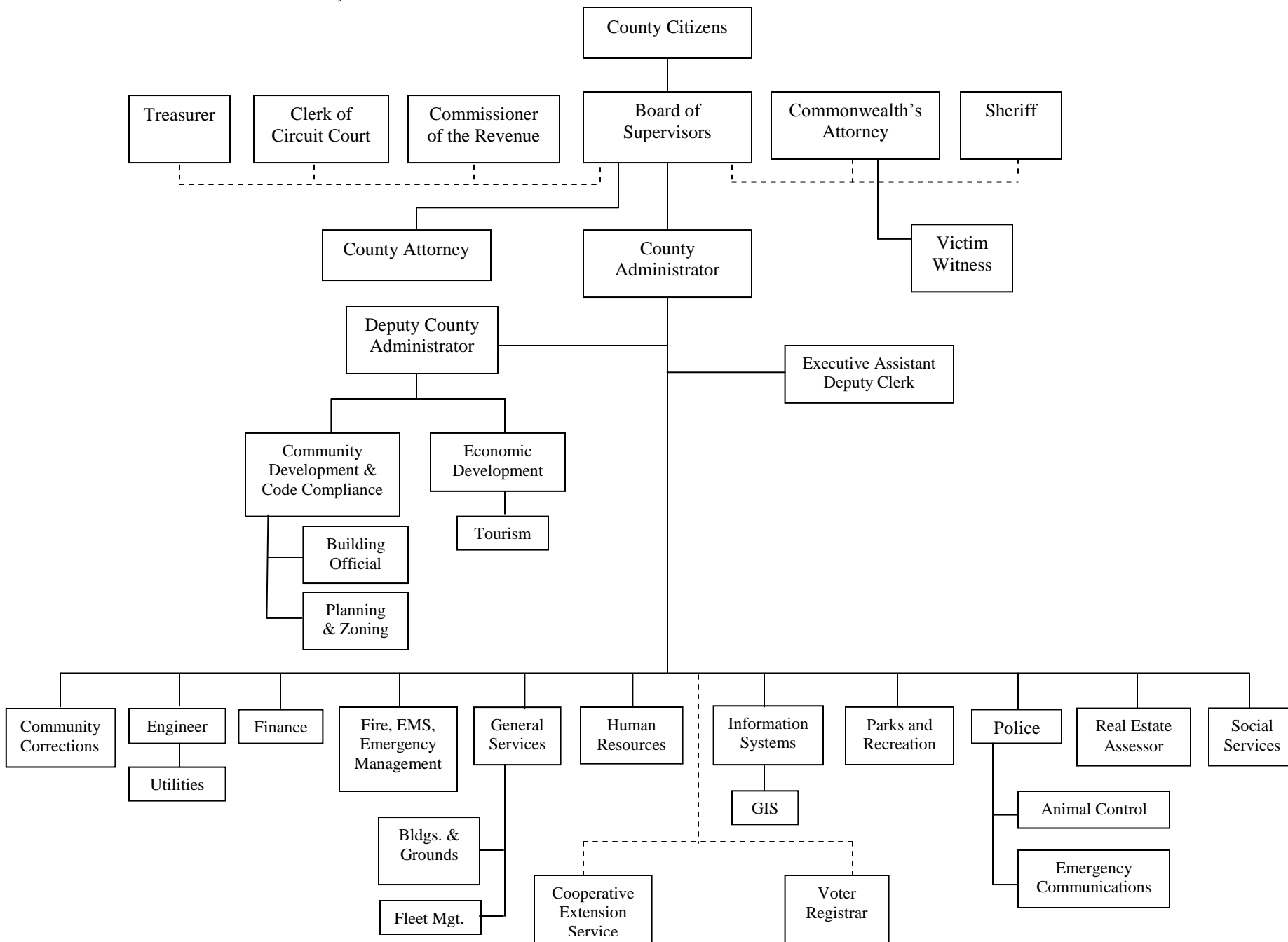
Other special revenue funds, internal service funds, and trust and agency funds are summarized in the County's annual financial report.

BASIS OF BUDGETING AND ACCOUNTING

Budgets for all funds are adopted on a basis consistent with generally accepted accounting principles, applicable to governmental units. Formal budgetary integration is employed as a management control device during the year. Annual appropriations resolutions and budgets are adopted for the General, Special Revenue, and Debt Service Funds. Governmental accounting is directed toward expenditure control and budgetary compliance. The accounting system's budgetary control function is accomplished by incorporating budgetary accounts into fund ledgers and recording appropriations adopted by the Board of Supervisors. All appropriations are legally controlled at the department level. The County Administrator has the ability to move funds between departments up to \$5,000. All annual appropriations lapse at the end of the fiscal year, except for the Capital Project Funds and grants. The budget resolution specifies that the budget and appropriation for each grant or project continue until the expiration of the grant or completion of the project.

In most cases, the County's budget follows the same basis of accounting used in preparing the County's Comprehensive Annual Financial Report (CAFR), which is prepared in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB) and the Auditor of Public Accounts of the Commonwealth of Virginia (APA). A difference between GAAP and the budgetary basis of accounting is the treatment of encumbrances. Encumbered amounts are treated as expenditures under the budgetary basis of accounting used by the County, while encumbrances are treated as reservations of fund balance under the GAAP basis.

PRINCE GEORGE COUNTY, VA



FINANCIAL MANAGEMENT POLICIES

Adopted: November 7, 2006

Revised: July 12, 2011

Revised: May 13, 2014

FISCAL POLICY GUIDELINES - OBJECTIVES

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practice of the County of Prince George. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management.

The County's existing Financial Policy was adopted in November of 2006. Since this time, the Governmental Accounting Standards Board released Statement No. 54 which deals with the classification of fund balance. This policy, as presented, is revised per the requirements of GASB 54.

Effective fiscal policy:

- Contributes significantly to the County's ability to insulate itself from fiscal crisis,
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the County rather than single issue areas,
- Promotes the view of linking long-run financial planning with day to day operations, and
- Provides the Board of Supervisors and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

To these ends, the following fiscal policy statements are presented.

CAPITAL IMPROVEMENT BUDGET POLICIES

1. The County will consider all capital improvements in accordance with an adopted capital improvement program.
2. The County will develop a five-year plan for capital improvements and review and update the plan annually.
3. The County will enact an annual capital budget based on the five-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be included in capital budget projections.
4. The County will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
5. The County will maintain all its assets at a level adequate to protect the County's capital investment and to minimize future maintenance and replacement costs.
6. The County will project its equipment replacement needs as part of the capital improvement process. From this projection a replacement schedule will be developed and followed.
7. The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
8. The County will attempt to determine the least costly and most flexible financing method for all new projects.

DEBT POLICIES

1. The County will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
2. The County will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and current-year (pay-as-you-go) appropriations.
3. When the County finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the

expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.

4. Direct net debt as a percentage of estimated market value of taxable property should not exceed 3.5%. Direct net debt is defined as any and all debt that is tax-supported. This ratio will be measured annually.
5. The ratio of direct debt service expenditures as a percent of the total annual general fund expenditures net of interfund transfers and inclusive of the Prince George County School Board's expenditures should not exceed 10.0% with a targeted direct debt aggregate ten-year principal payout ratio of 55.0% or better for all tax supported debt. These ratios will be measured annually.
6. The County recognizes the importance of underlying and overlapping debt in analyzing financial condition. The County will regularly analyze total indebtedness including underlying and overlapping debt.
7. Where feasible, the County will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
8. The County will only issue tax anticipation debt due to unforeseen circumstances and where cash flow projections identify an absolute need, and will retire any such tax anticipation debt annually. Bond anticipation debt will be retired within six months after completion of the project or upon availability of permanent financing.

FUND BALANCE POLICIES

Fund Balance is the difference between assets and liabilities reported in governmental funds. It serves as a measure of financial resources available for current operations. The Governmental Accounting Standards Board prescribes the classification scheme for components of fund balance. The types of fund balance components are non-spendable, restricted, committed, assigned and unassigned. The policy will focus on the amount remaining after accounting for non-spendable and restricted fund balance, which is comprised of three elements; committed, assigned and unassigned fund balance.

	Definition	Example
Non-spendable	Net resources that cannot be spent because of their form or they must be maintained intact	<ul style="list-style-type: none"> • Inventory • Prepaid Asset • Long-Term Receivables
Restricted	Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments	<ul style="list-style-type: none"> • Federal Grants • Unspent bond proceeds • Bond covenants • Taxes raised for a specific purpose
This policy will focus on the amount remaining after accounting for non-spendable and restricted fund balance, which is comprised of the following three types:		
Committed	Limitations imposed by the Board of Supervisors that requires a resolution to remove	<ul style="list-style-type: none"> • Encumbrances (formal action) • Limitation imposed no later than the close of the reporting period
Assigned	Intended use established by the County Administrator of his/her designee	<ul style="list-style-type: none"> • Encumbrances (informal action) • Recommended use of fund balance at year-end
Unassigned	Total fund balance in the general fund in excess of non-spendable, restricted, committed and assigned fund balance	<ul style="list-style-type: none"> • 12.5% set aside for emergency needs as approved by Board of Supervisors


1. The County will establish a contingency fund to pay for needs caused by unforeseen emergencies, including unanticipated expenditures of a nonrecurring nature, or to meet unexpected small increases in service delivery costs. The County will target a contingency fund balance equal to 0.5% of the general fund budget.
2. Unassigned fund balances at the close of each fiscal year should be at least 12.5% of the total annual general fund expenditures net of interfund transfers and inclusive of the Prince George County School Board's expenditures.
3. The County Board may, from time-to-time, appropriate unassigned fund balances that will reduce available fund balances below the 12.5% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the County. In such circumstances, the Board will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the County, then the Board will establish a different but appropriate time period.

4. The County considers restricted fund balance to be spent when expenditure is incurred for purposes for which restricted and unrestricted fund balance are available unless prohibited by legal documents or contracts. When expenditure is incurred for purposes for which committed, assigned or unassigned amounts are available, the County considers committed fund balance to be spent first, then assigned fund balance, and lastly unassigned fund balance.

5. In recognition of the incremental costs of capital improvements and their future maintenance and replacement costs, the County will establish a Capital Improvements Reserve Fund. The level of the Fund will be determined on an annual basis and incorporated into the County's Annual Operating Budget. This Fund will be initially established at some minimum level based upon a further evaluation of future capital improvement needs (inclusive of pay-go capital).

BUDGET DEVELOPMENT POLICIES

One-time or other special revenues will not be used to finance continuing County operations, but instead will be used for funding special projects.

	<h2>FISCAL YEAR 2017-2018 OPERATING BUDGET CALENDAR</h2>																																														
P R I N C E G E O R G E	<table border="1"> <tr> <td data-bbox="430 493 625 556"> November 2016 7 </td> <td data-bbox="665 525 1364 588"> Distribute CIP Memo and templates to Department Heads / Schools </td> </tr> <tr> <td data-bbox="430 588 625 651"> 21 </td> <td data-bbox="665 588 1364 651"> Budget Letters Sent to Department Heads </td> </tr> <tr> <td data-bbox="430 682 625 745"> December 2016 12 </td> <td data-bbox="665 714 1364 745"> CIP templates / requests due to CIP Committee </td> </tr> <tr> <td data-bbox="430 808 625 840"> January 2017 </td> <td data-bbox="665 840 1364 871"> Department Requests Due to Finance </td> </tr> <tr> <td data-bbox="430 840 625 871"> 4 </td> <td data-bbox="665 871 1364 903"> Board Pre-Budget Work Session </td> </tr> <tr> <td data-bbox="430 871 625 903"> 11 </td> <td data-bbox="665 903 1364 934"> County Administrator Reviews Department Requests </td> </tr> <tr> <td data-bbox="430 903 625 934"> 18-31 </td> <td data-bbox="665 934 1364 966"></td> </tr> <tr> <td data-bbox="430 966 625 997"> 18 </td> <td data-bbox="665 966 1364 997"> CIP Review Meeting #1 </td> </tr> <tr> <td data-bbox="430 997 625 1029"> 25 </td> <td data-bbox="665 997 1364 1029"> CIP Review Meeting #2 </td> </tr> <tr> <td data-bbox="430 1081 625 1113"> February 2017 </td> <td data-bbox="665 1113 1364 1144"> CIP Review Meeting #3 </td> </tr> <tr> <td data-bbox="430 1113 625 1144"> 1 </td> <td data-bbox="665 1144 1364 1176"> CIP Review Meeting #4 </td> </tr> <tr> <td data-bbox="430 1144 625 1176"> 15 </td> <td data-bbox="665 1176 1364 1207"> CIP Presentation to Planning Committee </td> </tr> <tr> <td data-bbox="430 1176 625 1207"> 23 </td> <td data-bbox="665 1207 1364 1239"> County Administrator's Proposed Budget </td> </tr> <tr> <td data-bbox="430 1239 625 1270"> 28 </td> <td data-bbox="665 1239 1364 1270"></td> </tr> <tr> <td data-bbox="430 1302 625 1333"> March 2017 </td> <td data-bbox="665 1333 1364 1365"> Budget Work Session </td> </tr> <tr> <td data-bbox="430 1333 625 1365"> 8 </td> <td data-bbox="665 1365 1364 1396"> Budget Work Session </td> </tr> <tr> <td data-bbox="430 1365 625 1396"> 20 </td> <td data-bbox="665 1396 1364 1428"></td> </tr> <tr> <td data-bbox="430 1459 625 1491"> April 2017 </td> <td data-bbox="665 1491 1364 1522"> Budget Work Session </td> </tr> <tr> <td data-bbox="430 1491 625 1522"> 5 </td> <td data-bbox="665 1522 1364 1554"> Tax Rate Public Hearing </td> </tr> <tr> <td data-bbox="430 1522 625 1554"> 11 </td> <td data-bbox="665 1554 1364 1585"> Budget Public Hearing </td> </tr> <tr> <td data-bbox="430 1554 625 1585"> 25 </td> <td data-bbox="665 1585 1364 1617"></td> </tr> <tr> <td data-bbox="430 1648 625 1680"> May 2017 </td> <td data-bbox="665 1680 1364 1711"> Budget Adoption </td> </tr> <tr> <td data-bbox="430 1680 625 1711"> 9 </td> <td data-bbox="665 1711 1364 1743"></td> </tr> </table>	November 2016 7	Distribute CIP Memo and templates to Department Heads / Schools	21	Budget Letters Sent to Department Heads	December 2016 12	CIP templates / requests due to CIP Committee	January 2017	Department Requests Due to Finance	4	Board Pre-Budget Work Session	11	County Administrator Reviews Department Requests	18-31		18	CIP Review Meeting #1	25	CIP Review Meeting #2	February 2017	CIP Review Meeting #3	1	CIP Review Meeting #4	15	CIP Presentation to Planning Committee	23	County Administrator's Proposed Budget	28		March 2017	Budget Work Session	8	Budget Work Session	20		April 2017	Budget Work Session	5	Tax Rate Public Hearing	11	Budget Public Hearing	25		May 2017	Budget Adoption	9	
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9																																															

BUDGET SUMMARY

This section of the budget provides summary information about all funds included in the County's Total Budget. These funds were included in the budget adopted by the Board on May 9, 2017.

General Fund

Special Revenue Funds

Community Corrections

Adult Education

Tourism

Economic Development

Stormwater Fund

Water/Sewer Fund

School Funds

Operating

Special Revenue

Federal Programs (Formerly Title I)

School Textbook

Cafeteria

Capital Projects Fund

Debt Service Fund

Details on the funds can be found on the pages to follow.

BUDGET-IN-BRIEF

Budget Highlights

The **Total Adopted** budget is \$114,018,234, \$2,183,630 more than the FY16/17 adopted budget.

- There were no taxes increased in the adoption of the FY17/18 budget.

The **General Fund** budget is \$53,555,351, \$1,334,561, 2.56% greater than the FY16/17 adopted budget.

- 2 New positions approved (Case Manager in Department of Social Services; Pretrial Officer in Community Corrections)
- Funding for Planner I in Community Development & Code Compliance (Authorized, but not funded previously)
- Eliminated Funding for Project Management Specialist in County Administration
- Eliminated Part-Time Pretrial Officer in Community Corrections
- Health Insurance – 7.68% Increase – all County/employer paid
- Vehicle, equipment and information technology project spending of nearly \$394,000

The adopted **School System** operating budget is \$60,498,509 with a local transfer in the amount of \$16,250,249, \$672,999 more than the FY16/17 budgeted transfer. New for FY17/18 is elimination of the Comprehensive Services Act (CSA) local match reduction from the County / School Memorandum of Understanding (MOU) local transfer calculation (estimated at \$350,000). The School Division will receive the full local transfer from the MOU calculation, and transfer to the County, the amount of locally funded CSA private IEP placements. The School System Federal Programs, Textbook, and School Nutrition budgets are \$2,415,804; \$691,065; and \$2,817,669 respectively. The School System's total budget grew by \$1,707,084, 2.64% overall.

The **Utilities** budget is \$7,549,958, \$1,469,641 more than the FY16/17 adopted budget. This increase is attributable to planned capital project spending and an estimated \$500,000 increase in purchased sewer services from Hopewell. The Board of Supervisors approved Utility Fee increases for FY2018 to realign utility revenues to cover annual operating and capital expenses (10 percent increase in water fees; 20 percent increase in sewer fees). The Utility fund is also projected to use \$911,530 in fund balance.

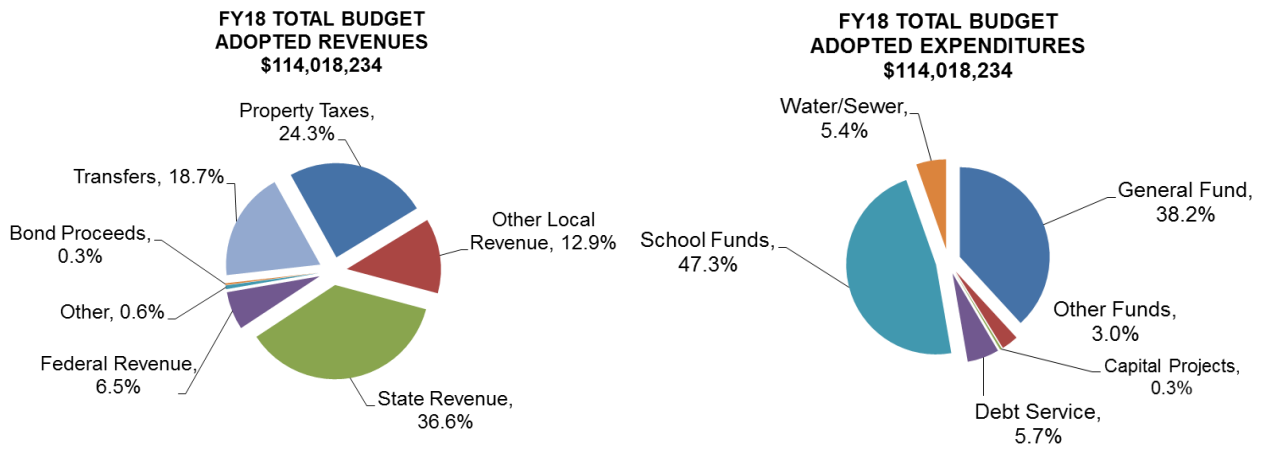
There is no projected use of General Fund Balance in the adopted FY17/18 budget, demonstrating a continued commitment to eliminate dependence on Fund Balance for operations.

The capital projects appropriated as part of the adopted budget include a transfer of \$75,932 for Fire/EMS Apparatus to meet the board's commitment of \$0.02 of Real Estate Taxes for Fire/EMS apparatus purchases. Other capital project spending and purchases will be made through borrowing / debt service.

BUDGET OVERVIEW

ALL FUNDS:

The County’s adopted Fiscal Year 2018 combined capital and operating budget totals \$114,018,234, net of transfers.



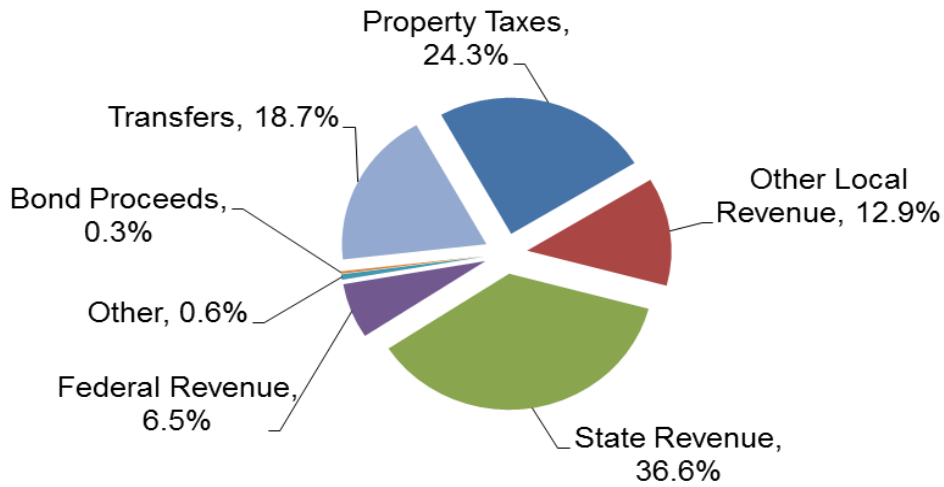
The Total Budget includes the General Fund, School Fund, Water/Sewer (Utility) Fund, Capital Fund as well as special revenue funds and the debt service fund.

TOTAL COUNTY REVENUES

FY17/18 TOTAL BUDGET

ADOPTED REVENUES

**FY18 TOTAL BUDGET
ADOPTED REVENUES
\$114,018,234**



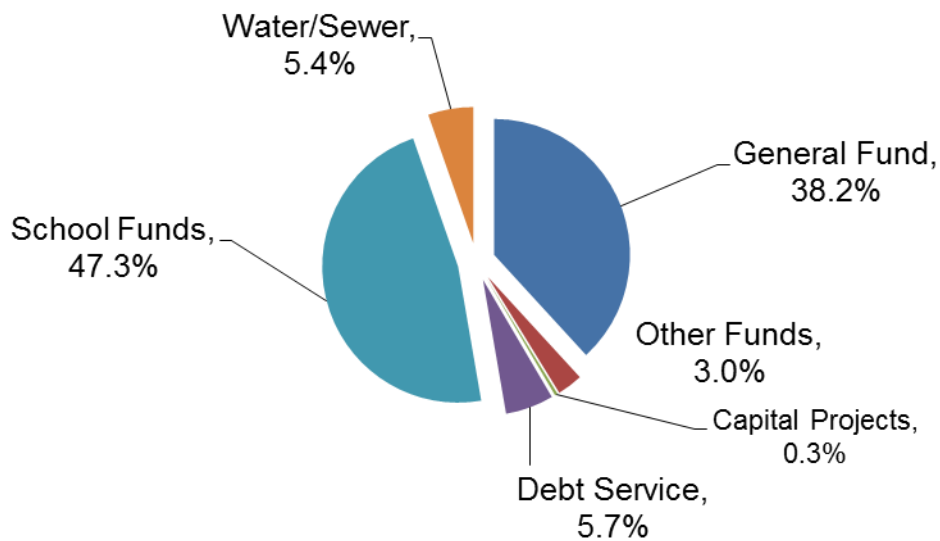
	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ADOPTED	FY18 ADOPTED
Property Taxes	\$ 30,429,887	\$ 29,334,139	\$ 32,466,861	\$ 33,361,000	\$ 34,156,000
Other Local Revenue	\$ 16,243,485	\$ 19,814,450	\$ 17,728,878	\$ 17,157,096	\$ 18,045,165
State Revenue	\$ 48,825,487	\$ 49,295,130	\$ 49,222,129	\$ 50,245,771	\$ 51,329,800
Federal Revenue	\$ 9,086,014	\$ 10,395,716	\$ 10,396,716	\$ 9,383,127	\$ 9,175,739
Other	\$ 23,462,043	\$ 20,258,218	\$ 27,128,987	\$ 25,381,872	\$ 27,200,989
Bond Proceeds	\$ 3,200,000	\$ 4,973,000	\$ 17,326,000	\$ 400,000	\$ 400,000
<i>Less Transfers</i>	\$ (11,482,269)	\$ (19,638,873)	\$ (27,089,870)	\$ (24,094,262)	\$ (26,289,459)
Total, All Funds	\$ 119,764,647	\$ 114,431,780	\$ 127,179,701	\$ 111,834,604	\$ 114,018,234

TOTAL COUNTY EXPENDITURES

FY17/18 TOTAL BUDGET

ADOPTED EXPENDITURES

**FY18 TOTAL BUDGET
ADOPTED EXPENDITURES
\$114,018,234**



	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ADOPTED	FY18 ADOPTED
General Fund	\$ 49,864,251	\$ 47,269,593	\$ 52,957,313	\$ 52,220,790	\$ 53,555,351
School Oper Fund	\$ 56,363,265	\$ 57,322,562	\$ 66,054,049	\$ 64,715,963	\$ 66,423,047
Capital Projects	\$ 6,566,777	\$ 4,175,574	\$ 21,471,511	\$ 782,000	\$ 475,932
Debt Service	\$ 7,200,001	\$ 6,704,704	\$ 7,508,850	\$ 7,917,656	\$ 8,051,178
Water/Sewer	\$ 4,551,778	\$ 4,896,441	\$ 5,061,020	\$ 6,080,318	\$ 7,549,958
Other Funds	\$ 6,261,609	\$ 6,680,990	\$ 4,807,333	\$ 4,212,140	\$ 4,252,228
<i>Less Transfers</i>	\$ (23,062,043)	\$ (19,638,873)	\$ (27,079,869)	\$ (24,094,262)	\$ (26,289,459)
Total, All Funds	\$ 107,745,638	\$ 107,410,991	\$ 130,780,207	\$ 111,834,604	\$ 114,018,234

REVENUES AND EXPENDITURES BY FUND & CATEGORY

A matrix of the County’s adopted FY2018 revenues and expenditures is provided below to present projected collections and spending by fund **and** major category.

Revenue Source	General Fund	Special Revenue Funds	School Funds	Capital Fund	Debt Service Fund	Utility Funds	TOTAL	
Property Taxes	\$34,156,000	\$0	NOT AVAILABLE AT TIME OF PUBLICATION	\$0	\$0	\$0	\$34,156,000	
Local Collections & Taxes	8,531,730	2,399,335		-	-	5,678,700	16,609,765	
State Funds	9,196,323	961,883		-	-	-	10,158,206	
Federal Funds	1,321,298	288,637		-	-	-	1,609,935	
Debt Proceeds	-	-		400,000	-	-	400,000	
Transfers from General Fund	-	602,372		75,932	7,223,095	-	7,901,399	
Transfers from Other Funds	350,000	-		-	828,083	959,728	2,137,811	
Use of Fund Balance	-	-		-	-	911,530	911,530	
TOTAL REVENUES	\$53,555,351	\$4,252,227		\$66,423,047	\$475,932	\$8,051,178	\$7,549,958	\$140,307,693

Total Column by Category excludes school activity

Expenditure Type	General Fund	Special Revenue Funds	School Funds	Capital Fund	Debt Service Fund	Utility Funds	TOTAL	
Wages & Benefits	\$18,420,422	\$1,802,059	NOT AVAILABLE AT TIME OF PUBLICATION			\$1,072,155	21,294,636	
Purchased & Internal Services	3,115,054	408,513				5,578	132,780	3,661,925
Utilities & Communications	1,291,433	25,230					141,200	1,457,863
Insurance	215,607	1,385					6,000	222,992
Leases/Rentals	74,741	56,900					51,992	183,633
Travel & Training	241,911	44,153					9,300	295,364
Contributions to Other Entities	1,016,210	665,675					671,000	2,352,885
Materials/Supplies/Miscellaneous	1,504,918	93,226					2,645,800	4,243,944
Payment to Joint Operations	279,367	-					-	279,367
Capital Outlay	553,973	2,200			475,932		1,485,000	2,517,105
Public Assistance	2,095,961	15,000					-	2,110,961
Transfers & Debt Payments	24,310,022	977,007				8,045,600	1,334,731	34,667,360
Contingencies	435,732	160,879					-	596,611
TOTAL EXPENDITURES	\$53,555,351	\$4,252,227		\$66,423,047	\$475,932	\$8,051,178	\$7,549,958	\$140,307,693

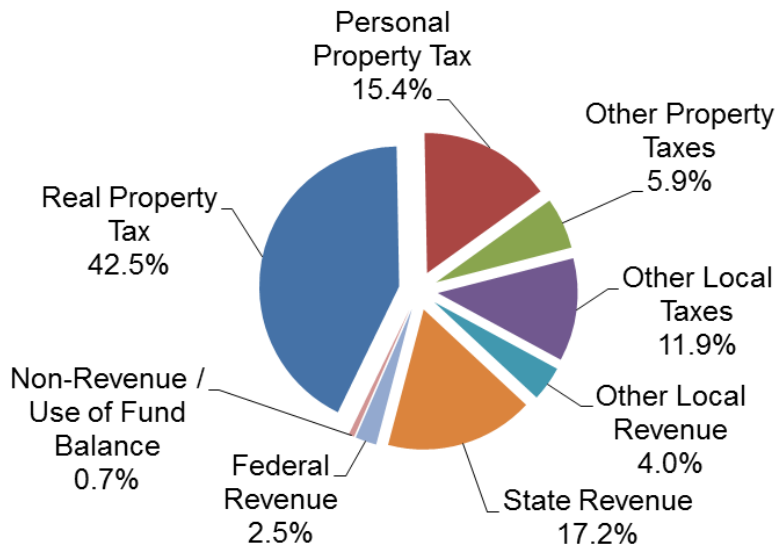
Total Column by Category excludes school activity

GENERAL FUND REVENUES

FY17/18 ADOPTED

GENERAL FUND REVENUES

FY 2018 General Fund Budget Revenues \$53,555,351



	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ADOPTED	FY18 ADOPTED
Real Property Tax	20,296,880	20,509,106	21,361,197	22,445,000	22,754,000
Personal Property Tax	7,719,403	7,390,527	7,907,367	8,080,000	8,226,000
Other Property Taxes	2,413,604	2,866,514	3,198,297	2,836,000	3,176,000
Other Local Taxes	5,722,173	5,740,463	6,212,747	5,942,307	6,374,930
Other Local Revenue	2,490,530	2,257,874	2,223,204	2,461,700	2,156,800
State Revenue	9,335,651	9,397,702	9,323,267	9,210,431	9,196,323
Federal Revenue	1,088,957	1,609,338	1,563,225	1,245,352	1,321,298
Non-Revenue / Use of Fund Balance	20,952	41,914	59,434	-	350,000
Total, General Fund	\$49,088,150	\$49,813,438	\$51,848,739	\$ 52,220,790	\$53,555,351

GENERAL FUND REVENUES

ACCOUNT	TITLE	FY 2013-14 RECEIPTS	FY 2014-15 RECEIPTS	FY 2015-16 RECEIPTS	FY 2016-17 ADOPTED BUDGET	FY 2017-18 ADOPTED	FY2017-18 INCREASE (DECREASE)
0100-10-501-8100-00000-000-000-000-311101-	CURR.TAXES:REAL PROPERTY	19,620,156	20,167,652	20,966,954	21,930,000	22,254,000	324,000
0100-10-501-8100-00000-000-000-000-311102-	DEL TAXES:RE PRIOR YEARS	676,724	341,454	394,243	500,000	500,000	-
0100-10-501-8100-00000-000-000-000-311104-	ROLLBACK TAXES	-	-	-	15,000	-	(15,000)
REAL PROPERTY TAXES		20,296,880	20,509,106	21,361,197	22,445,000	22,754,000	309,000
0100-10-501-8101-00000-000-000-000-311201-	CURR TAXES:PUBL SER-RE	1,198,121	1,170,946	1,499,797	1,000,000	1,450,000	450,000
0100-10-501-8101-00000-000-000-000-311202-	DEL.TAXES-PUBL.SER.RE	-	-	6	-	-	-
PUBLIC SERVICE CORPORATION TAXES		1,198,121	1,170,946	1,499,803	1,000,000	1,450,000	450,000
0100-10-501-8101-00000-000-000-000-311301-	CURR TAXES:PERS PROP	6,987,665	7,254,040	7,526,598	7,500,000	7,650,000	150,000
0100-10-501-8101-00000-000-000-000-311302-	DEL TAXES:PERS.PROPERTY	671,036	66,031	303,532	500,000	500,000	-
0100-10-501-8102-00000-000-000-000-311303-	CURR TAXES:MOBILE HOME	60,789	64,334	71,705	70,000	70,000	-
0100-10-501-8102-00000-000-000-000-311304-	DEL TAXES:MOBILE HOME	(87)	6,122	5,533	10,000	6,000	(4,000)
PERSONAL PROPERTY TAXES		7,719,403	7,390,527	7,907,367	8,080,000	8,226,000	146,000
0100-10-501-8103-00000-000-000-000-311401-	CURR TAXES:MACH & TOOLS	857,483	1,169,591	1,065,837	1,300,000	1,100,000	(200,000)
0100-10-501-8103-00000-000-000-000-311402-	DEL TAXES:MACH & TOOLS	552	1,282	(7,338)	1,000	1,000	-
MACHINERY & TOOLS TAXES		858,035	1,170,874	1,058,499	1,301,000	1,101,000	(200,000)
0100-10-501-8104-00000-000-000-000-311601-	PENALTIES: ALL PROP TAXES	204,812	295,295	283,262	300,000	300,000	-
0100-10-501-8104-00000-000-000-000-311602-	INTEREST:ALL PROP TAX	149,047	168,235	270,095	175,000	250,000	75,000
0100-10-501-8104-00000-000-000-000-311604-	PENALTIES: LATE FILING	-	-	-	-	-	-
0100-10-501-8104-00000-000-000-000-311604-	ADMIN COST:DEL TAX COLL	3,590	61,164	86,639	60,000	75,000	15,000
PENALTIES & INTEREST		357,449	524,694	639,995	535,000	625,000	90,000
TOTAL: GENERAL PROPERTY TAXES		30,429,887	30,766,148	32,466,861	33,361,000	34,156,000	795,000
0100-10-502-8105-00000-000-000-000-312101-	LOCAL SALES & USE TAX	1,966,673	1,975,100	2,310,390	2,150,807	2,351,930	201,123
0100-10-502-8106-00000-000-000-000-312201-	ELECTRIC UTILITY TAX	806,970	697,129	765,479	800,000	800,000	-
0100-10-502-8106-00000-000-000-000-312203-	GAS UTILITY TAX	74,866	100,667	67,433	75,000	75,000	-
0100-10-502-8106-00000-000-000-000-312204-	COMMUNICATIONS TAX	23	-	-	-	-	-
0100-10-502-8107-00000-000-000-000-312301-	CONTRACTORS LICENSES	208,876	121,226	149,434	150,000	150,000	-
0100-10-502-8107-00000-000-000-000-312302-	RETAIL SALES LICENSES	472,978	484,034	463,244	500,000	500,000	-
0100-10-502-8107-00000-000-000-000-312303-	PROFESSIONAL LICENSES	79,379	82,506	104,153	80,000	100,000	20,000
0100-10-502-8107-00000-000-000-000-312304-	REPRS & PERS BUS LICENSE	372,501	281,915	260,842	300,000	300,000	-
0100-10-502-8107-00000-000-000-000-312306-	UTILITY COMPANY LICENSE	72,782	76,451	73,787	75,000	75,000	-
0100-10-502-8107-00000-000-000-000-312307-	TAXICAB LICENSES	5,690	6,907	5,839	6,000	6,000	-
0100-10-502-8107-00000-000-000-000-312308-	FT LEE CONTRACTORS LICENSE	266,632	246,452	153,935	225,000	200,000	(25,000)
0100-10-502-8107-00000-000-000-000-312309-	FT LEE RETAIL SALES LICENSES	19,458	26,902	31,667	20,000	26,000	6,000
0100-10-502-8107-00000-000-000-000-312310-	FT LEE SERVICE	-	95,366	122,536	100,000	120,000	20,000
0100-10-502-8107-00000-000-000-000-312320-	BUSINESS LICENSE LATE FEES	-	333	13,593	500	1,000	500
0100-10-502-8108-00000-000-000-000-312501-	MOTOR VEHICLE LICENSES	828,701	938,297	978,819	850,000	950,000	100,000
0100-10-502-8108-00000-000-000-000-312601-	BANK STOCK TAXES	91,358	112,021	99,805	100,000	100,000	-
0100-10-502-8108-00000-000-000-000-312701-	TAXES ON RECRD TN & WILLS	269,505	321,579	395,807	300,000	350,000	50,000
0100-10-502-8108-00000-000-000-000-312010-	LOCAL LODGING TAX	185,781	173,578	215,984	210,000	270,000	60,000
0100-10-502-8108-00000-000-000-000-312801-	WIRELESS BOARD-PSAP PYMTS	-	-	-	-	-	-
TOTAL OTHER LOCAL TAXES		5,722,173	5,740,463	6,212,747	5,942,307	6,374,930	432,623
0100-10-503-8109-00000-000-000-000-313101-	DOG LICENSES	11,891	9,801	9,506	15,000	10,000	(5,000)
0100-10-503-8109-00000-000-000-000-313304-	LAND USE APPLICATION FEE	682	595	1,574	1,000	1,000	-
0100-10-503-8109-00000-000-000-000-313305-	TRANSFER FEES	687	639	767	600	600	-
0100-10-503-8109-00000-000-000-000-313308-	BUILDING PERMITS	139,410	121,722	105,609	130,000	130,000	-
0100-10-503-8109-00000-000-000-000-313309-	BLDG REINSPECTION FEES	40	40	-	100	100	-
0100-10-503-8109-00000-000-000-000-313310-	ELECTRICAL PERMITS	57,694	52,097	49,672	60,000	60,000	-
0100-10-503-8109-00000-000-000-000-313312-	PLUMBING PERMITS	21,851	27,539	27,690	30,000	30,000	-
0100-10-503-8109-00000-000-000-000-313329-	ADMIN FEES	975	1,070	625	1,000	700	(300)
0100-10-503-8109-00000-000-000-000-313333-	WATER PERMITS	160	230	511	500	500	-
0100-10-503-8109-00000-000-000-000-313334-	HTG, AIR COND PERMITS	37,670	40,657	52,940	40,000	45,000	5,000
0100-10-503-8109-00000-000-000-000-313335-	DEMOLITION PERMITS	1,672	542	756	500	800	300
0100-10-503-8109-00000-000-000-000-313336-	SEWER PERMITS	8,460	1,677	804	2,000	2,000	-
0100-10-503-8109-00000-000-000-000-313337-	GAS PERMITS	7,385	9,332	10,847	10,000	10,000	-
0100-10-503-8109-00000-000-000-000-313338-	FIRE PERMITS	9,346	4,490	2,623	5,000	3,000	(2,000)
0100-10-503-8109-00000-000-000-000-313339-	TAXICAB DRIVER PERMITS	16,775	20,450	18,250	20,000	18,250	(1,750)
0100-10-506-8113-00000-000-000-000-313340-	GENERAL REZONING FEES	8,118	7,368	6,859	8,000	15,000	7,000
0100-10-506-8113-00000-000-000-000-313341-	GENERAL PLAN REVIEW FEES	6,190	4,226	1,670	4,000	10,000	6,000
0100-10-506-8113-00000-000-000-000-313342-	GENERALSUBDIVISION REVIEW FEES	6,530	4,355	3,740	5,000	5,000	-
0100-10-506-8113-00000-000-000-000-313343-	GENERAL SPECIAL EXCEPTION FEES	5,050	6,775	3,275	7,000	4,000	(3,000)
0100-10-506-8113-00000-000-000-000-313344-	GENERAL VARIANCE/ APPEAL APP	350	700	-	500	500	-
0100-10-506-8113-00000-000-000-000-313356-	ZONING COMPLIANCE LETTER	-	-	-	2,000	700	(1,300)
0100-10-503-8113-00000-000-000-000-313346-	DEFERRAL FEES	-	-	1,050	500	1,000	500
0100-10-506-8113-00000-000-000-000-313347-	GENERALLAND DISTURBANCE PERMIT	8,366	4,934	5,213	5,000	5,000	-
0100-10-503-8113-00000-000-000-000-313348-	SECOND DWELLING UNITS	-	-	-	500	500	-
0100-10-506-8113-00000-000-000-000-313345-	GENERALPLANNING ADMINISTRATIVE	1,638	1,290	1,857	2,000	1,800	(200)
0100-10-506-8113-00000-000-000-000-316503-	JAIL ADMISSION FEE	6,936	6,947	5,976	7,000	6,000	(1,000)
PERMITS, PRIVILEGE FEES & LICENSES		357,876	327,476	311,812	357,200	361,450	4,250

GENERAL FUND REVENUES (cont.)

ACCOUNT	TITLE	FY 2013-14 RECEIPTS	FY 2014-15 RECEIPTS	FY 2015-16 RECEIPTS	FY 2016-17 ADOPTED BUDGET	FY 2017-18 ADOPTED	FY2017-18 INCREASE (DECREASE)
0100-10-504-8110-00000-000-000-000-314101-	FINES AND FORFEITURES	524,500	334,735	285,028	350,000	300,000	(50,000)
0100-10-504-8110-00000-000-000-000-314102-	PARKING FINE	775	290	2,970	600	600	-
0100-10-504-8110-00000-000-000-000-314103-	FALSE ALARM FEES	50	3,886	200	500	2,000	1,500
0100-10-504-8113-00000-000-000-000-314105-	SCHOOL BUS CAMERAS	-	12,272	5,811	-	-	-
FINES & FORFEITURES		525,325	351,183	294,009	351,100	302,600	(48,500)
	INTEREST ON BANK ACCOUNTS	(10,539)	-	-	-	-	-
0100-10-505-8111-00000-000-000-000-315102-	INTEREST ON INVESTMENTS	40,604	40,956	148,822	50,000	100,000	50,000
0100-10-505-8112-00000-000-000-000-315201-	RENTAL OF GEN. PROPERTY	159,534	153,171	138,752	155,000	140,000	(15,000)
0100-10-505-8114-00000-000-000-000-315203-	SALE OF LAND & BUILDINGS	-	-	1,500	325,000	-	(325,000)
0100-10-508-8114-00000-000-000-000-315202-	SALE OF VEHICLES	15,063	2,869	-	10,000	10,000	-
0100-10-508-8114-00000-000-000-000-315204-	SALE: SALVAGE, SURPLUS	9,242	7,990	17,843	10,000	10,000	-
0100-10-508-8114-00000-000-000-000-315205-	SALE: COPIES	337	442	1,041	500	1,000	500
0100-10-506-8113-00000-000-000-000-316501-	SALE: MAPS, SURVEYS	640	-	-	100	100	-
0100-10-506-8113-00000-000-000-000-316502-	SALE: PUBLICATIONS	266	110	200	200	200	-
0100-10-505-8112-00000-000-000-000-315206-	LIBRARY RENT	-	-	19,800	-	19,800	19,800
USE OF MONEY & PROPERTY		215,147	205,539	327,957	550,800	281,100	(269,700)
0100-10-506-8113-00000-000-000-000-316102-	EXCESS FEES OF CLERK	-	-	-	-	-	-
0100-10-506-8113-00000-000-000-000-316103-	SHERIFF'S FEES	5,111	1,526	3,053	2,000	2,000	-
0100-10-506-8113-00000-000-000-000-316104-	LAW LIBRARY FEES #219	8,123	9,192	10,234	-	-	-
0100-10-506-8113-00000-000-000-000-316105-	DNA FEE #233	663	1,012	781	500	500	-
0100-10-506-8113-00000-000-000-000-316107-	SHERIFF-COURT SECURITY FE	99,487	80,144	71,178	85,000	85,000	-
0100-10-506-8113-00000-000-000-000-316108-	COURTHOUSE MAINT.FEE #229	21,855	18,309	17,631	20,000	18,000	(2,000)
0100-10-506-8113-00000-000-000-000-316305-	ACCIDENT REPORT FEES	2,920	3,374	3,334	3,500	3,500	-
0100-10-506-8113-00000-000-000-000-316201-	COMM ATTNY FEES	4,103	4,058	5,963	4,000	4,000	-
0100-10-506-8113-00000-000-000-000-316202-	RESTITUTION	-	2,817	5,476	-	-	-
0100-10-506-8113-00000-000-000-000-316601-	BOARDING OF ANIMALS	8,560	7,780	7,459	8,000	8,000	-
0100-10-506-8113-00000-000-000-000-316303-	FINGERPRINTING FEES	1,645	2,260	4,645	2,000	2,000	-
0100-10-506-8113-00000-000-000-000-316801-	TRANSFER STATION FEES	-	-	-	-	-	-
0100-10-506-8113-00000-000-000-000-316211-	RECREATION FEES	17,705	13,512	2,882	20,000	20,000	-
0100-10-506-8113-00000-000-000-000-316212-	REGISTRATION FEES & SVS	92,746	109,112	105,265	100,000	100,000	-
0100-10-506-8113-00000-000-000-000-316214-	GYM MEMBERSHIPS	-	-	-	10,000	10,000	-
0100-10-506-8113-00000-000-000-000-316213-	SPECIAL ACTIVITIES REGIS	25,525	8,370	11,916	1,000	2,600	1,600
0100-10-506-8113-00000-000-000-000-316402-	EMS TRANSPORT FEES	-	-	-	-	-	-
0100-10-506-8113-00000-000-000-000-316403-	EMS SUBSCRIPTION FEES	7,044	9,037	9,136	10,000	10,000	-
0100-10-506-8113-00000-000-000-000-316405-	CHG FOR SERVICE:REPAIR	193,456	119,175	130,123	120,000	130,000	10,000
0100-10-506-8113-00000-000-000-000-316406-	IN-HOUSE EMS TRANSPORT FEES	470,521	573,649	568,895	550,000	600,000	50,000
0100-10-506-8113-00000-000-000-000-316407-	DMV BLOCKS	9,641	7,244	9,414	5,000	9,000	4,000
0100-10-506-8113-00000-000-000-000-316302-	SHERIFF- ELECTRONIC MONIT	3,175	725	-	1,000	1,000	-
0100-10-506-8113-00000-000-000-000-316306-	GENERAL DUI COLLECTIONS	-	2,100	1,645	2,000	2,000	-
0100-10-506-8113-00000-000-000-000-314104-	RETURNED CHECK FEES	3,303	3,111	2,545	3,500	2,500	(1,000)
CHARGES FOR SERVICES		975,584	976,507	971,574	947,500	1,010,100	62,600
0100-10-507-8115-00000-000-000-000-318903-	GIFTS & DONATIONS/PRIVATE	31,899	121,614	58,239	67,000	-	(67,000)
0100-10-508-8114-00000-000-000-000-318902-	FARMERS MARKET	536	1,105	1,886	1,000	3,500	2,500
0100-10-508-8114-00000-000-000-000-318904-	REFUND:HEALTH DEPT	902	-	-	-	-	-
0100-10-508-8115-00000-000-000-000-318921-	DONATIONS - MADDIE'S FUND	-	-	-	-	-	-
0100-10-508-8115-00000-000-000-000-318922-	DONATIONS - POLICE GENERAL	-	-	-	-	-	-
0100-10-508-8115-00000-000-000-000-318924-	DONATIONS - ASPCA	-	-	-	-	-	-
0100-10-508-8115-00000-000-000-000-318925-	DONATIONS - HARRISON FOUNDATION	-	-	-	-	-	-
0100-10-508-8115-00000-000-000-000-318930-	DONATIONS - FIRE GENERAL	-	-	-	-	-	-
0100-10-508-8115-00000-000-000-000-318932-	DONATIONS - GUNS N HOSES	-	-	-	-	-	-
0100-10-508-8115-00000-000-000-000-318933-	DONATIONS - MUSEUM COOK BOOK	-	-	-	-	-	-
0100-10-507-8115-00000-000-000-000-318951-	DEBIT CARD FEES	(4,151)	-	-	-	-	-
0100-10-507-8115-00000-000-000-000-318952-	ANIMAL SHELTER DONATIONS	10,178	13,417	14,478	-	-	-
0100-10-507-8115-00000-000-000-000-318953-	MISCELLANEOUS REVENUE	188,821	64,399	36,654	-	-	-
0100-10-508-8114-00000-000-000-000-318954-	GRASS CUTTING FEES	(1,200)	(2,140)	165	-	10,000	10,000
MISCELLANEOUS		226,985	198,396	111,421	68,000	13,500	(54,500)
0100-10-508-8113-00000-000-000-000-319201-	FISCAL AGENT-ROWANTY	21,571	21,571	-	-	-	-
0100-10-508-8113-00000-000-000-000-319202-	FISCAL AGENT-DIG-ADULT ED	12,053	10,682	8,851	-	-	-
0100-10-508-8113-00000-000-000-000-319203-	ACCOUNTING SERVICES	6,507	6,521	6,521	7,500	7,500	-
0100-10-508-8113-00000-000-000-000-319204-	ACCOUNT SERV.UTILITIES	15,000	15,000	15,000	15,000	15,000	-
0100-10-508-8114-00000-000-000-000-319206-	COURT ADMIN -CIRCUIT COUR	64,741	66,179	69,183	70,000	70,000	-
0100-10-508-8114-00000-000-000-000-319199-	REFUND: PUBLIC ASST. CLI	2,017	1,488	2,783	-	-	-
0100-10-506-8113-00000-000-000-000-316110-	RECORD COST-CLERK OF CT	39,600	28,379	34,342	30,000	30,000	-
0100-10-506-8113-00000-000-000-000-316404-	FIRE REPORT REQUESTS	40	20	40	100	50	(50)
0100-10-508-8114-00000-000-000-000-318955-	INOPERABLE VEHICLES	-	-	-	-	1,000	1,000
0100-10-508-8114-00000-000-000-000-319211-	RECOV COST:POLICE SECURIT	-	19,238	20,982	29,000	29,000	-
0100-10-508-8114-00000-000-000-000-319209-	VIDEO ARRAIGNMENT LOCAL	1,198	-	-	2,000	2,000	-
0100-10-508-8114-00000-000-000-000-319208-	CSA/SSI RECOVERIES	13,386	16,195	35,227	20,000	20,000	-
0100-10-508-8114-00000-000-000-000-319207-	CARSON VFD RECOVERED COST	13,500	13,500	13,500	13,500	13,500	-
RECOVERED COSTS		189,613	198,773	206,431	187,100	188,050	950
TOTAL: ALL LOCAL REVENUE SOURCES		38,642,590	38,764,485	40,902,813	41,765,007	42,687,730	922,723

GENERAL FUND REVENUES (cont.)

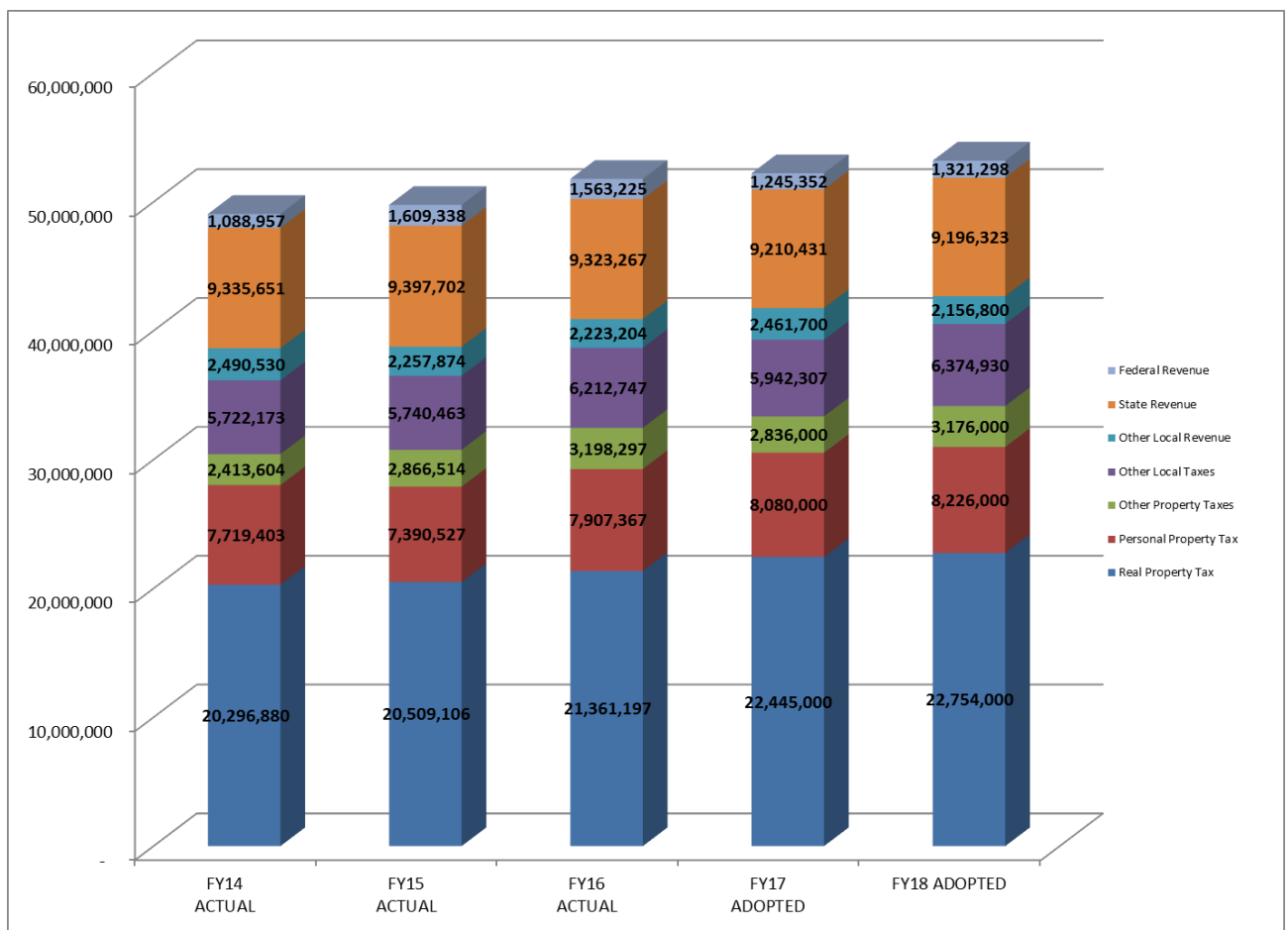
ACCOUNT	TITLE	FY 2013-14 RECEIPTS	FY 2014-15 RECEIPTS	FY 2015-16 RECEIPTS	FY 2016-17 ADOPTED BUDGET	FY 2017-18 ADOPTED	FY2017-18 INCREASE (DECREASE)
0100-20-600-8200-00000-000-000-000-3221104-	MOBILE HOME TITLING TAX	17,188	34,240	44,103	50,000	50,000	-
0100-20-600-8200-00000-000-000-000-3221105-	TAX ON DEEDS	94,891	93,393	115,520	95,000	95,000	-
0100-20-600-8200-00000-000-000-000-3221107-	ROLLING STOCK TAX	51,520	49,438	50,892	55,000	55,000	-
0100-20-600-8200-00000-000-000-000-3221110-	TAX RETD.RENTAL AUTOS	31,203	39,289	38,608	30,000	40,000	10,000
0100-20-600-8200-00000-000-000-000-3221109-	PPTRA REIMBURSEMENT	3,622,664	3,622,664	3,622,664	3,622,664	3,622,664	-
0100-20-600-8200-00000-000-000-000-3221111-	STATE COMMUNICATION TAXES	1,279,706	1,385,306	1,233,199	1,400,000	1,300,000	(100,000)
0100-20-600-8200-00000-000-000-000-333900-	FEMA FEDERAL	-	-	-	-	-	-
STATE NON-CATEGORICAL AID		5,097,172	5,224,330	5,104,986	5,252,664	5,162,664	(90,000)
					9.81%	9.64%	
0100-20-601-8203-00000-000-000-000-3231100-	LIBRARY OF VA FUNDS	-	-	-	-	-	-
0100-20-601-8201-00000-000-000-000-3231101-	SHARED EXP:COMM ATTN	373,900	377,879	374,387	380,299	379,865	(434)
0100-20-601-8201-00000-000-000-000-323201-	SHARED EXP:SHERIFF	524,507	528,183	537,156	541,766	545,739	3,973
0100-20-601-8201-00000-000-000-000-323301-	SHARED EXP:COMM OF REV	106,052	106,365	108,346	109,919	109,294	(625)
0100-20-601-8201-00000-000-000-000-323401-	SHARED EXP:TREASURER	113,165	113,495	115,639	115,595	108,358	(7,237)
0100-20-601-8201-00000-000-000-000-323601-	SHARED EXP:REGISTRAR	-	-	-	-	-	-
0100-20-600-8200-00000-000-000-000-323602-	STATE BOARD OF ELECTIONS	41,102	41,033	54,599	40,000	45,000	5,000
0100-20-601-8203-00000-000-000-000-324202-	WIRELESS BD PSAP PAYMENTS	120,810	161,764	126,500	160,000	160,000	-
0100-20-601-8201-00000-000-000-000-3241103-	HB599 POLICE DEPT SH EXP	875,760	875,760	875,760	875,759	903,956	28,197
0100-20-601-8201-00000-000-000-000-323701-	SHARED EXP:CLERK OF COURT	266,099	286,940	292,881	286,714	287,103	389
0100-20-601-8201-00000-000-000-000-323702-	TECHNOLOGY TRUST FUNDS	-	-	-	-	-	-
STATE SHARED EXPENSES		2,421,395	2,491,419	2,485,268	2,510,052	2,539,315	29,263
0100-20-601-8202-00000-000-000-000-324602-	PUBLIC ASSISTANCE	440,323	505,336	530,002	530,000	578,000	48,000
0100-20-601-8202-00000-000-000-000-324604-	FOSTER CARE	-	-	-	-	-	-
0100-20-601-8202-00000-000-000-000-324607-	TANF-FC	-	-	-	-	-	-
STATE PUBLIC ASSISTANCE		440,323	505,336	530,002	530,000	578,000	48,000
0100-20-601-8205-00000-000-000-000-326019-	LITTER CONTROL GRANT	9,272	9,327	9,430	-	-	-
0100-20-601-8205-00000-000-000-000-3231102-	STATE RECORD PRESERVATION GRAN	-	-	-	-	-	-
0100-20-601-8201-00000-000-000-000-324201-	FIRE PROGRAMS FUNDS	108,293	113,182	113,227	-	-	-
0100-20-601-8203-00000-000-000-000-326014-	"FOUR FOR LIFE" FUNDS	32,896	32,426	-	-	-	-
0100-20-601-8203-00000-000-000-000-326015-	E-911 GRANT POLICE	258,756	-	-	-	-	-
0100-20-601-8203-00000-000-000-000-326017-	CSA/AT RISK YOUTH	743,565	729,331	798,324	793,000	818,132	25,132
0100-20-601-8203-00000-000-000-000-326018-	CSA/ADMINISTRATIVE	7,855	7,855	7,855	7,855	7,855	-
0100-20-601-8205-00000-000-000-000-326020-	GT:PESTICIDE RECYCLING	1,097	-	1,235	-	-	-
0100-20-601-8203-00000-000-000-000-326025-	VPI TELE. REIMBURSEMENT	1,426	344	2,299	-	-	-
0100-20-601-8201-00000-000-000-000-326012-	GENERAL RSAF GRANT	35,202	95,163	96,775	-	-	-
0100-20-601-8201-00000-000-000-000-3241104-	GENERAL SCL RES OFFICER GRANT	36,764	33,088	37,850	-	-	-
0100-20-601-8203-00000-000-000-000-3241101-	DMV GRANTS	-	-	-	-	-	-
0100-20-601-8201-00000-000-000-000-326011-	VDEM GRANT DOM VA POWER	-	-	-	-	-	-
0100-20-601-8203-00000-000-000-000-326013-	MISC STATE GRANTS	8,653	48,569	2,082	-	-	-
0100-20-601-8203-00000-000-000-000-326035-	VJCCA	52,775	52,775	52,775	65,354	65,354	-
0100-20-601-8203-00000-000-000-000-326036-	ANIMAL STERILIZATION/DMV	366	444	396	-	-	-
0100-20-601-8203-00000-000-000-000-326047-	VICTIM WITNESS PROTECTION	79,842	54,112	62,179	51,506	25,003	(26,503)
0100-20-600-8200-00000-000-000-000-324088-	VDEM FEMA REIMBURSEMENTS	-	-	18,583	-	-	-
STATE CATEGORICAL AID		1,376,762	1,176,615	1,203,011	917,715	916,344	(1,371)
TOTAL: ALL STATE REVENUE SOURCES		9,335,651	9,397,702	9,323,267	9,210,431	9,196,323	(14,108)
0100-30-601-8304-00000-000-000-000-331101-	PAYMENT IN LIEU OF TAXES	1,333	62,969	32,837	25,000	25,000	-
0100-30-601-8305-00000-000-000-000-332061-	EMERGENCY SERVICE GRANTS	50,462	56,197	25,231	-	25,231	25,231
0100-30-601-8305-00000-000-000-000-326048-	FEDERAL VICTIM WITNESS PROTECTIO	-	-	-	-	75,007	75,007
0100-30-601-8305-00000-000-000-000-330180-	HIGHWAY SAFETY GRANTS	21,954	17,109	22,880	-	-	-
0100-30-601-8305-00000-000-000-000-330181-	SAFER GRANT	4,063	399,154	256,706	-	-	-
0100-30-601-8305-00000-000-000-000-330179-	BYRNE GRANTS	-	-	1,412	-	-	-
0100-30-601-8305-00000-000-000-000-330178-	HOMELAND SECURITY GRANTS	-	19,725	-	-	-	-
0100-30-601-8305-00000-000-000-000-330182-	MISCELLANEOUS FEDERAL GRANTS	-	-	8,434	-	-	-
0100-30-600-8300-00000-000-000-000-333900-	FEMA REIMBURSEMENT	-	-	55,507	-	-	-
0100-30-600-8200-00000-000-000-000-333900-	GEN FD FEMA FED REIMBURSEMENT	-	-	2,192	-	-	-
0100-30-601-8302-00000-000-000-000-333504-	WELFARE ADMINISTRATION	1,011,146	1,054,184	1,158,026	1,220,352	1,196,060	(24,292)
0100-30-601-8202-00000-000-000-000-333505-	SOC SRV COST ALLOCATION	-	-	-	-	-	-
TOTAL: ALL FEDERAL REVENUE SOURCES		1,088,957	1,609,338	1,563,225	1,245,352	1,321,298	75,946
0100-40-507-8206-00000-000-000-000-341111-	INSURANCE RECOVERIES	20,952	30,365	49,118	-	-	-
0100-90-901-8207-00000-000-000-000-399104-	TRANSFER FROM UTILITIES	0	-	-	-	-	-
0100-90-901-8207-00000-000-000-000-399109-	TRANSFER FROM SCHOOL OPERATING	-	-	-	-	350,000	350,000
0100-90-901-8207-00000-000-000-000-399199-	TRANSFER	-	11,549	10,317	-	-	-
0100-40-900-8208-00000-000-000-000-399999-	FUND BALANCE	-	-	-	-	-	-
TOTAL: ALL NON-REVENUE SOURCES		20,952	41,914	59,434	-	350,000	350,000
TOTAL GENERAL FUND		49,088,150	49,813,438	51,848,739	52,220,790	53,555,351	1,334,561
							2.56%

REVENUE OVERVIEW

Overall, General Fund Revenues are projected to increase \$1.33 million (2.56%) over FY16/17 Adopted budget levels. General Property taxes continue to represent the largest source of General Fund Revenues (63.8%) and are expected to increase \$795,000 in FY17/18. Other Local taxes are expected to increase by \$432,623 chiefly due to increases in projected Sales & Use Tax and Motor Vehicle Licenses. General Property taxes include Real and Personal Property taxes, Machinery and Tool tax, and Public Service tax. General Property taxes also include revenues from delinquent taxes, penalties, interest, and fees.

The chart below presents trend data for the County’s major General Fund Revenue sources for the period of FY13/14 – FY17/18.

GENERAL FUND REVENUE TRENDS



LOCAL REVENUES

General Property Taxes

General property taxes are ad valorem taxes based on the assessed value of real and personal property owned by businesses, individuals, and public service corporations. Both real and personal property are assessed at 100% valuation with tax rates applied per \$100 of assessed value. General property taxes consist of real estate, public service, personal property, mobile home, and machinery and tools taxes.

In FY 17/18, General Property Taxes are projected to total \$34.2 million, an increase of \$795,000, or 2.4%, over the FY 16/17 Adopted Budget, and comprise 63.8% of General Fund revenues.

10-Year Real Estate Tax Rate History		
2009	\$	0.80
2010	\$	0.80
2011	\$	0.80
2012	\$	0.80
2013	\$	0.80
2014	\$	0.82
2015	\$	0.82
2016	\$	0.82
2017	\$	0.86
2018	\$	0.86

Real Estate Property Tax is the largest source of revenue for the County and is expected to generate \$22.75 million, or 42.5% of General Fund revenues in FY17/18. This represents a \$309,000, or 1.4%, increase over FY 16/17 and is calculated based on a level real estate tax rate of \$0.86 per \$100 of assessed value. The 1.4% growth in real property tax revenue reflects several factors, including changes in assessed values, new construction and parcels, and changes in land use rates.

The FY 17/18 Adopted Budget takes into account a very small amount of increase to the 2017 total taxable assessed values. Each penny on the real estate tax rate yields \$250,000 in estimated collectable real estate tax revenues. Real estate property taxes are paid in two installments due June 5 and December 5.

Public Service tax is levied on the real estate and tangible personal property owned by railroads, utilities, pipelines, and other businesses required to register with the State Corporation Commission. Public Service Corporation assessments are prepared by the Virginia Department of Taxation (TAX) and the State Corporation Commission and are based on the percentage of the statewide total of capitalized equipment located in the County of Prince George. The public service ratio calculated by TAX varies directly with the statewide sales ratio. The budget is based on a tax rate of \$0.86 per \$100 of assessed value. For FY 17/18, the Public Service tax is projected to total \$1,450,000 with a projected increase of \$450,000 over FY16/17.

Personal Property tax is levied on vehicles and other tangible non-real estate property owned by individuals, businesses, trusts, and taxable non-profit organizations. Qualified vehicles are eligible for a pro-rata share of Personal Property Tax Relief (PPTR) which consists of a fixed \$3.6 million payment from the State. Combined personal property tax and PPTR payments are projected to increase \$150,000, or 2%, over the FY 16/17 budget. The current tax rate is \$4.25 per \$100 of assessed value. Personal property taxes are paid in one installment due on June 5.

Mobile Home taxes are levied on manufactured homes not classified as real estate that are owned by individuals and businesses. Mobile homes are assessed as tangible personal property, yet taxed at the real estate tax rate of \$0.86 per \$100 of assessed value. Revenues derived from Mobile home taxes are projected to total \$76,000, representing a slight decrease of \$4,000 from the FY 16/17 budget.

Machinery and Tools taxes are levied on equipment needed in the manufacturing process. Machinery and Tools tax revenues are projected to decrease \$200,000 from the FY 16/17 budget. This reduction reflects “a leveling of revenues” compared to growth over the last few years. This revenue is offset by a transfer to the Economic Development Department for a refund through the state Enterprise Zone (EZ) program. A machinery and tools tax rebate program is in effect for businesses within the Prince George County designated Enterprise Zone. As a part of this EZ program, a new or expanding industry may qualify for a five year rebate of new machinery and tools taxes for an expansion if certain private investment thresholds are met through the County criteria. The current tax rate is \$4.25 per \$100 of assessed value.

Delinquent Taxes, Penalties, Interest and Fees are projected with a slight increase over FY 16/17 at \$625,000.

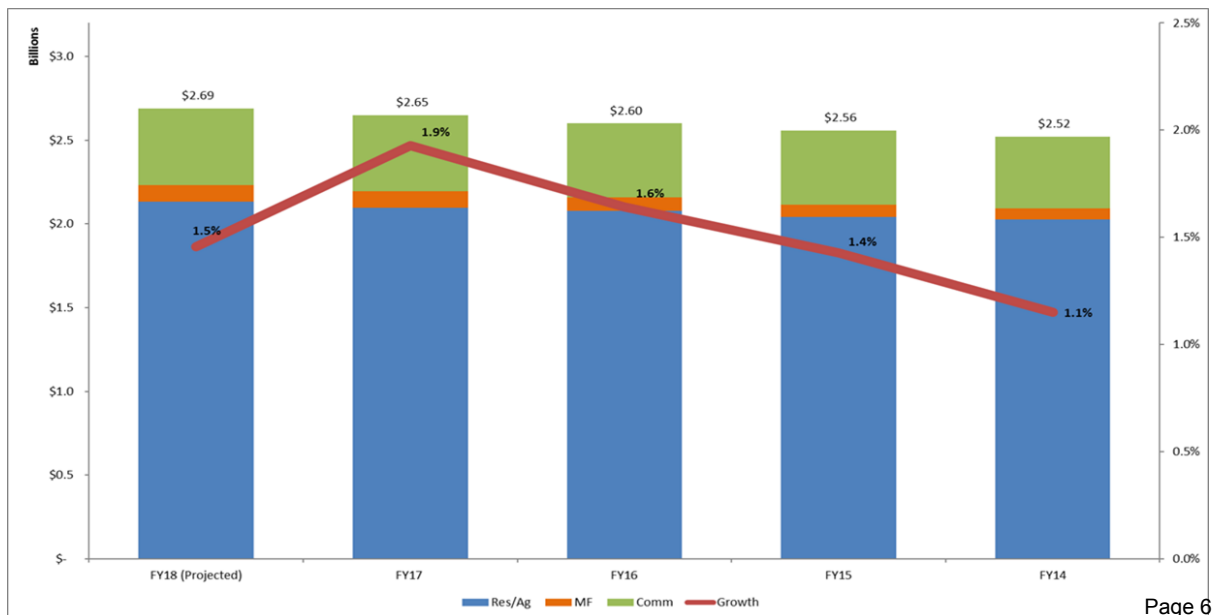
Revenue Estimating - The total estimated fair market value of taxable real estate on July 1, 2017 was \$2.65 billion, net of land use deferral. Stabilization and limited growth has been the trend for the past few years.

FY2018 REASSESSMENT and LANDBOOK SUMMARY

	Projection 2018	FY 2017	FY 2016
Residential/Agricultural	\$ 2,131,633,300	\$ 2,095,033,100	\$ 2,079,378,900
Multi-Family	101,797,300	101,290,800	77,777,900
Commercial/Industrial	<u>455,052,100</u>	<u>453,600,600</u>	<u>442,634,100</u>
Total Land Book	\$ 2,688,482,700 1.5%	\$ 2,649,924,500 1.9%	\$ 2,599,790,900
LESS: NC, NP, D*	\$ 28,600,800	\$ 29,980,600	
Net Assessment	\$ 2,659,881,900	\$ 2,619,943,900	
Assessment Change	\$ 9,957,400 0.4%	\$ 20,153,000 0.8%	
Rate	\$ 0.86	\$ 0.86	\$ 0.82
Equalization Rate	\$ 0.86		
Tax Levies (Projected)	\$ 23,120,951.22	\$ 22,789,350.70	\$ 21,318,285.38
Tax Change	\$ 331,601 1.5%	\$ 1,471,065 6.9%	

The real estate market, and thus the taxable base, continues to recover in the County. The natural changes in the market show stabilization, and the growth in the taxable base is primarily tied to new construction in the commercial/industrial sector. Residential development has been very slow over the past five years, but there have been continued increases in residential building permits over the past calendar year. As shown below, the taxable base has stabilized with positive signs of a modest recovery over the next few years.

Annual Land Book Summary



Please note, in 2013 the county changed from an Annual Land Book to a Fiscal Year Land Book. To make this change, 2013 was considered a “Short Calendar Year” land book as was effective from January 1, 2013 through June 30, 2013. The Short Calendar year tax rate was used in conjunction with this land book to calculate the June 5th tax bills. Therefore, half of the 2013 land book value was used to collect one installment of taxes.

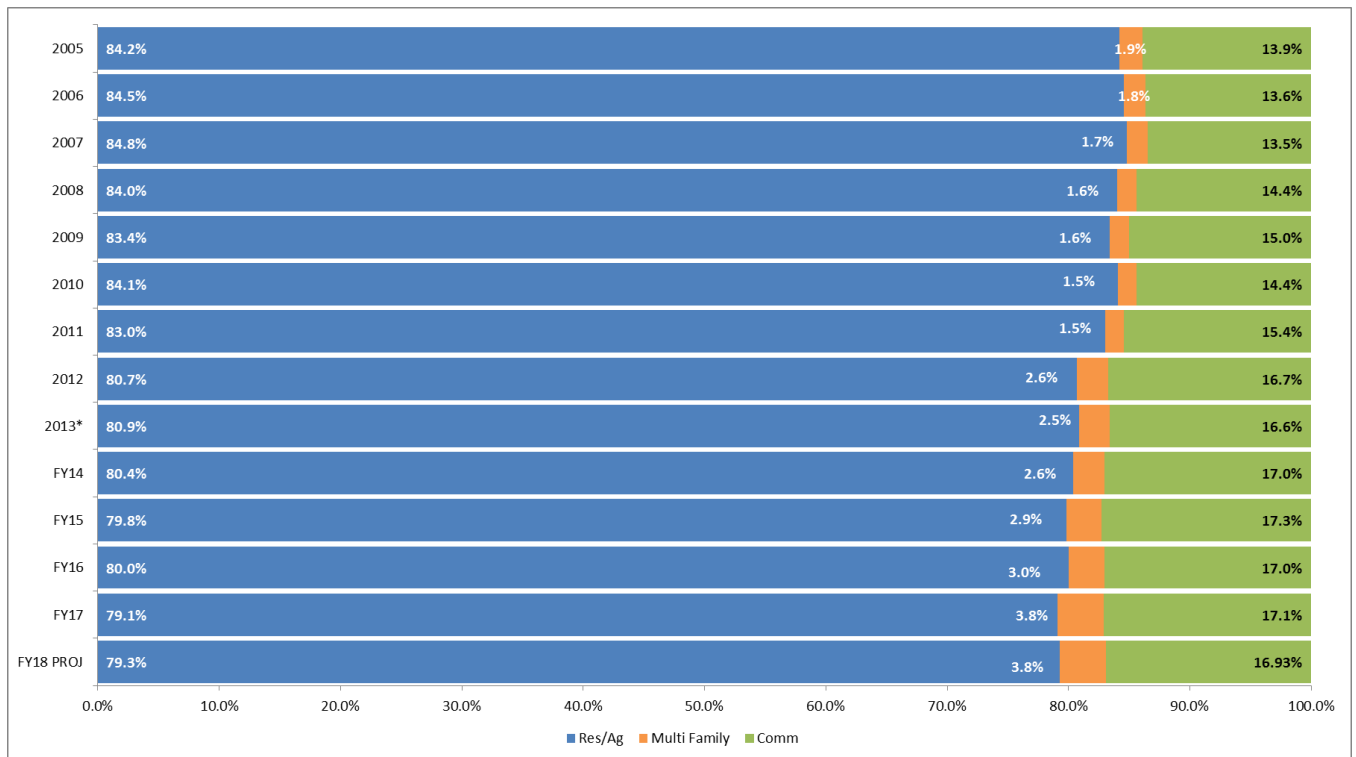
Total taxable value, less land use deferral, experienced tremendous growth in the mid 2000’s, increasing 46% over four years. Between 2010 and 2013, the economic downturn forced a 5% loss in the overall taxable value. The County fared much better than the region and the state during this period, and was propped up by the expansion of BRAC at Fort Lee and the increased corporate and industrial investment in the Southpointe and Crosspointe Business parks. The development of Rolls Royce and the expansions of Goya and Service Center Metals along with commercial development in the Puddledock Road corridor well as the development of Independence Place Apartments added to the taxable base and helped to cushion the effect of decreasing residential and agriculture property values. The chart below illustrates this pattern. As the residential and agricultural values decreased by 8.5% for between 2010 and 2013, the commercial and multi-family value base increased by 15.4% over the same period.

Changes in Taxable Value by Property Segment



The tax base is primarily residential. The FY17 Land Book is projected to be 79.8% Residential, 3.1% Multi-Family, and 17.0% Commercial/Industrial. There has been a concerted effort to increase the Commercial/Industrial tax base within the county. Since the mid 2000's, the County has made progress in this area as evidenced in the chart below:

Taxable Base by Sector



While the Industrial/Commercial taxable sector has continued to increase or remain stable at 16.8% of the overall taxable base for the projected FY2018 Land Book, Prince George County's mix of Commercial/Industrial taxable parcels continues to lag behind most localities in the region.

	Commercial/ Industrial	Residential
Prince George	16.8%	83.2%
Colonial Heights	36.2%	63.8%
Hopewell	26.6%	73.4%
Petersburg	29.9%	70.1%
Dinwiddie	15.7%	84.3%
Chesterfield	23.7%	76.3%
Henrico	24.4%	75.6%

Source: Local Assessor's Offices, Feb. 2017

Other Local Taxes:

Other Local Taxes consist of sales taxes, utility taxes, business taxes, motor vehicle licenses, recordation taxes, and prepared food and beverage taxes. These taxes are projected to generate \$6.3 million in revenues for FY 17/18, an increase of \$432,623, or 7.28% increase over the FY 16/17 budget. The increase in other local taxes for FY17/18 is primarily attributed to increases in State Sales Tax, Motor Vehicle Licenses, Local Lodging Tax and Taxes on Recordation and Wills.

Other Local Revenues

Other local revenues include permits, privileges and fees, fines and forfeitures, use of money & property, charges for services, recovered costs and other miscellaneous items. Other local revenues for the FY17/18 budget are projected to bring in \$2.16 million, a decrease of \$304,900 compared to FY16/17 projections. This decrease is primarily caused by the loss of one-time proceeds from a property sale made in FY2017.

STATE REVENUE

Non-Categorical Aid – State

State non-categorical aid revenues are those revenues raised by the State and shared with the County. The use of such revenues is at the discretion of the County. Ratios, rate, and distribution formulas are subject to change each year by the General Assembly. Overall, non-categorical revenues are projected to total \$5.16 million, a \$90,000 decrease from the FY16/17 budget. Non-categorical State aid represents 9.6% of Total General Fund Revenues.

Shared Expenses – State

State shared expenses represent the State's share of activities that are considered to be a shared state/local responsibility. This revenue funds Constitutional Officers and is determined by the Compensation Board on an annual basis. State funding for this category is projected to increase by \$29,263, or 1.17%, over the FY16/17 budget. This increase is attributable to an increase in HB599 Police related revenues. State shared expenses represent 4.74% of Total General Fund Revenues.

Categorical Aid – State

State categorical aid includes revenues received from and designated by the Commonwealth for a specific use by the County. Categorical aid revenues include: social services revenues, comprehensive services, Fire Service Program (FSP) Funds, Victim Witness Program Funds, Virginia Juvenile Court Services funds and other specific purpose grants. Some revenues are received on a reimbursable basis and are principally provided through the Department of Social Services. Overall, Categorical Aid revenues are projected to total \$916,344, a \$1,371 decrease from the FY16/17 budget.

FEDERAL REVENUE

Payments in Lieu of Taxes – Federal

The Federal Government makes payments in lieu of taxes to the County for tax-exempt park lands located within the County. The total payment is expected to be \$25,000 for FY17/18, the same as in FY16/17.

Categorical Aid - Federal

Federal categorical aid includes revenues received from and designated by the Federal Government for a specific use by the County. Such revenues usually are received on a reimbursable basis. Major categories reflect federal reimbursements for social services programs, and grants for law enforcement programs. Overall, federal categorical aid is projected to total \$1.296 million, an increase of \$75,946 from Adopted FY16/17. The increase is directly related to an increase in Federal Victim Witness funds.

GENERAL FUND, FUND BALANCE

Fund balance is defined as the excess of assets over liabilities.

The Fund Balance as of June 30, 2016 was \$19,499,501, which was 19.8 percent of the General, Debt and School Fund Expenditures. The Board of Supervisors has a Fund Balance policy that requires maintaining a fund balance of at least 12.5 percent of operating expenditures. The Board has expressed a commitment to maintain a balance of 15 percent of operating expenditures.

Fund Balance was not used a revenue source or to balance the FY17/18 budget. There was no use of fund balance for FY16/17 either.

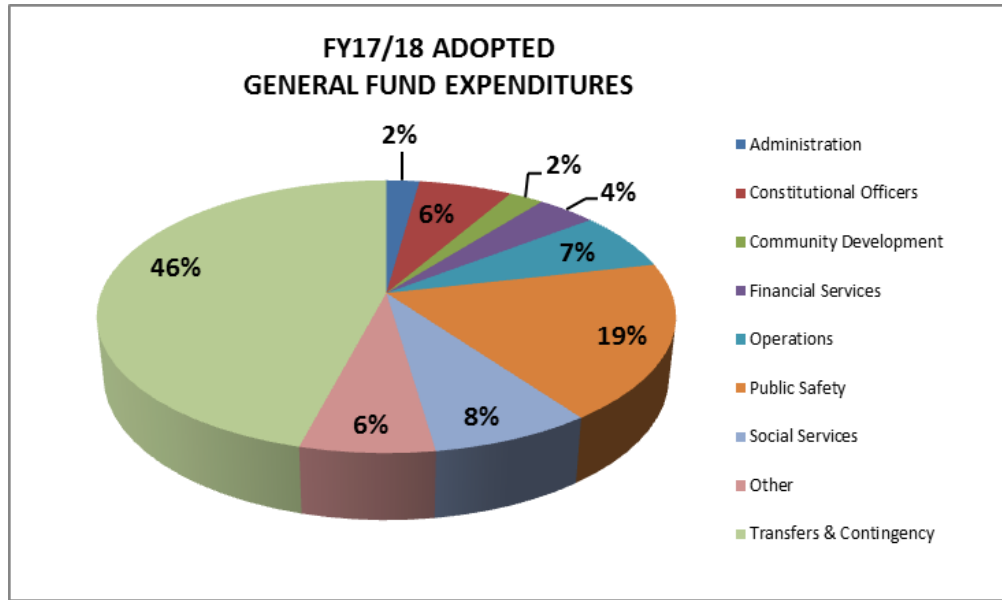
The Fund Balance as of June 30, 2017 is expected to be approximately \$16,929,000, or 15.9 percent of budgeted operating expenditures.

The required 12.5 percent of budgeted FY17/18 operating expenditures is \$13,620,207. It is expected that Fund Balance as of June 30, 2018 will be roughly \$17,406,000 and will exceed the minimum policy requirement.

GENERAL FUND EXPENDITURES

FY17/18 ADOPTED

GENERAL FUND EXPENDITURES



	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ADOPTED	FY18 ADOPTED
Administration	\$ 1,089,837	\$ 1,127,307	\$ 1,161,944	\$ 1,235,409	\$ 1,167,013
Constitutional Officers	\$ 2,994,493	\$ 3,109,346	\$ 3,145,684	\$ 3,284,290	\$ 3,308,998
Community Development	\$ 1,071,894	\$ 1,049,775	\$ 1,077,312	\$ 1,151,759	\$ 1,216,969
Financial Services	\$ 1,645,374	\$ 1,711,423	\$ 1,843,739	\$ 1,891,928	\$ 2,086,883
Operations	\$ 3,227,472	\$ 3,312,997	\$ 3,544,845	\$ 3,654,979	\$ 3,697,412
Public Safety	\$ 9,457,172	\$ 9,546,017	\$ 9,579,652	\$ 9,722,120	\$ 9,958,484
Social Services	\$ 3,475,139	\$ 3,646,790	\$ 3,890,226	\$ 3,972,139	\$ 4,110,637
Other	\$ 3,997,928	\$ 4,285,065	\$ 3,380,406	\$ 3,805,709	\$ 3,421,574
Transfers & Contingency	\$ 22,904,943	\$ 19,480,873	\$ 25,333,504	\$ 23,502,457	\$ 24,587,380
Total, General Fund	\$49,864,251	\$47,269,593	\$52,957,312	\$ 52,220,790	\$53,555,351

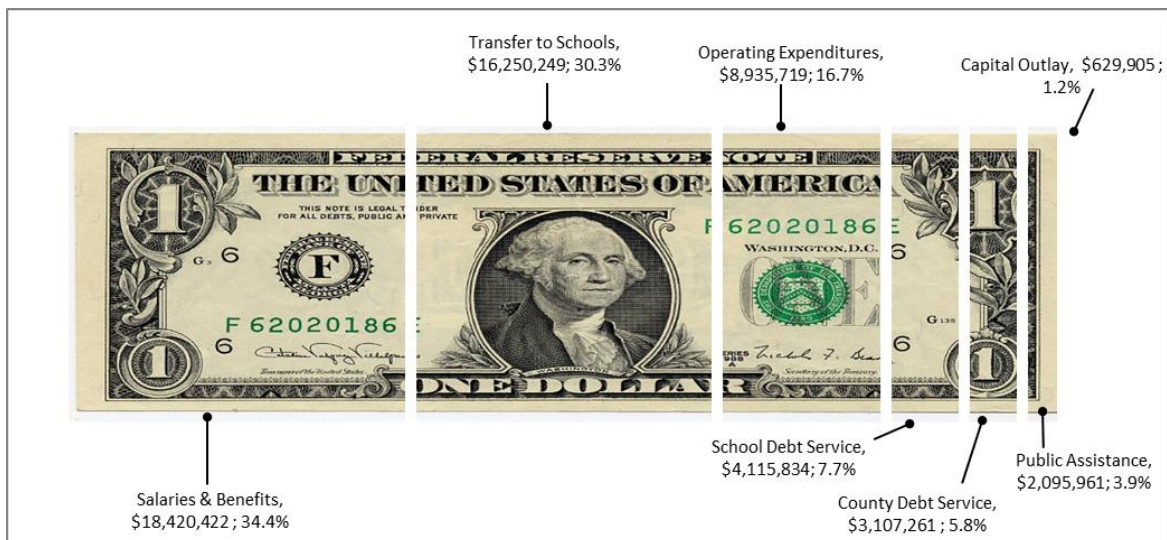
FY2014 Actual expenditures restated to reflect \$104,500 Transfer to LOSAP

GENERAL FUND EXPENDITURES

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
Activity		Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
General Fund (0100):							
Administration							
0100	Board of Supervisors	174,139	114,653	120,820	125,435	117,735	(7,700)
0101	County Administration	459,994	474,959	503,577	470,308	401,947	(68,361)
0102	County Attorney	225,260	239,657	239,244	308,700	324,105	15,405
0103	Human Resources	230,444	298,039	298,303	330,965	323,226	(7,739)
	Total Administration	1,089,837	1,127,307	1,161,944	1,235,409	1,167,013	(68,396)
Constitutional Officers							
0200	Commissioner of the Revenue	446,728	445,337	444,493	468,837	460,976	(7,861)
0201	Treasurer	566,935	567,221	616,429	588,185	573,275	(14,910)
0202	Clerk of Circuit Court	477,221	510,439	515,083	554,673	567,741	13,068
0203	Sheriff	951,738	967,049	998,017	1,085,602	1,116,165	30,564
0204	Commonwealth's Attorney	551,872	619,301	571,662	586,994	590,841	3,847
	Total Constitutional Officers	2,994,493	3,109,346	3,145,684	3,284,290	3,308,998	24,708
Community Development							
0300	Community Development and Code Compliance	1,071,894	1,049,775	1,077,312	1,151,759	1,216,969	65,210
	Total Community Development	1,071,894	1,049,775	1,077,312	1,151,759	1,216,969	65,210
Financial Services							
0401	Assessor	450,005	439,086	477,953	500,684	489,680	(11,004)
0402	Finance	571,958	624,269	660,000	708,966	723,823	14,857
0403	Information Technology	623,411	648,068	705,786	682,278	525,381	(156,897)
0405	County-Wide Information Technology - NEW FOR FY18	-	-	-	-	348,000	348,000
	Total Financial Services	1,645,374	1,711,423	1,843,739	1,891,928	2,086,883	194,956
Operations							
0502	County Garage	445,685	397,060	445,296	431,449	462,390	30,940
0503	Refuse Disposal	42,889	68,300	65,566	94,169	58,823	(35,346)
0504	General Properties	1,884,723	1,969,595	2,136,046	2,157,956	2,180,356	22,400
0505	Parks & Recreation	845,123	873,060	895,032	964,405	991,843	27,438
0506	County Engineering	9,052	4,982	2,906	7,000	4,000	(3,000)
	Total Operations	3,227,472	3,312,997	3,544,845	3,654,979	3,697,412	42,433
Public Safety							
0601	Police Department	5,171,894	5,101,623	5,075,064	5,333,142	5,360,344	27,202
0602	Grants/Law Enforcement	306,159	91,303	78,438	-	-	-
0603	Emergency Communications Center	972,681	917,853	914,679	1,054,459	1,106,330	51,870
0604	Prince George Fire Department	53,922	69,378	75,322	55,650	56,025	375
0605	Disputanta Fire Department	54,336	47,104	58,304	40,595	41,875	1,280
0606	Carson Fire Department	117,658	85,672	81,117	69,753	70,576	823
0607	Burrowsville Fire Department	33,937	26,442	72,959	39,680	40,823	1,143
0608	Jefferson Park Fire Department	37,844	70,930	47,598	53,465	54,425	960
0609	Prince George Emergency Crew	14,701	24,052	17,008	10,700	11,000	300
0610	Fire and EMS	2,166,188	2,076,985	2,248,326	2,549,415	2,716,746	167,330
0611	Animal Control	395,477	440,739	431,949	480,463	442,716	(37,747)
0612	Emergency Management	76,887	69,072	62,564	34,797	57,623	22,827
0613	SAFER GRANT	55,490	359,074	301,994	-	-	-
0614	FIRE & EMS GRANTS	-	165,792	114,330	-	-	-
	Total Public Safety	9,457,172	9,546,017	9,579,652	9,722,120	9,958,484	236,365

GENERAL FUND EXPENDITURES (cont.)

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Social Services							
0701	Welfare Administration	1,703,416	1,734,104	1,824,352	1,934,811	1,981,766	46,955
0702	Public Assistance (incl. SLH)	331,036	434,346	454,700	552,328	603,871	51,543
0703	CSA/At Risk Youth	1,921	7,855	8,853	15,000	15,000	-
0704	CSA State	1,258,118	1,260,786	1,388,137	1,220,000	1,260,000	40,000
0706	Tax Relief for the Elderly	180,648	209,699	214,184	250,000	250,000	-
	Total Social Services	3,475,139	3,646,790	3,890,226	3,972,139	4,110,637	138,498
Other							
0901	Registrar	212,522	234,871	281,578	260,706	270,977	10,271
0902	Circuit Court	121,276	119,143	154,652	145,139	126,591	(18,549)
0903	General District Court	46,719	44,005	35,976	35,280	48,360	13,080
0904	Magistrate	65	-	273	475	475	-
0905	Law Library	8,475	8,958	11,655	-	-	-
0906	Victim Witness	33,693	62,668	69,572	64,767	113,998	49,231
0907	Board and Care of Prisoners	2,434,692	2,155,973	1,651,900	1,750,704	1,476,332	(274,372)
0908	Court Services	16,893	835	897	1,100	2,100	1,000
0909	Juvenile Services VJCCCA	73,537	74,231	74,999	73,333	73,441	109
0910	Local Health Department	222,377	222,377	222,377	222,377	222,377	-
0911	Dist. 19 MHMR Services Board	96,018	99,305	99,305	99,305	107,342	8,037
0912	Contribution to Colleges	-	2,000	-	12,000	14,494	2,494
0913	Regional Library	543,713	560,020	568,423	579,792	592,224	12,432
0914	Soil & Water Conservation	14,250	14,250	14,250	14,250	18,000	3,750
0915	Resource Cons. & Develop. Council	2,850	2,850	3,000	3,000	3,000	-
0916	Cooperative Extension Office	51,713	57,466	61,679	78,226	79,880	1,654
0917	Other Functions	91,782	134,289	125,697	296,024	261,024	(35,000)
0918	Farmer's Market	467	1,674	4,173	500	10,959	10,459
	Total Other	3,971,042	3,794,915	3,380,406	3,636,978	3,421,574	(215,404)
	Contingencies	26,886	490,151	1,392	168,731	435,732	267,001
	Transfer to Schools-Operating & Textbook	14,276,665	11,631,747	17,098,213	15,577,250	16,250,249	672,999
	Transfer to LOSAP Fund	104,500	104,500	104,500	104,500	135,000	30,500
	Transfer to Countywide Debt Service	6,779,080	6,286,895	6,579,828	6,904,889	7,223,095	318,206
	Transfer to Community Corrections	76,445	83,340	85,642	88,853	91,260	2,407
	Transfer to Economic Development	171,000	415,118	865,600	444,965	376,112	(68,853)
	Transfer to Capital Projects Fund	1,497,253	959,272	598,330	382,000	75,932	(306,068)
	Total General Government	49,864,251	47,269,593	52,957,313	52,220,790	53,555,351	1,334,561
	Total General Government, less transfer	26,959,308	27,788,721	27,625,200	28,718,333	29,403,703	685,370
							2.56%



EXPENDITURES BY TYPE

		FY15	FY16	FY17	FY18
		Actual	Actual	Adopted	Adopted
SALARIES	Salaries	\$12,524,349	12,811,254.35	\$13,283,202	\$13,483,182
BENEFITS	Benefits & Taxes	\$4,362,112	4,588,051.06	\$5,003,811	\$4,937,240
OPERATIONS	Purchased Services	\$3,245,920	3,077,598.72	\$3,059,818	\$2,952,354
	Internal Services	\$114,107	\$122,736	\$166,100	\$162,700
	Utilities	\$739,487	696,519.35	\$857,530	\$892,530
	Communications	\$366,020	378,916.19	\$361,480	\$398,903
	Insurance	\$180,972	186,560.25	\$213,243	\$215,607
	Leases/ Rentals	\$76,096	70,725.02	\$86,378	\$74,741
	Travel	\$172,497	160,852.15	\$259,254	\$241,911
	Contributions to other Entities	\$1,004,804	1,008,538.15	\$989,663	\$1,016,210
	Miscellaneous	\$22,091	33,063.09	\$34,553	\$35,151
	Materials & Supplies	\$1,448,069	1,383,130.69	\$1,410,209	\$1,469,767
	Payment to Joint Operations	\$342,925	301,332.96	\$287,755	\$279,367
Capital Outlay	\$776,801	737,189.66	\$373,814	\$553,973	
PUBLIC ASSISTANCE	Public Assistance	\$1,895,203	2,044,906.06	\$2,004,418	\$2,095,961
TRANSFERS, DEBT & CONTINGENCY	Buren Principal	\$25,116	\$22,435	\$158,374	\$158,374
	Transfer to School Funds	\$11,631,747	\$17,098,213	\$15,577,250	\$16,250,249
	Transfer to LOSAP Fund	\$104,500	\$104,500	\$104,500	\$135,000
	Transfer to Economic Development	\$415,118	\$865,600	\$444,965	\$376,112
	Transfer to Cap Projects	\$959,272	\$598,330	\$382,000	\$75,932
	Debt Service (Gen. Fd.)	\$6,286,895	\$6,579,828	\$6,904,889	\$7,223,095
	Transfer to Community Corrections	\$83,340	\$85,642	\$88,853	\$91,260
	Contingencies	\$490,151	\$1,392	\$168,731	\$435,732
Total Expenditures		\$47,267,593	\$52,957,313	\$52,220,790	\$53,555,351

Overall, adopted expenditures are increasing \$1.33 million, or 2.56%, over the FY 16/17 budget.

The **Salaries** category includes all regular salaries, overtime, and part-time costs of Prince George County general government personnel. **Benefits and Taxes** represent amounts paid for employer portion of employee benefits to include Social Security & Medicare Tax, Virginia Retirement System (VRS) contributions and the employer portion of health insurance premiums and HSA contributions. Additionally, benefits include disability insurance for VRS Hybrid plan employees. In FY 17/18, salaries, benefits and taxes make up 34.4% of all General Fund disbursements. The 1.5% increase in salaries is due to the addition of 1 general fund position in the Department of Social Services and due to funding an authorized Planner I position in Community Development and Code Compliance. Additionally, a classification change for one Human Resources employee is reflected. A 1.3% decrease is projected for benefits and taxes due to a one-time reduction in the health insurance rate made in July of 2016 (reduced from rate reflected in the adopted FY2017 budget). FY2018 health insurance premiums did increase by 7.68%, however the reduction in FY2017 offsets that increase. Other benefit contributions (VRS, Group Term Life Insurance, Hybrid Disability Insurance and HSA contributions) remained flat.

The **Operations and Capital Outlay** categories include a wide range of operating costs in support of General Government programs and services. Examples of expenditures in this category include maintenance contracts, printing and binding, electricity, telephone, lease and rent, office supplies, and vehicle operation and maintenance. Capital outlay purchases include expenditures for tangible items of a substantial value (more than \$1,000), such as computers and furniture and are a part of departments' operating expenses. Combined, department operations and capital outlay make up 15.5% of County general government department expenditures.

General government department operations increased by 2.4% over FY 16/17 mainly due to increases in projected utility and communications costs; as well as planned equipment purchases and completion of information technology projects. Specific increases are discussed in individual department sections.

The Public Assistance Category includes the County's social services offered to citizens. These services include the food stamp program, foster care assistance and other assistance to needy families. Expenditures for Public Assistance are 3.91% of total General Fund Expenditures and increased 4.6% over the FY16/17 budget due to continued expansion of public assistance.

ADMINISTRATION

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
General Fund (0100):							
Administration							
0100	Board of Supervisors	174,139	114,653	120,820	125,435	117,735	(7,700)
0101	County Administration	459,994	474,959	503,577	470,308	401,947	(68,361)
0102	County Attorney	225,260	239,657	239,244	308,700	324,105	15,405
0103	Human Resources	230,444	298,039	298,303	330,965	323,226	(7,739)
	Total Administration	1,089,837	1,127,307	1,161,944	1,235,409	1,167,013	(68,396)

Board of Supervisors

The Board of Supervisors is an elected body of five members. Voters in each of the two districts elect supervisors for four-year terms. The Board elects a chairman and vice chairman in January of each year. The chairman presides at Board meetings and serves as the official head of County government. The vice chairman assumes these responsibilities in the absence of the chairman.

Each member is charged with the duty to guide the County, get the citizens more involved, practice open government, be accessible to the public, put the County in a better position for the future and to be the policy group. The Board of Supervisors adopts the annual operating and capital budgets and appropriates all funds for expenditure.

Board of Supervisors								
Location Code		0100						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-01-001-0100-00	41111	COMP.BOARD MEMBERS	35,100	34,636	35,100	35,100	35,100	-
0100-01-001-0100-	42100	FICA	2,161	2,309	2,699	2,685	2,685	-
0100-01-001-0100-	43101	PROFESSIONAL SERVICES	68,181	22,108	16,810	15,000	10,000	(5,000)
0100-01-001-0100-	43500	PRINTING AND BINDING	-	40	-	200	200	-
0100-01-001-0100-	43600	ADVERTISING	7,513	7,236	11,503	10,000	10,000	-
0100-01-001-0100-	45210	POSTAL SERVICE	8,751	13,519	14,214	15,000	15,000	-
0100-01-001-0100-	45230	TELEPHONE	2,587	3,598	2,512	3,400	2,600	(800)
0100-01-001-0100-	45307	PUBLIC OFFICIAL LIAB.INS	1,535	1,575	1,575	1,600	1,200	(400)
0100-01-001-0100-	45410	LEASE/RENT EQUIPMENT	6,177	6,620	6,110	6,200	6,200	-
0100-01-001-0100-	45510	MILEAGE	-	-	-	500	500	-
0100-01-001-0100-	45530	SUBSISTENCE & LODGING	1,511	2,019	2,609	2,000	2,000	-
0100-01-001-0100-	45540	CONVENTION & EDUCATION	2,879	2,684	3,264	4,000	4,000	-
0100-01-001-0100-	45600	COUNTY CONTRIBUTIONS	12,100	-	-	2,000	2,000	-
0100-01-001-0100-	45810	DUES AND MEMBERSHIPS	21,493	9,392	16,102	16,500	16,500	-
0100-01-001-0100-	46001	OFFICE SUPPLIES	2,227	4,335	4,963	4,000	4,000	-
0100-01-001-0100-	46002	FOOD SUPPLIES	1,474	4,574	2,313	4,000	2,500	(1,500)
0100-01-001-0100-	46012	BOOKS & SUBSCRIPTIONS	-	10	70	250	250	-
0100-01-001-0100-	46014	OTHER OPERATING SUPPLIES	450	-	-	3,000	2,000	(1,000)
0100-01-001-0100-	48107	BOS INFO TECH EQUIP-REPLACE			976	-	1,000	1,000
			174,139	114,653	120,820	125,435	117,735	(7,700)

NOTES: Overall projected spending in the Board of Supervisor’s department is expected to decrease by \$7,700 in FY17/18.

County Administration

The Office of County Administration leads the operations of the County government to meet the needs of the citizens of Prince George County. The office advises members of the Board of Supervisors, recommends policies and sets priorities for consideration by the Board concerning the provision of programs and services that provide the highest quality of life to County citizens. The County Administrator ensures compliance with federal, state and local laws and ordinances. He or she also maintains open communication with various sectors of the community such as the legislative delegation, business community, area governments and County residents.

County Administration								
Location Code		0101						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-01-002-0101-	41100	SALARIES & WAGES-REGULAR	271,874	256,970	274,634	289,824	226,153	(63,671)
0100-01-002-0101-	41300	PART-TIME SALARIES & WAGE	55,734	59,618	32,666	15,000	10,000	(5,000)
0100-01-002-0101-	42100	FICA	22,763	20,860	20,728	23,319	18,066	(5,253)
0100-01-002-0101-	42210	RETIREMENT	41,098	38,542	41,323	41,967	32,747	(9,220)
0100-01-002-0101-	42300	HOSPITAL/MEDICAL PLANS	22,729	19,929	18,218	25,692	13,815	(11,877)
0100-01-002-0101-	42400	GROUP LIFE INSURANCE	3,028	2,916	3,126	3,797	2,963	(834)
0100-01-002-0101-	42700	WORKER'S COMPENSATION	506	385	250	286	286	-
0100-01-002-0101-	42750	DISABILITY INSURANCE	-	-	-	-	-	-
0100-01-002-0101-	43101	PROFESSIONAL SERVICES	(3,410)	25,815	251	5,000	5,000	-
0100-01-002-0101-	43320	MAINTENANCE SVS CONTRACTS	624	624	924	624	624	-
0100-01-002-0101-	43600	ADVERTISING	1,856	198	1,244	1,000	1,500	500
0100-01-002-0101-	44200	AUTOMOTIVE/MOTOR POOL	434	580	253	500	500	-
0100-01-002-0101-	45210	POSTAL SERVICE	283	260	256	500	500	-
0100-01-002-0101-	45230	TELEPHONE	7,877	9,943	9,911	7,500	9,900	2,400
0100-01-002-0101-	45305	MOTOR VEHICLE INSURANCE	456	471	716	2,006	1,600	(406)
0100-01-002-0101-	45410	LEASE/RENT EQUIPMENT	8,868	7,256	6,866	8,000	8,000	-
0100-01-002-0101-	45530	SUBSISTENCE & LODGING	1,079	664	412	4,000	2,000	(2,000)
0100-01-002-0101-	45540	CONVENTION & EDUCATION	1,643	901	3,642	6,000	6,000	-
0100-01-002-0101-	45600	COUNTY CONTRIBUTIONS	48	-	4,000	5,200	4,200	(1,000)
0100-01-002-0101-	45810	DUES AND MEMBERSHIPS	1,364	1,319	2,663	2,194	2,194	-
0100-01-002-0101-	46001	OFFICE SUPPLIES	8,123	6,224	8,105	7,000	7,000	-
0100-01-002-0101-	46002	FOOD SUPPLIES	4,053	7,578	4,783	4,000	4,000	-
0100-01-002-0101-	46008	VEHICLE & EQUIP. FUEL	1,637	1,281	1,037	1,000	2,000	1,000
0100-01-002-0101-	46009	VEHICLE & EQUIP SUPPLIES	-	-	393	200	200	-
0100-01-002-0101-	46011	UNIFORM & APPAREL	130	-	-	-	-	-
0100-01-002-0101-	46012	BOOKS & SUBSCRIPTIONS	1,537	1,140	1,041	1,200	1,200	-
0100-01-002-0101-	46014	OTHER OPERATING SUPPLIES	1,239	(2,224)	1,522	1,500	1,500	-
0100-01-002-0101-	46032	SPECIAL EVENTS	3,057	13,710	3,089	13,000	12,000	(1,000)
0100-01-002-0101-	48102	FURNITURE & FIXTURES	-	-	-	-	-	-
0100-01-002-0101-	48105	MTR VEH - REPLC	-	-	61,526	-	28,000	28,000
0100-01-002-0101-	48107	INFO TECH EQUIPMENT	1,364	-	-	-	-	-
			459,994	474,959	503,577	470,308	401,947	(68,361)

		FUNDED POSITIONS			
Department	Title	Status	FY2016-17	FY2017-18	Change
County Administration	County Administrator	FT	1	1	0
County Administration	Executive Assistant/Deputy Clerk	FT	1	1	0
County Administration	Project Management Specialist	FT	1	0	-1
			3	2	-1
Two Positions in County Administration are authorized but not funded for FY2018:					
Deputy County Administrator (funded in Economic Development Fund; Serves as Director of Economic Development);					
Project Management Specialist [removed funding for FY2018]					

FY2018 Budget Notes – Funding removed for one (1) FTE – Project Management Specialist; Pool vehicle purchase planned for FY2018.

County Attorney

The County Attorney provides services to the Board of Supervisors, County Administration and Constitutional officers dealing with any and all legal issues that arise within the County. These services include rendering legal opinions, research, preparation of all legal documents for the County and legal representation at the Board of Supervisor’s meetings. The County Attorney also handles all litigation involving the County of Prince George, either as a plaintiff or a defendant, and provides legal advice to the citizens of Prince George on County issues.

County Attorney								
Location Code			0102					
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-01-002-0102-	41100	SALARIES & WAGES-REGULAR	154,011	183,163	186,071	190,887	194,134	3,247
0100-01-002-0102-	41200	OVERTIME	-	-	36	-	-	-
0100-01-002-0102-	41300	PART-TIME SALARIES & WAGE	3,188	13,997	7,776	60,000	60,750	750
0100-01-002-0102-	42100	FICA	11,470	14,569	14,404	19,193	19,499	306
0100-01-002-0102-	42210	RETIREMENT	9,813	9,558	9,749	10,000	9,732	(268)
0100-01-002-0102-	42300	HOSPITAL/MEDICAL PLANS	6,765	8,078	8,684	13,547	17,835	4,288
0100-01-002-0102-	42400	GROUP LIFE INSURANCE	723	723	738	723	880	157
0100-01-002-0102-	42500	DISABILITY INSURANCE	-	-	-	175	-	(175)
0100-01-002-0102-	42700	WORKER'S COMPENSATION	223	175	175	200	200	-
0100-01-002-0102-	43101	PROFESSIONAL SERVICES	25,619	-	273	-	6,000	6,000
0100-01-002-0102-	43310	REPAIRS AND MAINTENANCE	887	-	-	-	-	-
0100-01-002-0102-	43320	MAINTENANCE SVS CONTRACTS	-	-	-	-	-	-
0100-01-002-0102-	43600	ADVERTISING	121	-	-	-	-	-
0100-01-002-0102-	45210	POSTAL SERVICE	166	324	800	700	800	100
0100-01-002-0102-	45230	TELEPHONE	3,269	3,163	3,521	2,200	2,200	-
0100-01-002-0102-	45410	LEASE/RENT EQUIPMENT	262	1,759	1,674	1,900	1,900	-
0100-01-002-0102-	45510	MILEAGE	-	-	37	-	-	-
0100-01-002-0102-	45540	CONVENTION & EDUCATION	1,289	869	1,324	2,800	2,800	-
0100-01-002-0102-	45810	DUES AND MEMBERSHIPS	890	350	1,469	750	750	-
0100-01-002-0102-	46001	OFFICE SUPPLIES	2,152	622	856	500	500	-
0100-01-002-0102-	46002	FOOD SUPPLIES	19	-	281	125	125	-
0100-01-002-0102-	46012	BOOKS & SUBSCRIPTIONS	3,146	2,306	1,379	3,500	3,500	-
0100-01-002-0102-	46024	DATA PROCESSING SUPPLIES	1,249	-	-	-	-	-
0100-01-002-0102-	48102	FURNITURE & FIXTURES	-	-	-	-	1,000	1,000
0100-01-002-0102-	48107	INFO TECH EQUIPMENT	-	-	-	1,500	1,500	-
			225,260	239,657	239,244	308,700	324,105	15,405

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
County Attorney	County Attorney	FT	1	1	0
County Attorney	County Attorney - Part-Time	PT	0.5	0.5	0
County Attorney	Legal Assistant	FT	1	1	0
			2.5	2.5	0

FY2018 Budget Notes: Minor office renovations and equipment purchases are planned for FY2018 to accommodate the new part-time attorney approved and hired for FY16/17.

Human Resources

The mission of the Department of Human Resources is to serve customers, employees and staff with integrity and accountability in a professional and courteous manner. The department's goals are to attract, motivate, develop and retain an efficient, productive and diversified workforce primarily responsible for providing services to our citizens.

Human Resources								
Location Code			0103					
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-01-002-0103-	41100	SALARIES & WAGES-REGULAR	138,202	185,892	181,219	202,168	201,257	(911)
0100-01-002-0103-	41300	PART-TIME SALARIES & WAGE	722	580	682	1,500	1,500	-
0100-01-002-0103-	42100	FICA	10,275	13,801	13,114	15,581	15,511	(70)
0100-01-002-0103-	42210	RETIREMENT	22,256	27,545	27,401	29,274	29,142	(132)
0100-01-002-0103-	42300	HOSPITAL/MEDICAL PLANS	13,530	21,861	18,257	29,094	26,230	(2,865)
0100-01-002-0103-	42400	GROUP LIFE INSURANCE	1,640	2,084	2,073	2,648	2,636	(12)
0100-01-002-0103-	42700	WORKER'S COMPENSATION	224	210	230	250	250	-
0100-01-002-0103-	42750	DISABILITY INSURANCE	-	-	-	-	-	-
0100-01-002-0103-	43101	PROFESSIONAL SERVICES	73	4,155	12,909	-	500	500
0100-01-002-0103-	43132	EMPL/ VOL RECOGNITION	24,170	17,516	20,919	15,000	15,000	-
0100-01-002-0103-	43320	MAINTENANCE SVS CONTRACTS	6,050	6,050	7,940	8,700	9,000	300
0100-01-002-0103-	43600	ADVERTISING	-	-	-	100	100	-
0100-01-002-0103-	45210	POSTAL SERVICE	473	337	253	500	250	(250)
0100-01-002-0103-	45230	TELEPHONE	3,338	4,151	5,002	5,600	5,600	-
0100-01-002-0103-	45410	LEASE/RENT EQUIPMENT	208	584	434	500	500	-
0100-01-002-0103-	45540	CONVENTION & EDUCATION	1,811	4,987	731	5,500	4,000	(1,500)
0100-01-002-0103-	45541	TRAINING - PROFESSIONAL DEVEL	2,038	2,389	938	7,500	5,000	(2,500)
0100-01-002-0103-	45810	DUES AND MEMBERSHIPS	893	490	450	500	500	-
0100-01-002-0103-	46001	OFFICE SUPPLIES	1,130	1,592	2,910	2,000	2,000	-
0100-01-002-0103-	46002	FOOD SUPPLIES	1,020	1,613	943	1,300	1,000	(300)
0100-01-002-0103-	46014	OTHER OPERATING SUPPLIES	15	487	421	1,000	1,000	-
0100-01-002-0103-	46024	DATA PROCESSING SUPPLIES	361	337	650	250	250	-
0100-01-002-0103-	46031	FLOWERS/DONATIONS	1,516	1,376	827	1,500	1,500	-
0100-01-002-0103-	48102	FURNITURE & FIXTURES	500	-	-	500	500	-
			230,444	298,039	298,303	330,965	323,226	(7,739)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Human Resources	Director of Human Resources	FT	1	1	0
Human Resources	Human Resources Supervisor	FT	0	1	1
Human Resources	Human Resources Analyst	FT	1	1	0
Human Resources	Human Resources Information Specialist	FT	1	0	-1
			3	3	0

FY2018 Budget Notes: The reclassification of one employee is planned for FY2018. No other significant budget changes are planned for FY2018.

CONSTITUTIONAL OFFICERS

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Constitutional Officers							
0200	Commissioner of the Revenue	446,728	445,337	444,493	468,837	460,976	(7,861)
0201	Treasurer	566,935	567,221	616,429	588,185	573,275	(14,910)
0202	Clerk of Circuit Court	477,221	510,439	515,083	554,673	567,741	13,068
0203	Sheriff	951,738	967,049	998,017	1,085,602	1,116,165	30,564
0204	Commonwealth's Attorney	551,872	619,301	571,662	586,994	590,841	3,847
	Total Constitutional Officers	2,994,493	3,109,346	3,145,684	3,284,290	3,308,998	24,708

Commissioner of the Revenue

The Commissioner of the Revenue is a state constitutional officer as set forth in the constitution of Virginia and is the chief assessing officer for the local government. It is an elected position for a four-year term and serves the taxpayers as well as the County. The State Code of Virginia and the County Code of Prince George regulate the Commissioner of the Revenue's Officer.

Responsibilities includes assessing personal property tax, machinery and tools tax, business license tax, public service corporation tax, meals and lodging tax, and the short-term rental tax.

The Commissioner of the Revenue's Office also provides assistance to Prince George residents in the preparation of Virginia State income tax returns and administrators the County tax relief for the elderly and disabled program and the veteran's tax relief program.

Commissioner of Revenue								
Location Code		0200						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-01-002-0200-	41100	SALARIES & WAGES-REGULAR	294,476	299,730	295,547	303,319	300,170	(3,148)
0100-01-002-0200-	41200	OVERTIME	4,506	72	-	-	-	-
0100-01-002-0200-	41300	PART-TIME SALARIES & WAGE	3,690	2,291	1,292	2,500	2,500	-
0100-01-002-0200-	42100	FICA	22,084	22,078	21,859	23,701	23,154	(547)
0100-01-002-0200-	42210	RETIREMENT	44,617	45,339	45,602	44,499	43,465	(1,034)
0100-01-002-0200-	42300	HOSPITAL/MEDICAL PLANS	41,712	45,353	43,648	49,479	46,063	(3,416)
0100-01-002-0200-	42400	GROUP LIFE INSURANCE	3,287	3,430	3,450	4,025	3,932	(93)
0100-01-002-0200-	42500	DISABILITY	-	165	186	1,814	192	(1,622)
0100-01-002-0200-	42700	WORKER'S COMPENSATION	1,778	1,260	1,150	1,200	1,300	100
0100-01-002-0200-	43101	PROFESSIONAL SERVICES	7,551	8,051	6,401	8,000	8,500	500
0100-01-002-0200-	43320	MAINTENANCE SRVC CONTRACTS	1,496	-	5,150	5,150	5,500	350
0100-01-002-0200-	43600	ADVERTISING	192	-	-	-	-	-
0100-01-002-0200-	44200	AUTOMOTIVE/MOTOR POOL	34	126	501	500	500	-
0100-01-002-0200-	45210	POSTAL SERVICE	3,893	5,476	5,518	5,500	6,000	500
0100-01-002-0200-	45230	TELEPHONE	3,262	3,528	3,799	3,500	4,000	500
0100-01-002-0200-	45305	MOTOR VEHICLE INSURANCE	-	236	238	250	250	-
0100-01-002-0200-	45410	LEASE/RENT EQUIPMENT	2,769	1,243	2,628	5,000	5,000	-
0100-01-002-0200-	45540	CONVENTION & EDUCATION	2,627	543	1,501	2,000	2,000	-
0100-01-002-0200-	45810	DUES AND MEMBERSHIPS	600	650	575	650	650	-
0100-01-002-0200-	46001	OFFICE SUPPLIES	7,479	4,982	4,736	7,000	7,000	-
0100-01-002-0200-	46002	FOOD SUPPLIES	392	444	291	250	250	-
0100-01-002-0200-	46008	VEHICLE & EQUIP. FUEL	68	112	189	250	250	-
0100-01-002-0200-	46012	BOOKS & SUBSCRIPTIONS	215	228	232	250	300	50
			446,728	445,337	444,493	468,837	460,976	(7,861)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Commissioner of Revenue	Commissioner of the Revenue	FT	1	1	0
Commissioner of Revenue	Senior Deputy Commissioner of Revenue	FT	1	1	0
Commissioner of Revenue	Deputy Commissioner of Revenue	FT	3	3	0
Commissioner of Revenue	Tax Compliance Auditor	FT	1	1	0
			6	6	0

FY2018 Budget Notes: No significant budget changes are planned for FY2018.

Treasurer

The Treasurer’s Office is responsible for the collection of all departmental revenue of Prince George County. The office makes daily deposits, invests the County’s money, reconciles monthly bank statements, general ledger reports and assists the state and local auditors. They are also available to assist citizens, attorneys and title searchers and collect taxes. The treasurer is an elected official with a four-year term. The motto of the Treasurer’s Office is “Elected to Serve!”

The Treasurer’s Office accepts payments for state income tax, personal property tax, vehicle registration, real estate tax, utilities bill, business license tax, dog licenses and parking tickets.

Treasurer								
Location Code		0201						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-01-002-0201-	41100	SALARIES & WAGES-REGULAR	340,452	333,852	328,408	348,138	309,344	(38,794)
0100-01-002-0201-	41200	SALARIES & WAGES-OVERTIME	1,025	1,013	5,134	2,000	2,000	-
0100-01-002-0201-	41300	PART-TIME SALARIES & WAGE	31,272	26,176	19,872	17,000	22,000	5,000
0100-01-002-0201-	42100	FICA	27,389	26,493	26,469	28,086	25,501	(2,585)
0100-01-002-0201-	42210	RETIREMENT	53,314	51,927	50,860	50,410	44,793	(5,617)
0100-01-002-0201-	42300	HOSPITAL/MEDICAL PLANS	40,752	49,198	59,220	51,388	49,383	(2,005)
0100-01-002-0201-	42400	GROUP LIFE INSURANCE	3,928	3,928	3,848	4,561	4,052	(508)
0100-01-002-0201-	42500	DISABILITY INSURANCE	-	-	-	-	191	191
0100-01-002-0201-	42700	WORKER'S COMPENSATION	540	420	325	350	350	-
0100-01-002-0201-	43101	PROFESSIONAL SERVICES	10,385	11,943	24,214	5,000	5,000	-
0100-01-002-0201-	43103	DMV BLOCKS	-	10,680	7,400	-	11,000	11,000
0100-01-002-0201-	43310	REPAIRS AND MAINTENANCE	2,949	-	729	1,000	1,000	-
0100-01-002-0201-	43320	MAINTENANCE SVS CONTRACTS	1,072	504	10,335	10,000	15,000	5,000
0100-01-002-0201-	43500	PRINTING AND BINDING	-	4,336	-	-	-	-
0100-01-002-0201-	43600	ADVERTISING	520	596	417	800	800	-
0100-01-002-0201-	43991	CREDIT/DEBIT CARD	-	-	4,942	3,500	6,000	2,500
0100-01-002-0201-	43993	BANK ACCOUNT FEES	-	-	14,609	14,500	15,000	500
0100-01-002-0201-	45210	POSTAL SERVICE	35,608	31,156	39,471	33,742	40,000	6,258
0100-01-002-0201-	45230	TELEPHONE	4,367	5,068	4,994	3,200	5,100	1,900
0100-01-002-0201-	45305	MOTOR VEHICLE INSURANCE	228	-	-	-	-	-
0100-01-002-0201-	45410	LEASE/RENT EQUIPMENT	106	-	161	-	-	-
0100-01-002-0201-	45540	CONVENTION & EDUCATION	3,220	1,889	3,043	3,000	5,000	2,000
0100-01-002-0201-	45810	DUES AND MEMBERSHIPS	-	450	35	500	500	-
0100-01-002-0201-	46001	OFFICE SUPPLIES	8,246	5,372	3,104	8,000	8,000	-
0100-01-002-0201-	46002	FOOD SUPPLIES	394	183	294	450	200	(250)
0100-01-002-0201-	46008	VEHICLE & EQUIP FUEL	109	-	-	-	-	-
0100-01-002-0201-	46012	BOOKS & SUBSCRIPTIONS	28	-	34	60	60	-
0100-01-002-0201-	46015	COUNTY DOG TAGS	462	540	573	1,000	1,000	-
0100-01-002-0201-	46024	DATA PROCESSING SUPPLIES	566	1,495	3,317	1,500	1,500	-
0100-01-002-0201-	48107	INFO TECH EQUIPMENT	-	-	4,623	-	500	500
			566,935	567,221	616,429	588,185	573,275	(14,910)

Treasurer (Continued)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Treasurer	Treasurer	FT	1	1	0
Treasurer	Chief Deputy Treasurer	FT	1	1	0
Treasurer	Deputy Treasurer - Full-Time	FT	4	4	0
Treasurer	Deputy Treasurer - Part-Time	PT	0.5	0.5	0
			6.5	6.5	0

FY2018 Budget Notes: No significant budget changes are planned for FY2018.

Clerk of Circuit Court

Prince George Circuit Court serves the residents of Prince George County. The Prince George Circuit Court (6th Judicial Circuit) is the trial court with the broadest powers in Virginia. The Circuit Court has authority to try a full range of cases, both civil and criminal, jury and non-jury. The Court records deeds, deeds of trust, finance statements, judgments, as well as qualifying notaries, issuing marriage licenses and handling all divorces. Civil cases include a wide variety of business disputes, personal injury and domestic relations cases. The Court hears felony criminal cases. A felony is a crime punishable by commitment to the State penitentiary for one year or more. The Court also hears appeals of misdemeanor and traffic cases from the General District Court and Juvenile Courts.

Clerk of Circuit Court									
Location Code	0202								
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-02-010-0202-	41100	SALARIES & WAGES-REGULAR	326,912	343,792	355,668	374,943	377,937	2,994	
0100-02-010-0202-	41200	SALARIES & WAGES-OVERTIME	829	21	-	-	-	-	
0100-02-010-0202-	41300	PART-TIME SALARIES & WAGE	1,135	4,385	-	2,000	2,000	-	
0100-02-010-0202-	42100	FICA	23,500	24,905	25,984	28,836	29,065	229	
0100-02-010-0202-	42210	RETIREMENT	52,628	53,566	55,667	54,292	54,725	434	
0100-02-010-0202-	42300	HOSPITAL/MEDICAL PLANS	20,821	28,898	44,145	46,895	46,085	(809)	
0100-02-010-0202-	42400	GROUP LIFE INSURANCE	3,878	4,052	4,211	4,912	4,951	39	
0100-02-010-0202-	42500	DISABILITY	-	65	196	75	437	362	
0100-02-010-0202-	42700	WORKER'S COMPENSATION	546	385	334	350	400	50	
0100-02-010-0202-	43101	PROFESSIONAL SERVICES	6,728	4,511	3,150	5,000	5,000	-	
0100-02-010-0202-	43310	REPAIRS AND MAINTENANCE	-	310	325	600	600	-	
0100-02-010-0202-	43320	MAINTENANCE SVS CONTRACTS	-	-	1,164	2,000	2,000	-	
0100-02-010-0202-	43500	PRINTING AND BINDING	118	481	1,503	1,000	1,000	-	
0100-02-010-0202-	43513	MICROFILMING EXPENSE	326	887	653	1,000	1,000	-	
0100-02-010-0202-	43550	RECORD PRESERVATION SERVICE	-	-	-	-	-	-	
0100-02-010-0202-	45210	POSTAL SERVICE	2,700	7,750	95	2,500	2,500	-	
0100-02-010-0202-	45230	TELEPHONE	1,085	790	700	2,350	1,500	(850)	
0100-02-010-0202-	45410	LEASE/RENT EQUIPMENT	2,526	6,572	192	3,000	3,000	-	
0100-02-010-0202-	45810	DUES AND MEMBERSHIPS	320	320	320	320	320	-	
0100-02-010-0202-	46001	OFFICE SUPPLIES	4,458	7,943	4,599	5,000	5,000	-	
0100-02-010-0202-	46002	FOOD SUPPLIES	165	248	200	200	200	-	
0100-02-010-0202-	46012	BOOKS & SUBSCRIPTIONS	1,279	-	-	500	500	-	
0100-02-010-0202-	46024	DATA PROCESS INDEXING	15,643	15,841	14,600	17,200	17,200	-	
0100-02-010-0202-	48101	MACHINERY & EQUIPMENT	985	556	927	1,000	1,000	-	
0100-02-010-0202-	48102	FURNITURE & FIXTURES	-	2,878	200	200	10,820	10,620	
0100-02-010-0202-	48107	INFO TECH EQUIPMENT	10,640	1,285	250	500	500	-	
			477,221	510,439	515,083	554,673	567,741	13,068	

FY2018 Budget Notes:

High density shelving will be purchased for the Clerk of Court in FY2018.

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Clerk of Circuit Court	Clerk of Circuit Court	FT	1	1	0
Clerk of Circuit Court	Chief Deputy	FT	1	1	0
Clerk of Circuit Court	Deputy Court Clerk II	FT	1	1	0
Clerk of Circuit Court	Deputy Court Clerk I	FT	2	2	0
Clerk of Circuit Court	Office Associate I	FT	1	1	0
			6	6	0

Sheriff

The mission of the Prince George County Sheriff's Office starts with the department's commitment to excellence by example. The pledge demands that the department's men and women embrace integrity at all times. The Sheriff's office seeks to employ and maintain only dedicated and caring personnel that will set a high standard of "excellence by example". The department also has a standard of commitment in partnership with the community to life and property that is second to none.

The daily goal is to perform the duties of the Sheriff's Office of Prince George County to the full extent of the department's abilities while listening and responding to the public's concerns. The department honors their allegiance to the Community, State and nation to uphold the Constitution while seeking to ensure every citizen is treated with dignity, fairness and respect, regardless of circumstance. The Prince George County Sheriff's Office is small but provides several services to the people of Prince George, Virginia such as Courthouse security, Service of civil and criminal papers, Project Lifesaver, Home incarceration, Selective enforcement, Project ChildSafe, TRIAD Program, Eagle Eddie Gun Safety program, Security for community activities, National Night Out and Career Day at local schools.

Sheriff (Continued)

Sheriff									
Location Code	0203								
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-02-010-0203-	41100	SALARIES & WAGES-REGULAR	597,334	595,302	605,208	619,418	621,953	2,535	
0100-02-010-0203-	41200	SALARIES & WAGES-OVERTIME	1,444	4,794	8,886	6,500	8,500	2,000	
0100-02-010-0203-	41300	PART-TIME SALARIES & WAGE	21,704	21,640	24,389	40,000	40,000	-	
0100-02-010-0203-	41700	SELECTIVE ENFORCEMENT-OVT	20,620	20,136	21,865	20,000	20,000	-	
0100-02-010-0203-	42100	FICA	46,547	46,421	48,452	52,473	52,820	347	
0100-02-010-0203-	42210	RETIREMENT	94,935	92,466	94,368	89,692	90,059	367	
0100-02-010-0203-	42300	HOSPITAL/MEDICAL PLANS	56,066	81,385	81,762	106,346	93,248	(13,098)	
0100-02-010-0203-	42400	GROUP LIFE INSURANCE	6,995	6,995	7,139	8,114	8,148	33	
0100-02-010-0203-	42500	DISABILITY INSURANCE	-	-	-	-	-	-	
0100-02-010-0203-	42700	WORKER'S COMPENSATION	8,500	10,850	8,600	9,000	9,000	-	
0100-02-010-0203-	42701	LINE OF DUTY ACT	2,600	2,200	2,595	2,600	2,600	-	
0100-02-010-0203-	43101	PROFESSIONAL SERVICES	(136)	-	37	-	-	-	
0100-02-010-0203-	43320	MAINTENANCE SVS CONTRACTS	512	347	17,327	24,733	28,568	3,835	
0100-02-010-0203-	44200	AUTOMOTIVE/MOTOR POOL	10,258	6,775	5,361	7,000	9,000	2,000	
0100-02-010-0203-	45210	POSTAL SERVICE	1,965	2,179	2,291	2,500	2,500	-	
0100-02-010-0203-	45230	TELEPHONE	1,654	1,727	2,186	3,480	2,500	(980)	
0100-02-010-0203-	45305	MOTOR VEHICLE INSURANCE	3,435	3,758	3,802	4,000	4,000	-	
0100-02-010-0203-	45410	LEASE/RENT EQUIPMENT	2,632	3,362	3,995	5,870	5,870	-	
0100-02-010-0203-	45540	CONVENTION & EDUCATION	1,436	708	2,169	1,500	1,750	250	
0100-02-010-0203-	45810	DUES AND MEMBERSHIPS	1,410	954	1,057	954	1,152	198	
0100-02-010-0203-	46001	OFFICE SUPPLIES	2,759	5,920	7,695	5,000	5,000	-	
0100-02-010-0203-	46008	VEHICLE & EQUIP. FUEL	18,367	13,616	10,294	20,000	20,000	-	
0100-02-010-0203-	46009	VEHICLE & EQUIP. SUPPLIES	469	3,226	3,134	3,000	3,000	-	
0100-02-010-0203-	46010	POLICE SUPPLIES	2,858	3,224	10,680	4,000	4,000	-	
0100-02-010-0203-	46011	UNIFORM/APPAREL	2,354	2,801	4,191	3,000	3,000	-	
0100-02-010-0203-	46014	OTHER OPERATING SUPPLIES	93	199	177	250	250	-	
0100-02-010-0203-	46042	OTHER SUPPLIES-GRANTS	-	(50)	-	-	-	-	
0100-02-010-0203-	46047	HOME ELECT MONITORING	1,596	563	-	2,000	2,000	-	
0100-02-010-0203-	46070	TRIAD	(429)	(229)	(98)	-	-	-	
0100-02-010-0203-	47008	CRATER ACADEMY	3,484	3,752	3,939	4,172	5,248	1,076	
0100-02-010-0203-	48101	MACHINERY & EQUIPMENT	40,274	32,028	16,517	40,000	-	(40,000)	
0100-03-100-0203-	48105	MOTOR VEHICLES	-	-	-	-	72,000	72,000	
			951,738	967,049	998,017	1,085,602	1,116,165	30,564	

		FUNDED POSITIONS			
Department	Title	Status	FY2016-17	FY2017-18	Change
Sheriff	Sheriff	FT	1	1	0
Sheriff	Sergeant	FT	1	1	0
Sheriff	Lieutenant	FT	1	1	0
Sheriff	Chief Deputy	FT	1	1	0
Sheriff	Deputy Sheriff - Full-Time	FT	5	5	0
Sheriff	Deputy Sheriff - Part-Time	PT	0.5	0.5	0
Sheriff	Administrative Associate	FT	1	1	0
			10.5	10.5	0

FY2018 Budget Notes: Two vehicle purchases are planned for FY2018. Annual software maintenance agreement for civil service software and equipment purchased in FY2017 is budgeted.

Commonwealth's Attorney

The mission of the Prince George Commonwealth's Attorney's Office is to help make the County of Prince George a safe place to live, work and play by prosecuting those cases where there is sufficient, legally admissible evidence in a manner that (1) respects the dignity of those who are the unfortunate victims of crime and (2) promotes the ends of justice.

The office accomplishes this mission by:

1. Working with the office of the Victim Witness Coordinator to ensure that crime victims are treated with dignity and respect and are fully aware of their rights as victims under Virginia Code § 19.2-11.01
2. Properly preparing cases and witness for court
3. Participating in programs to improve administration of justice
4. Being accessible to law enforcement officers for legal advice and assistance 24 hours a day
5. Using technology to enhance our ability to manage our caseload and to effectively present evidence in the courtroom
6. Attending training programs to ensure that each staff member and attorney is up to date on the latest developments in criminal law prosecution
7. Treating those who come in contact with the office the way that our staff would want to be treated
8. Acting with integrity and always striving to do the right thing
9. Reaching out to schools, civic groups and members of the community in an effort to build a coalition to prevent and fight crime

Commonwealth Attorney								
Location Code		0204						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-02-020-0204-	41100	SALARIES & WAGES-REGULAR	410,310	411,538	408,688	407,173	370,150	(37,023)
0100-02-020-0204-	41300	PART-TIME SALARIES	-	95	82	2,000	38,664	36,664
0100-02-020-0204-	42100	FICA	29,010	29,157	28,837	31,302	31,274	(27)
0100-02-020-0204-	42210	RETIREMENT	57,518	58,921	57,413	58,959	53,598	(5,361)
0100-02-020-0204-	42300	HOSPITAL/MEDICAL PLANS	34,371	42,721	48,350	56,053	48,712	(7,341)
0100-02-020-0204-	42400	GROUP LIFE INSURANCE	4,238	4,458	4,343	5,334	4,849	(485)
0100-02-020-0204-	42500	DISABILITY	-	401	205	400	-	(400)
0100-02-020-0204-	42700	WORKER'S COMPENSATION	584	420	380	400	500	100
0100-02-020-0204-	43101	PROFESSIONAL SERVICES	4,662	7,725	371	500	17,500	17,000
0100-02-020-0204-	43320	MAINTENANCE SVS CONTRACTS	1,320	1,320	960	1,560	1,560	-
0100-02-020-0204-	45210	POSTAL SERVICE	718	553	809	660	660	-
0100-02-020-0204-	45230	TELEPHONE	517	545	808	1,600	1,600	-
0100-02-020-0204-	45540	CONVENTION & EDUCATION	3,351	779	1,464	8,360	8,360	-
0100-02-020-0204-	45810	DUES AND MEMBERSHIPS	1,838	1,168	2,383	2,500	2,500	-
0100-02-020-0204-	46001	OFFICE SUPPLIES	1,577	6,389	9,918	3,100	3,100	-
0100-02-020-0204-	46002	FOOD SUPPLIES	-	-	390	275	275	-
0100-02-020-0204-	46011	UNIFORM & APPAREL	-	555	-	-	-	-
0100-02-020-0204-	46012	BOOKS & SUBSCRIPTIONS	1,310	1,383	1,384	2,139	2,139	-
0100-02-020-0204-	46024	DATA PROCESSING SUPPLIES	548	1,470	797	600	600	-
0100-02-020-0204-	48104	SOFTWARE AGREEMENT	-	-	-	-	720	720
0100-02-020-0204-	48107	INFO TECH EQUIPMENT	-	49,703	4,080	4,080	4,080	-
			551,872	619,301	571,662	586,994	590,841	3,847

Commonwealth's Attorney (Continued)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Commonwealth's Attorney	Commonwealth's Attorney	FT	1	1	0
Commonwealth's Attorney	Asst. Commonwealth's Attorney Full-Time	FT	2	2	0
Commonwealth's Attorney	Asst. Commonwealth's Attorney Part-Time	PT	0.5	0.5	0
Commonwealth's Attorney	Office Manager	FT	1	1	0
Commonwealth's Attorney	Administrative Associate	FT	1	1	0
Commonwealth's Attorney	Office Associate I	FT	1	1	0
			6.5	6.5	0

FY2018 Budget Notes: The Board approved office renovations to improve safety for FY2018.

COMMUNITY DEVELOPMENT

Community Development & Code Compliance

The Department of Community Development and Code Compliance is charged with the duty of issuing permits and conducting inspections for all new construction, addition, alterations, repairs, removal, demolition, replacement, change of use or other building/construction operations. The department reviews plans to confirm that the proposed work complies with the provisions of the Virginia Uniform Statewide Building Code. The department also performs Code Compliance Enforcement tasks related to property maintenance regulations and County ordinances. The department charges permit, plan review and inspection fees to defray the cost of providing services.

Community Development and Code Compliance								
Location Code	0300							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-400-0300-	41100	SALARIES & WAGES-REGULAR	692,691	665,347	662,467	730,127	792,220	62,092
0100-03-400-0300-	41200	SALARIES & WAGES-OVERTIME	137	-	-	(40,000)	(40,000)	-
0100-03-400-0300-	41300	PART-TIME SALARIES & WAGE	14,790	13,383	25,615	24,000	28,000	4,000
0100-03-400-0300-	41301	COMP COMMISSION MEMBERS	18,300	17,800	17,800	18,800	18,800	-
0100-03-400-0300-	42100	FICA	51,032	48,279	49,687	59,129	62,747	3,618
0100-03-400-0300-	42210	RETIREMENT	110,755	108,894	108,901	105,722	114,713	8,991
0100-03-400-0300-	42300	HOSPITAL/MEDICAL PLANS	70,028	86,166	100,014	102,391	102,650	259
0100-03-400-0300-	42400	GROUP LIFE INSURANCE	8,161	8,238	8,238	9,565	10,378	813
0100-03-400-0300-	42500	DISABILITY INSURANCE	-	-	-	-	723	723
0100-03-400-0300-	42700	WORKER'S COMPENSATION	8,992	6,294	7,000	7,500	7,500	-
0100-03-400-0300-	43101	PROFESSIONAL SERVICES	7,737	6,057	2,355	7,000	7,000	-
0100-03-400-0300-	43109	PROPERTY MAINT / GRASS CUTTI	-	-	3,450	-	10,000	10,000
0100-03-400-0300-	43310	REPAIRS AND MAINTENANCE	155	-	-	500	500	-
0100-03-400-0300-	43320	MAINTENANCE SVS CONTRACTS	37,392	33,755	41,048	35,195	40,938	5,743
0100-03-400-0300-	43600	ADVERTISING	3,185	4,408	1,874	6,000	6,000	-
0100-03-400-0300-	43990	OTHER SERVICES	-	-	-	-	-	-
0100-03-400-0300-	43991	BANK ACCOUNT FEES	6,028	3,576	4,465	6,500	6,000	(500)
0100-03-400-0300-	44200	AUTOMOTIVE/MOTOR POOL	1,618	858	1,320	2,500	2,500	-
0100-03-400-0300-	45210	POSTAL SERVICE	1,461	1,794	1,459	1,500	1,500	-
0100-03-400-0300-	45230	TELEPHONE	12,513	13,993	14,014	13,500	14,000	500
0100-03-400-0300-	45305	MOTOR VEHICLE INSURANCE	2,174	2,307	2,096	2,530	2,500	(30)
0100-03-400-0300-	45410	LEASE/RENT EQUIPMENT	2,599	2,718	2,478	3,000	3,000	-
0100-03-400-0300-	45540	CONVENTION & EDUCATION	5,623	10,478	3,699	7,000	6,000	(1,000)
0100-03-400-0300-	45810	DUES AND MEMBERSHIPS	1,085	745	1,019	1,200	1,200	-
0100-03-400-0300-	46001	OFFICE SUPPLIES	1,071	2,349	3,175	3,000	3,000	-
0100-03-400-0300-	46002	FOOD SUPPLIES	433	1,827	569	100	100	-
0100-03-400-0300-	46008	VEHICLE & EQUIP. FUEL	7,508	5,799	5,634	7,000	6,000	(1,000)
0100-03-400-0300-	46009	VEHICLE & EQUIP. SUPPLIES	123	983	883	1,500	1,500	-
0100-03-400-0300-	46011	UNIFORM/APPAREL	1,019	775	894	1,000	1,000	-
0100-03-400-0300-	46012	BOOKS & SUBSCRIPTIONS	953	1,698	695	2,000	2,000	-
0100-03-400-0300-	46014	OTHER OPERATING SUPPLIES	-	-	-	-	-	-
0100-03-400-0300-	46024	DATA PROCESSING SUPPLIES	4,212	1,110	2,060	5,000	4,000	(1,000)
0100-03-400-0300-	46036	COMMUNICATION EQUIPMENT	119	144	22	250	250	-
0100-03-400-0300-	46043	TOOLS & EQUIPMENT	-	-	-	250	250	-
0100-03-400-0300-	48102	FURNITURE & FIXTURES	-	-	4,379	-	-	-
0100-03-400-0300-	48105	MOTOR VEHICLES	-	-	-	28,000	-	(28,000)
			1,071,894	1,049,775	1,077,312	1,151,759	1,216,969	65,210

Community Development & Code Compliance (Continued)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Community Development & Code Compliance	Director of Community Development & Code Compliance	FT	1	1	0
Community Development & Code Compliance	Deputy Director, Building Inspector	FT	1	1	0
Community Development & Code Compliance	Planning Manager	FT	1	1	0
Community Development & Code Compliance	Environmental Program Coordinator	FT	1	1	0
Community Development & Code Compliance	Senior Building Inspector	FT	3	3	0
Community Development & Code Compliance	Plans Reviewer	FT	1	1	0
Community Development & Code Compliance	Planner I	FT	0	1	1
Community Development & Code Compliance	Office Manager	FT	1	1	0
Community Development & Code Compliance	Permit Technician II	FT	1	1	0
Community Development & Code Compliance	Permit Technician I	FT	1	1	0
Community Development & Code Compliance	Office Associate II - Part-Time	PT	0.5	0.5	0
			11.5	12.5	1
Community Development and Code Compliance has a Planner I position that is authorized, but not funded for FY2017-18					

FY2018 Budget Notes: A Planner I position was funded for FY2018 (previously authorized but not funded). A budget line item for resident grass cutting costs was added to the adopted budget for FY2018 (added as an amendment in FY2017). These costs are incurred in accordance with County Code § 54-28.

FINANCIAL SERVICES

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Financial Services							
0401	Assessor	450,005	439,086	477,953	500,684	489,680	(11,004)
0402	Finance	571,958	624,269	660,000	708,966	723,823	14,857
0403	Information Technology	623,411	648,068	705,786	682,278	525,381	(156,897)
0405	County-Wide Information Technology - NEW FOR FY18	-	-	-	-	348,000	348,000
	Total Financial Services	1,645,374	1,711,423	1,843,739	1,891,928	2,086,883	194,956

Assessor

Real Estate assessments in Prince George County are administered by the Real Estate Assessor's Office under the authority of the Constitution of Virginia, the Code of Virginia and the Prince George County Code. It is the responsibility of the Real Estate Assessor's Office to assess land and improvements at 100 percent of fair market value according to state law. The annual real estate assessment is an estimate of the fair market value of land and improvements as of January 1 of the tax year.

The Assessor's Office is responsible for making changes to land records from the new deeds, wills and plats received from the Clerk's Office. For each property record there is a card showing the record of ownership, legal description, acreage, class code, district, source of title, location of property, sales date and sales amount.

Other functions of the Real Estate Assessor's Office include interpreting and administering all laws pertaining to real estate assessments, producing supplemental assessments for all new construction in the County, responding to inquiries concerning assessment and valuation procedures, defending assessed values before the Board of Equalization and managing the Land Use Program.

Assessor (Continued)

Assessor									
Location Code		0401							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-01-002-0401-	41100	SALARIES & WAGES-REGULAR	312,858	304,033	286,437	307,076	298,029	(9,047)	
0100-01-002-0401-	41200	SALARIES & WAGES-OVERTIME	296	21	-	-	-	-	
0100-01-002-0401-	41300	PART-TIME SALARIES & WAGE	-	51	120	500	500	-	
0100-01-002-0401-	41301	COMP. COMMISSION MEMBERS	300	-	-	2,000	2,000	-	
0100-01-002-0401-	42100	FICA	23,145	22,193	20,503	23,683	22,990	(692)	
0100-01-002-0401-	42210	RETIREMENT	49,189	45,798	44,161	44,465	43,155	(1,310)	
0100-01-002-0401-	42300	HOSPITAL/MEDICAL PLANS	13,530	18,988	46,497	52,293	49,238	(3,055)	
0100-01-002-0401-	42400	GROUP LIFE INSURANCE	3,625	3,465	3,341	4,023	3,904	(119)	
0100-01-002-0401-	42500	DISABILITY INSURANCE	-	-	138	-	530	530	
0100-01-002-0401-	42700	WORKER'S COMPENSATION	3,930	2,800	3,377	3,500	3,500	-	
0100-01-002-0401-	43101	PROFESSIONAL SERVICES	-	147	37	1,800	1,800	-	
0100-01-002-0401-	43310	REPAIRS AND MAINTENANCE	-	-	-	-	-	-	
0100-01-002-0401-	43320	MAINTENANCE SVS CONTRACTS	22,174	17,520	30,836	29,350	30,788	1,438	
0100-01-002-0401-	43600	ADVERTISING	-	-	-	1,250	1,250	-	
0100-01-002-0401-	44200	AUTOMOTIVE/MOTOR POOL	700	504	511	1,000	1,000	-	
0100-01-002-0401-	45210	POSTAL SERVICE	5,368	5,399	5,605	6,500	6,500	-	
0100-01-002-0401-	45230	TELEPHONE	3,788	4,099	5,136	3,100	3,100	-	
0100-01-002-0401-	45305	MOTOR VEHICLE INSURANCE	1,087	707	715	1,145	1,145	-	
0100-01-002-0401-	45410	LEASE/RENT EQUIPMENT	-	645	-	-	-	-	
0100-01-002-0401-	45540	CONVENTION & EDUCATION	2,278	1,180	6,162	6,000	6,000	-	
0100-01-002-0401-	45810	DUES AND MEMBERSHIPS	355	375	535	500	650	150	
0100-01-002-0401-	46001	OFFICE SUPPLIES	914	2,026	262	2,500	2,500	-	
0100-01-002-0401-	46002	FOOD SUPPLIES	335	1,110	700	500	100	(400)	
0100-01-002-0401-	46009	VEHICLE & EQUIP. SUPP	259	383	782	500	500	-	
0100-01-002-0401-	46008	VEHICLE & EQUIP. FUEL	745	679	529	1,000	1,000	-	
0100-01-002-0401-	46012	BOOKS & SUBSCRIPTIONS	872	1,928	413	2,500	6,000	3,500	
0100-01-002-0401-	46024	DATA PROCESSING SUPPLIES	2,737	3,022	3,435	3,500	3,500	-	
0100-01-002-0401-	48107	INFO TECH EQUIPMENT	157	(237)	-	2,000	-	(2,000)	
0100-01-002-0401-	48105	REPLACE MOTOR VEHICLE	-	-	17,721	-	-	-	
0100-01-002-0401-	48204	NEW SFTWR & AGREEMNT	1,364	2,250	-	-	-	-	
			450,005	439,086	477,953	500,684	489,680	(11,004)	

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Assessor	Real Estate Assessor	FT	1	1	0
Assessor	Real Estate Appraiser II	FT	2	2	0
Assessor	Real Estate Technician	FT	2	2	0
			5	5	0

Assessor has a Senior Real Estate Appraiser position that is authorized, but not funded for FY2017-18

FY2018 Budget Notes: No significant budget changes are planned for FY2018.

Finance

The Finance Department is committed to providing reliable information and quality service to our customers, who include citizens, elected officials, County administration, other County departments, vendors and employees. The functions of the Department include payroll, accounts payable, purchasing, budgeting, general accounting, grant administration and financial reporting. The department also manages the County’s Financial Transparency Module – Open Gov which was launched in July of 2016.

The Finance Department produces the annual budget, the capital improvements plan and the Comprehensive Annual Financial Report.

Finance								
Location Code	0402							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-01-002-0402-	41100	SALARIES & WAGES-REGULAR	380,593	394,501	413,132	439,327	446,220	6,893
0100-01-002-0402-	41200	SALARIES & WAGES-OVERTIME	4,698	2,074	38	2,000	500	(1,500)
0100-01-002-0402-	41300	PART-TIME SALARIES & WAGE	5,927	1,206	580	2,000	500	(1,500)
0100-01-002-0402-	42100	FICA	27,383	28,666	30,366	33,915	34,212	298
0100-01-002-0402-	42210	RETIREMENT	58,341	59,394	61,712	63,615	64,613	998
0100-01-002-0402-	42300	HOSPITAL/MEDICAL PLANS	36,937	33,644	37,924	59,955	63,603	3,648
0100-01-002-0402-	42400	GROUP LIFE INSURANCE	4,299	4,493	4,669	5,755	5,845	90
0100-01-002-0402-	42500	DISABILITY	-	234	492	400	561	161
0100-01-002-0402-	42700	WORKER'S COMPENSATION	613	431	335	400	450	50
0100-01-002-0402-	43101	PROFESSIONAL SERVICES	9,820	53,246	54,931	55,000	55,000	-
0100-01-002-0402-	43310	REPAIRS AND MAINTENANCE	366	-	-	500	-	(500)
0100-01-002-0402-	43320	MAINTENANCE SVS CONTRACTS	4,354	624	15,160	17,500	27,000	9,500
0100-01-002-0402-	43600	ADVERTISING	537	412	25	500	500	-
0100-01-002-0402-	45210	POSTAL SERVICE	3,626	4,211	3,998	4,000	4,000	-
0100-01-002-0402-	45230	TELEPHONE	5,989	5,156	4,413	5,000	5,000	-
0100-01-002-0402-	45410	LEASE/RENT EQUIPMENT	1,171	-	569	-	-	-
0100-01-002-0402-	45510	MILEAGE	-	-	-	-	-	-
0100-01-002-0402-	45540	CONVENTION & EDUCATION	10,132	14,929	4,829	8,000	4,874	(3,126)
0100-01-002-0402-	45600	COUNTY CONTRIBUTIONS	100	-	-	-	-	-
0100-01-002-0402-	45810	DUES AND MEMBERSHIPS	1,382	860	745	650	695	45
0100-01-002-0402-	46001	OFFICE SUPPLIES	6,865	10,538	6,950	7,000	7,000	-
0100-01-002-0402-	46002	FOOD SUPPLIES	1,533	2,059	1,048	450	300	(150)
0100-01-002-0402-	46012	BOOKS & SUBSCRIPTIONS	484	153	242	500	250	(250)
0100-01-002-0402-	46024	DATA PROCESSING SUPPLIES	2,226	2,667	2,047	2,500	2,700	200
0100-01-002-0402-	48102	REPLACE FURNITURE & FIXTURES	-	1,960	2,465	-	-	-
0100-01-002-0402-	48104	REPLACE SOFTWARE & AGREEMENTS	-	-	-	-	-	-
0100-01-002-0402-	48107	INFO TECH EQUIPMENT	4,582	2,814	13,330	-	-	-
			571,958	624,269	660,000	708,966	723,823	14,857

Finance (Continued)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Finance	Director of Finance	FT	1	1	0
Finance	Accounting Supervisor	FT	1	1	0
Finance	Payroll Supervisor	FT	1	1	0
Finance	Procurement Officer	FT	1	1	0
Finance	Financial Reporting Accountant	FT	1	1	0
Finance	Accounting Clerk	FT	1	1	0
Finance	Payroll Specialist	FT	1	1	0
			7	7	0

FY2018 Budget Notes: No significant budget changes are planned for FY2018. Annual software fees for OpenGov (financial transparency software) are budgeted for FY2018.

Information Technology

The Information Technology Department provides technology support services for County departments, Constitutional Offices, and several multi-jurisdictional agencies. Support is provided in a wide variety of areas including:

- Providing hardware and software support for County technology assets including desktop computers, laptop computers, servers, telephones, printers, mobile devices, as well as audio-visual equipment
- Planning and support for voice and data networks
- Operational support for existing departmental and enterprise data systems and business processes
- Project management and support for enterprise and departmental technology initiatives
- Training end users for a variety of applications and systems that are part of the County technology infrastructure
- Ensuring continuity of technology operations in the event of natural or manmade disasters
- Strategic planning for applying technology in a manner that will meet the current and future needs of Prince George County

Information Technology									
Location Code		0403							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-01-002-0403-	41100	SALARIES & WAGES-REGULAR	345,813	325,189	343,171	372,850	372,940	90	
0100-01-002-0403-	41200	SALARIES & WAGES-OVERTIME	496	-	-	-	-	-	
0100-01-002-0403-	41300	PART-TIME SALARIES & WAGES	943	1,775	29	-	2,500	2,500	
0100-01-002-0403-	42100	FICA	24,830	22,985	24,760	28,523	28,721	198	
0100-01-002-0403-	42210	RETIREMENT	51,983	50,344	52,536	53,989	54,002	13	
0100-01-002-0403-	42300	HOSPITAL/MEDICAL PLANS	40,307	38,556	30,733	44,286	40,697	(3,588)	
0100-01-002-0403-	42400	GROUP LIFE INSURANCE	3,788	3,809	3,974	4,884	4,886	1	
0100-01-002-0403-	42500	DISABILITY	-	179	742	200	984	784	
0100-01-002-0403-	42700	WORKER'S COMPENSATION	557	420	350	383	450	67	
0100-01-002-0403-	43101	PROFESSIONAL SERVICES	17,451	12,400	28,214	8,000	-	(8,000)	
0100-01-002-0403-	43310	REPAIRS AND MAINTENANCE	1,863	2,698	7,451	4,000	-	(4,000)	
0100-01-002-0403-	43320	MAINTENANCE SVS CONTRACTS	42,549	47,084	83,398	69,000	-	(69,000)	
0100-01-002-0403-	43600	ADVERTISING	1,640	1,482	299	1,000	-	(1,000)	
0100-01-002-0403-	45210	POSTAL SERVICE	182	91	67	100	100	-	
0100-01-002-0403-	45230	TELEPHONE	25,142	6,326	6,404	3,000	6,000	3,000	
0100-01-002-0403-	45232	INTERNET	125	125	-	-	-	-	
0100-01-002-0403-	45233	DATA LINES/T1	18,411	22,772	24,969	22,000	-	(22,000)	
0100-01-002-0403-	45410	LEASE/RENT EQUIPMENT	469	584	434	500	500	-	
0100-01-002-0403-	45540	CONVENTION & EDUCATION	6,046	6,269	1,014	6,000	6,000	-	
0100-01-002-0403-	45810	DUES AND MEMBERSHIPS	-	-	331	300	300	-	
0100-01-002-0403-	46001	OFFICE SUPPLIES	692	1,053	1,282	700	1,500	800	
0100-01-002-0403-	46002	FOOD SUPPLIES	584	628	459	600	600	-	
0100-01-002-0403-	46012	BOOKS & SUBSCRIPTIONS	39	-	140	200	200	-	
0100-01-002-0403-	46024	DATA PROCESSING SUPPLIES	9,966	6,806	5,636	6,500	3,000	(3,500)	
0100-01-002-0403-	48101	MACHINERY & EQUIPMENT	-	37,160	3,309	-	-	-	
0100-01-002-0403-	48104	SOFTWARE & SOFTWARE AGREE	6,602	13,129	14,408	5,000	-	(5,000)	
0100-01-002-0403-	48107	INFO TECH EQUIPMENT	22,934	46,202	71,679	50,263	2,000	(48,263)	
			623,411	648,068	705,786	682,278	525,381	(156,897)	

Information Technology (Continued)

New for FY2018, a county-wide department has been established to record information technology purchases and projects that impact and benefit multiple county departments. Budgeted amounts previously shown in other departments [Information Technology Department's general budget (department 0403) and the County's non-departmental budget (department 0917)] were moved into this category.

County-Wide Information Technology NEW DEPARTMENT FOR FY2018										
Location Code		0405								
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)		
0100-01-002-0405-	43101	PROFESSIONAL SERVICES	-	-	-	-	44,000	44,000		
0100-01-002-0405-	43310	REPAIRS AND MAINTENANCE	-	-	-	-	-	-		
0100-01-002-0405-	43320	MAINTENANCE SVS CONTRACTS	-	-	-	-	105,000	105,000		
0100-01-002-0405-	45233	DATA LINES/T1	-	-	-	-	35,000	35,000		
0100-01-002-0405-	46024	DATA PROCESSING SUPPLIES	-	-	-	-	4,000	4,000		
0100-01-002-0405-	48101	MACHINERY & EQUIPMENT	-	-	-	-	-	-		
0100-01-002-0405-	48104	SOFTWARE & SOFTWARE AGREE	-	-	-	-	30,000	30,000		
0100-01-002-0405-	48107	INFO TECH EQUIPMENT	-	-	-	-	130,000	130,000		
			-	-	-	-	348,000	348,000		

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Information Technology	Director of Information Technology	FT	1	1	0
Information Technology	GIS Coordinator	FT	1	1	0
Information Technology	Information Systems Business Process Analyst	FT	1	1	0
Information Technology	Applications Specialist	FT	1	1	0
Information Technology	Information Systems Engineer	FT	1	1	0
Information Technology	GIS Technician	FT	1	1	0
			6	6	0

FY2018 Budget Notes: Multiple Information Technology purchases and projects are planned for FY2018 to include:

- Virtualization of ECC Servers (\$63,680)
- MCT Replacement for Police Department (\$43,050)
- Munis Upgrade, Expansion of Bandwidth and Firewall Updates (\$34,100)

OPERATIONS

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
Activity		Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Operations							
0502	County Garage	445,685	397,060	445,296	431,449	462,390	30,940
0503	Refuse Disposal	42,889	68,300	65,566	94,169	58,823	(35,346)
0504	General Properties	1,884,723	1,969,595	2,136,046	2,157,956	2,180,356	22,400
0505	Parks & Recreation	845,123	873,060	895,032	964,405	991,843	27,438
0506	County Engineering	9,052	4,982	2,906	7,000	4,000	(3,000)
Total Operations		3,227,472	3,312,997	3,544,845	3,654,979	3,697,412	42,433

County Garage

The County Garage provides maintenance to all County-owned vehicles and equipment, including Police, Fire/EMS, Engineering and Utilities, and all other vehicles. The garage assists in specifications for new vehicle and equipment purchases and performs mechanic repair and preventative maintenance on all fleet vehicles. The garage is responsible for the vehicular fuel delivery system, tracking fuel consumption and fuel billing.

Garage								
Location Code		0502						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-01-002-0502-	41100	SALARIES & WAGES-REGULAR	210,478	209,094	211,832	218,716	218,769	53
0100-01-002-0502-	41200	SALARIES & WAGES-OVERTIME	2,158	3,389	5,991	4,000	4,500	500
0100-01-002-0502-	41300	PART-TIME SALARIES & WAGE	12,936	13,440	25,032	25,000	25,000	-
0100-01-002-0502-	42100	FICA	16,802	16,935	18,392	18,950	18,993	42
0100-01-002-0502-	42210	RETIREMENT	33,504	32,632	33,321	31,670	31,678	8
0100-01-002-0502-	42300	HOSPITAL/MEDICAL PLANS	20,295	23,917	25,641	30,641	26,978	(3,663)
0100-01-002-0502-	42400	GROUP LIFE INSURANCE	2,468	2,468	2,521	2,865	2,866	1
0100-01-002-0502-	42500	DISABILITY INSURANCE	-	-	-	-	-	-
0100-01-002-0502-	42700	WORKER'S COMPENSATION	6,089	4,270	4,636	5,000	5,000	-
0100-01-002-0502-	43310	REPAIRS AND MAINTENANCE	1,365	1,104	540	3,000	6,000	3,000
0100-01-002-0502-	43701	LAUNDRY & DRY CLEANING	1,729	2,053	2,422	2,200	2,900	700
0100-01-002-0502-	44200	AUTOMOTIVE/MOTOR POOL	706	657	789	1,200	1,000	(200)
0100-01-002-0502-	45210	POSTAL SERVICE	-	13	17	20	20	-
0100-01-002-0502-	45230	TELEPHONE	1,588	2,298	1,902	1,700	2,000	300
0100-01-002-0502-	45305	MOTOR VEHICLE INSURANCE	684	707	1,156	1,586	1,586	-
0100-01-002-0502-	45410	LEASE/RENT EQUIPMENT	539	729	595	1,200	1,200	-
0100-01-002-0502-	45540	CONVENTION & EDUCATION	1,921	952	1,329	2,900	-	(2,900)
0100-01-002-0502-	46001	OFFICE SUPPLIES	732	940	733	1,000	1,000	-
0100-01-002-0502-	46002	FOOD SUPPLIES	244	130	514	400	200	(200)
0100-01-002-0502-	46007	REPAIRS & MAINTENANCE	12,193	-	-	-	-	-
0100-01-002-0502-	46008	VEHICLE & EQUIP. FUEL	24,500	19,138	22,951	15,000	15,000	-
0100-01-002-0502-	46009	VEHICLE & EQUIP. SUPPLIES	83,680	47,991	35,241	50,000	40,000	(10,000)
0100-01-002-0502-	46011	UNIFORM/APPAREL	365	615	927	700	700	-
0100-01-002-0502-	46012	BOOKS & SUBSCRIPTIONS	-	1,500	1,500	1,600	1,600	-
0100-01-002-0502-	46024	DATA PROCESSING SUPPLIES	687	-	-	400	-	(400)
0100-01-002-0502-	46043	TOOLS & EQUIPMENT	7,578	9,878	7,250	8,500	30,300	21,800
0100-01-002-0502-	48101	MACHINERY & EQUIPMENT	2,113	2,148	1,047	2,800	2,600	(200)
0100-01-002-0502-	48102	FURNITURE & FIXTURES	-	-	168	400	1,500	1,100
0100-01-002-0502-	48105	REPLACE MOTOR VEHICLE	-	-	38,848	-	-	-
0100-01-002-0502-	48107	INFO TECH EQUIPMENT	-	62	-	-	-	-
0100-01-002-0502-	48201	MACHINERY & EQUIPMENT	331	-	-	-	21,000	21,000
			445,685	397,060	445,296	431,449	462,390	30,940

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
County Garage	Fleet Manager	FT	1	1	0
County Garage	Master Mechanic	FT	1	1	0
County Garage	Mechanic	FT	2	2	0
			4	4	0

FY2018 Budget Notes: The purchase of an alignment machine and a higher capacity vehicle lift is planned for FY2018.

Refuse Disposal

Landfill Maintenance								
Location Code		0503						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-04-102-0503-	43101	PROFESSIONAL SERVICES	6,691	19,365	1,565	5,000	-	(5,000)
0100-04-102-0503-	43326	SANITATION SVC DUMPMAS	5,015	5,040	5,760	7,680	6,000	(1,680)
0100-04-102-0503-	43327	CLEAN COMMUNITY DAY	-	-	14,792	24,000	20,000	(4,000)
0100-04-102-0503-	43330	RECYCLING CENTER	8,004	4,697	13,375	20,000	-	(20,000)
0100-04-102-0503-	43350	LANDFILL/ MAINTENANCE	6,000	21,890	12,800	20,000	15,000	(5,000)
0100-04-102-0503-	45230	TELEPHONE	32	160	-	-	-	-
0100-04-102-0503-	45600	COUNTY CONT (CVWMA)	17,148	17,148	17,273	17,489	17,823	334
			42,889	68,300	65,566	94,169	58,823	(35,346)

General Properties

The Department of General Services is responsible for maintenance of all County buildings and grounds, as well as emergency service planning. It also includes Landfill Maintenance.

General Properties								
Location Code		0504						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-04-103-0504-	41100	SALARIES & WAGES-REGULAR	353,522	351,458	425,432	410,120	391,161	(18,959)
0100-04-103-0504-	41200	SALARIES & WAGES-OVERTIME	3,549	9,544	16,959	3,500	14,000	10,500
0100-04-103-0504-	41300	PART-TIME SALARIES & WAGE	43,073	43,624	2,664	3,000	750	(2,250)
0100-04-103-0504-	42100	FICA	29,763	28,983	33,364	31,871	31,052	(819)
0100-04-103-0504-	42210	RETIREMENT	55,076	53,774	65,873	59,385	56,640	(2,745)
0100-04-103-0504-	42300	HOSPITAL/MEDICAL PLANS	34,690	48,336	69,422	72,232	72,651	419
0100-04-103-0504-	42400	GROUP LIFE INSURANCE	4,058	4,068	4,983	5,373	5,124	(248)
0100-04-103-0504-	42500	DISABILITY	-	-	288	250	297	47
0100-04-103-0504-	42700	WORKER'S COMPENSATION	6,309	5,670	5,113	5,250	5,250	-
0100-04-103-0504-	43101	PROFESSIONAL SERVICES	5,360	14,943	31,546	20,000	5,000	(15,000)
0100-04-103-0504-	43310	REPAIRS AND MAINTENANCE	177,807	235,119	292,597	218,830	225,000	6,170
0100-04-103-0504-	43320	MAINTENANCE SVS CONTRACTS	277,128	273,864	266,741	268,590	277,000	8,410
0100-04-103-0504-	43326	SANITATION SVS DUMPMAS	-	-	-	-	-	-
0100-04-103-0504-	43330	RECYCLING CENTER	660	-	-	-	-	-
0100-04-103-0504-	43600	ADVERTISING	202	-	255	300	300	-
0100-04-103-0504-	43701	LAUNDRY & DRY CLEANING	2,172	2,118	2,178	2,200	2,300	100
0100-04-103-0504-	44200	AUTOMOTIVE/MOTOR POOL	4,819	2,897	3,741	5,000	5,000	-
0100-04-103-0504-	45102	E-COURTS BLDG	86,476	80,886	93,580	88,000	94,000	6,000
0100-04-103-0504-	45103	E-POLICE BLDG	20,642	17,449	18,800	20,500	20,500	-
0100-04-103-0504-	45104	E-PG FIRE DEPARTMENT	13,206	6,882	10,190	11,000	11,000	-
0100-04-103-0504-	45105	E-FOOD BANK ANNEX	73	99	60	250	250	-
0100-04-103-0504-	45106	E-#5&6/ FOOD BANK	4,097	3,500	174	1,000	1,000	-
0100-04-103-0504-	45107	E-HERITAGE MUSEUM - CLERKS B	713	2,047	1,627	2,500	2,000	(500)
0100-04-103-0504-	45108	E-HERITAGE MUSEUM - MAIN	5,336	4,985	4,721	5,500	5,500	-
0100-04-103-0504-	45109	E-RCJA	-	695	-	-	-	-
0100-04-103-0504-	45110	E-BUREN BLDG	3,325	3,439	2,746	3,400	3,000	(400)
0100-04-103-0504-	45111	E-BUREN BLDG PARKING LOT LIGH	101	128	103	130	130	-
0100-04-103-0504-	45112	E-#12/HUMAN SERVICES BLDG	18,135	21,627	24,592	24,000	25,000	1,000
0100-04-103-0504-	45113	E-#7/HERITAGE MUSEUM ANNEX	7,646	-	-	-	-	-
0100-04-103-0504-	45115	E-#15 COUNTY GARAGE	6,595	5,613	5,971	7,000	7,000	-
0100-04-103-0504-	45116	E-#16/SCOTT PARK (CONCESSION	3,738	4,270	4,551	4,200	4,600	400
0100-04-103-0504-	45117	E-OLD NORTH/P&R	31,930	26,012	17,888	30,000	30,000	-
0100-04-103-0504-	45118	E-#18/TEMPLE PARK	7,882	7,612	7,854	9,000	9,000	-
0100-04-103-0504-	45119	E-#19/LANDFILL	-	-	-	-	-	-
0100-04-103-0504-	45120	E-#20/ANIMAL SERVICES CENTER	40,001	61,415	45,363	62,000	50,000	(12,000)
0100-04-103-0504-	45121	E-#21/BURROWSVILLE FIRE	4,035	3,982	3,891	5,000	5,000	-
0100-04-103-0504-	45122	E-#22/CARSON FIRE DEPART	5,944	6,028	6,810	3,000	19,000	16,000
0100-04-103-0504-	45123	E-#23/DISPUTANTA FIRE DEP	7,599	5,649	7,881	7,000	8,000	1,000
0100-04-103-0504-	45124	E-#24/JEFFERSON PARK FIRE	11,559	15,281	14,503	16,000	16,000	-
0100-04-103-0504-	45125	E-#25/EMERGENCY CREW BLDG	6,530	7,245	5,912	8,000	10,000	2,000
0100-04-103-0504-	45126	E-#26/STREET LIGHTING/VP	51,903	52,269	53,291	54,000	54,000	-
0100-04-103-0504-	45127	E-#27/STREET LIGHTING/PG	40,801	41,289	42,890	50,000	50,000	-
0100-04-103-0504-	45128	E-#28/CARSON SUB-STATION	3,337	5,936	4,276	6,000	6,000	-
0100-04-103-0504-	45129	E-#29-HOUSING	1,009	976	1,136	1,200	-	(1,200)
0100-04-103-0504-	45130	E#30-B& G UTILITY BLDG	-	-	-	-	-	-
0100-04-103-0504-	45131	E#30-DISPUTANTA COMM BLD	4,021	3,629	3,748	4,500	4,500	-
0100-04-103-0504-	45132	E-OLD MOORE	1,477	10,896	21,714	25,000	25,000	-
0100-04-103-0504-	45133	E - EXT.AG./S&W SCOTT PARK TR	1,853	2,351	2,203	2,400	2,400	-
0100-04-103-0504-	45134	E-SHADYWOOD RD TOWER	153	58	-	-	-	-
0100-04-103-0504-	45137	E-JEJ MOORE FIELD LIGHTS	27,898	27,477	22,306	30,000	30,000	-
0100-04-103-0504-	45138	E-NEW COUNTY ADMIN. BLDG	75,358	68,887	100,728	76,000	110,000	34,000
0100-04-103-0504-	45139	E-BVILLE COMMUNTY CNTR	5,329	4,220	5,064	5,500	5,500	-
0100-04-103-0504-	45140	E-PG LIBRARY	11,100	21,013	23,390	21,500	25,000	3,500
0100-04-103-0504-	45141	E- TOWER SITES	18,645	17,215	18,843	19,000	19,000	-
0100-04-103-0504-	45142	E- EMER COMM BUILDING	13,602	11,900	13,161	13,000	14,000	1,000
0100-04-103-0504-	45143	E- CARSON FIRE DEPT / NEW	-	-	-	16,000	-	(16,000)
0100-04-103-0504-	45144	E- CARSON & BURROW. ELEM.	-	-	-	-	-	-
0100-04-103-0504-	45151	H-#21/BURROWSVILLE FIRE	4,840	1,796	1,527	4,000	4,000	-
0100-04-103-0504-	45152	H-#22/CARSON FIRE DEPART	3,820	1,808	4,611	4,500	6,000	1,500
0100-04-103-0504-	45153	H-#23/DISPUTANTA FIRE DEP	7,068	1,881	1,640	5,500	4,000	(1,500)
0100-04-103-0504-	45154	H-#25/EMERGENCY CREW BLDG	10,160	4,454	3,154	5,500	5,500	-
0100-04-103-0504-	45155	H-#20/ANIMAL SHELTER	209	-	97	300	300	-

General Properties								
Location Code			0504					
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-04-103-0504-	45157	H-#1/COURTS BUILDING	49,333	33,251	16,581	40,000	40,000	-
0100-04-103-0504-	45158	H-#28/CARSON SUB-STATION	1,886	1,699	1,084	2,000	2,000	-
0100-04-103-0504-	45159	H-#15 COUNTY GARAGE	11,500	4,870	4,290	8,000	7,000	(1,000)
0100-04-103-0504-	45160	H-B & G UTILITY BLDG	-	-	-	-	-	-
0100-04-103-0504-	45161	H-B PRINCE GEORGE FIRE DE	579	327	653	500	700	200
0100-04-103-0504-	45162	H-JEFF PARK FIRE DEPT	(91)	19	28	150	150	-
0100-04-103-0504-	45163	H-DISPUTANTA COMM BLDG	3,909	4,342	2,559	4,500	4,500	-
0100-04-103-0504-	45164	H-RECREATION GARAGE	75	29	-	500	-	(500)
0100-04-103-0504-	45165	H- COUNTY ADMIN. BLDG	43,933	19,358	14,347	30,000	30,000	-
0100-04-103-0504-	45166	FUEL FOR TOWER GENERATORS	721	1,666	186	2,500	2,500	-
0100-04-103-0504-	45167	FUEL FOR ECC BUILDING	9,292	3,766	5,721	6,500	6,500	-
0100-04-103-0504-	45168	H-B'VILLE COMMUNITY CNTR	2,318	1,548	232	2,000	2,000	-
0100-04-103-0504-	45169	OLD MOORE SCHOOL	13,562	74,692	15,812	74,000	74,000	-
0100-04-103-0504-	45198	WATER SERVICE	12,707	15,553	16,879	19,500	18,500	(1,000)
0100-04-103-0504-	45199	SEWER SERVICE	11,165	15,467	17,154	16,000	18,500	2,500
0100-04-103-0504-	45210	POSTAL SERVICE	40	90	234	100	100	-
0100-04-103-0504-	45230	TELEPHONE	7,686	9,487	9,932	9,500	10,000	500
0100-04-103-0504-	45234	CABLE SERVICES	-	153	384	175	400	225
0100-04-103-0504-	45235	ALARM SERVICES	-	241	-	250	-	(250)
0100-04-103-0504-	45304	OTHER PROPERTY INSURANCE	57,229	47,401	47,467	60,000	60,000	-
0100-04-103-0504-	45305	MOTOR VEHICLE INSURANCE	2,174	2,443	2,472	3,000	3,000	-
0100-04-103-0504-	45410	LEASE/RENT EQUIPMENT	150	-	8,236	1,500	-	(1,500)
0100-04-103-0504-	45510	MILEAGE	-	-	12	-	-	-
0100-04-103-0504-	45540	CONVENTION & EDUCATION	1,655	429	172	1,000	-	(1,000)
0100-04-103-0504-	45608	HURRICANE SANDY	-	-	-	-	-	-
0100-04-103-0504-	46001	OFFICE SUPPLIES	3,440	4,821	4,870	4,000	5,000	1,000
0100-04-103-0504-	46002	FOOD SUPPLIES	1,046	1,178	961	1,000	300	(700)
0100-04-103-0504-	46005	JANITORIAL SUPPLIES	9,991	12,842	14,788	13,000	15,000	2,000
0100-04-103-0504-	46007	REPAIR & MAINTENANCE SUPP	53,119	62,770	85,433	82,000	83,000	1,000
0100-04-103-0504-	46008	VEHICLE & EQUIP. FUEL	15,607	11,843	10,204	15,000	15,000	-
0100-04-103-0504-	46009	VEHICLE & EQUIP. SUPPLIES	4,244	1,616	7,069	3,000	3,000	-
0100-04-103-0504-	46011	UNIFORM/APPAREL	240	392	560	1,000	1,500	500
0100-04-103-0504-	48107	INFO TECH EQUIPMENT	881	-	334	-	-	-
0100-04-103-0504-	48105	MOTOR VEHICLES	-	-	25,241	-	-	-
			1,884,723	1,969,595	2,136,046	2,157,956	2,180,356	22,400

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
General Properties	General Services Director	FT	1	1	0
General Properties	Senior Building Maintenance Mechanic	FT	1	1	0
General Properties	Buildings & Grounds Maintenance Mechanic	FT	1	1	0
General Properties	Building Maintenance Mechanic	FT	3	3	0
General Properties	Administrative Associate	FT	1	1	0
			7	7	0

General Properties has two (2) positions that are authorized, but not funded for FY2017-18:
 Courier / Stock Clerk & Deputy General Services Director

FY2018 Budget Notes: For FY2018, some utility budget adjustments were made to more accurately reflect anticipated actual spending. Additionally, planned spending was increased for energy management contracts.

Parks & Recreation

The Parks and Recreation Department provides the following services:

- Provides youth sports leagues – ages 4 through 15
- Provides adult sports leagues
- Provides summer playground day camps
- Provides discount tickets to theme parks
- Maintains County athletic fields and parks
- Manages reservations for picnic pavilions
- Manages County exercise facilities at two locations [Community Center and Central Wellness Center (CWC newly opened in May 2017)]
- Provides adult classes
- Provides special activities, such as Christmas and Easter events
- Provides special interest classes
- Provides senior citizen trips and activities

Parks and Recreation									
Location Code		0505							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-07-211-0505-	41100	SALARIES & WAGES-REGULAR	362,384	382,196	342,561	354,722	355,030	308	
0100-07-211-0505-	41200	SALARIES & WAGES-OVERTIME	2,538	1,764	2,330	2,000	2,000	-	
0100-07-211-0505-	41300	PART-TIME SALARIES & WAGE	42,695	42,555	52,313	112,398	112,398	-	
0100-07-211-0505-	41303	GAME OFFICIAL FEES	29,406	44,005	52,789	46,438	46,438	-	
0100-07-211-0505-	42100	FICA	29,705	30,872	29,190	39,440	39,464	24	
0100-07-211-0505-	42210	RETIREMENT	57,448	53,973	53,173	51,364	51,408	45	
0100-07-211-0505-	42300	HOSPITAL/MEDICAL PLANS	38,374	46,225	42,033	55,033	51,312	(3,721)	
0100-07-211-0505-	42400	GROUP LIFE INSURANCE	4,259	4,083	4,022	4,647	4,651	4	
0100-07-211-0505-	42500	DISABILITY INSURANCE	56	247	424	200	432	232	
0100-07-211-0505-	42700	WORKER'S COMPENSATION	6,000	5,600	7,500	8,000	8,000	-	
0100-07-211-0505-	43101	PROFESSIONAL SERVICES	442	173	1,667	-	-	-	
0100-07-211-0505-	43200	OFFICIALS/ INSTRUCTORS	11,865	904	-	-	-	-	
0100-07-211-0505-	43132	EMPL/ VOL RECOGNITION	1,770	1,701	1,650	2,000	2,000	-	
0100-07-211-0505-	43310	REPAIRS AND MAINTENANCE	2,078	1,547	21,521	2,000	2,000	-	
0100-07-211-0505-	43320	MAINTENANCE SVS CONTRACTS	8,022	8,666	14,646	9,000	13,620	4,620	
0100-07-211-0505-	43323	JANITORIAL SERVICES	6,732	6,360	8,198	8,000	8,000	-	
0100-07-211-0505-	43325	MAINT/ATHLETIC FIELDS	4,422	13,561	15,799	9,000	9,000	-	
0100-07-211-0505-	43600	ADVERTISING	5,867	7,777	6,424	6,000	6,000	-	
0100-07-211-0505-	44200	AUTOMOTIVE/MOTOR POOL	6,974	4,085	4,568	7,000	7,000	-	
0100-07-211-0505-	45210	POSTAL SERVICE	357	361	407	600	600	-	
0100-07-211-0505-	45230	TELEPHONE	4,014	7,489	7,294	5,150	5,150	-	
0100-07-211-0505-	45305	MOTOR VEHICLE INSURANCE	1,543	1,786	1,807	2,000	2,000	-	
0100-07-211-0505-	45410	LEASE/RENT EQUIPMENT	-	-	71	900	900	-	
0100-07-211-0505-	45540	CONVENTION & EDUCATION	1,775	408	880	625	700	75	
0100-07-211-0505-	45544	REC PROG SPEC ACTIVITIES	33,353	30,633	23,868	30,000	30,000	-	
0100-07-211-0505-	45810	DUES AND MEMBERSHIPS	509	555	535	565	565	-	
0100-07-211-0505-	46001	OFFICE SUPPLIES	5,602	7,209	7,032	5,000	5,000	-	
0100-07-211-0505-	46002	FOOD SUPPLIES	2,738	3,120	2,355	1,500	1,500	-	
0100-07-211-0505-	46003	AGRICULTURAL SUPPLIES	10,325	8,869	7,197	14,000	14,000	-	
0100-07-211-0505-	46007	REPAIR & MAINTENANCE SUPP	-	40	(9)	-	-	-	
0100-07-211-0505-	46008	VEHICLE & EQUIP. FUEL	15,561	13,681	11,096	13,000	13,000	-	
0100-07-211-0505-	46009	VEHICLE & EQUIP. SUPPLIES	6,705	2,448	5,954	5,000	5,000	-	
0100-07-211-0505-	46011	UNIFORM/APPAREL	3,024	2,481	853	2,000	2,000	-	
0100-07-211-0505-	46012	BOOKS & SUBSCRIPTIONS	423	218	463	250	250	-	
0100-07-211-0505-	46013	EDUCAT.& RECREAT.SUPPLIES	9,545	15,343	11,480	14,000	14,000	-	
0100-07-211-0505-	46014	OTHER OPERATING SUPPLIES	70	-	-	-	-	-	
0100-07-211-0505-	46018	TROPHIES, AWARDS	7,491	5,368	7,154	5,531	5,531	-	
0100-07-211-0505-	46048	ATHLETIC SUPPLIES/EQUIPMENT	91,722	85,571	98,011	96,172	106,172	10,000	
0100-07-211-0505-	46049	PARK & FACILITY SUPP/EQUIP	19,566	20,426	32,501	36,120	38,722	2,602	
0100-07-211-0505-	48101	MACHINERY & EQUIPMENT	8,557	9,500	15,276	14,750	-	(14,750)	
0100-07-211-0505-	48107	MOTOR VEHICLES	1,208	1,257	-	-	28,000	28,000	
			845,123	873,060	895,032	964,405	991,843	27,438	

Parks & Recreation (Continued)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Parks & Recreation	Director of Parks & Recreation	FT	1	1	0
Parks & Recreation	Athletic Coordinator	FT	1	1	0
Parks & Recreation	Assistant Athletic Coordinator	FT	1	1	0
Parks & Recreation	Special Activities Coordinator	FT	1	1	0
Parks & Recreation	Office Associate II	FT	1	1	0
Parks & Recreation	Senior Grounds Maintenance Worker	FT	2	2	0
			7	7	0

FY2018 Budget Notes: For FY2018, the purchase of one truck is planned. Additionally, a slight increase in athletic supplies is budgeted.

County Engineering

The Engineering function resides with the County’s Utilities Director. Only a small amount for street signs is budgeted in the County Engineering Department.

Engineer								
Location Code		0506						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-04-103-0506-	41100	SALARIES & WAGES-REGULAR	-	-	-	-	-	-
0100-04-103-0506-	41300	PART-TIME SALARIES & WAGES	-	-	-	-	-	-
0100-04-103-0506-	42100	FICA	-	-	-	-	-	-
0100-04-103-0506-	42700	WORKER'S COMPENSATION	50	-	-	-	-	-
0100-04-103-0506-	45230	TELEPHONE	617	-	-	-	-	-
0100-04-103-0506-	45540	CONVENTION & EDUCATION	300	-	-	-	-	-
0100-04-103-0506-	45810	DUES AND MEMBERSHIPS	-	-	-	-	-	-
0100-04-103-0506-	46001	OFFICE SUPPLIES	687	-	-	-	-	-
0100-04-103-0506-	46002	FOOD SUPPLIES	11	-	-	-	-	-
0100-04-103-0506-	46017	STREET SIGNS	7,386	4,982	2,906	7,000	4,000	(3,000)
			9,052	4,982	2,906	7,000	4,000	(3,000)

PUBLIC SAFETY

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Public Safety							
0601	Police Department	5,171,894	5,101,623	5,075,064	5,333,142	5,360,344	27,202
0602	Grants/Law Enforcement	306,159	91,303	78,438	-	-	-
0603	Emergency Communications Center	972,681	917,853	914,679	1,054,459	1,106,330	51,870
0604	Prince George Fire Department	53,922	69,378	75,322	55,650	56,025	375
0605	Disputanta Fire Department	54,336	47,104	58,304	40,595	41,875	1,280
0606	Carson Fire Department	117,658	85,672	81,117	69,753	70,576	823
0607	Burrowsville Fire Department	33,937	26,442	72,959	39,680	40,823	1,143
0608	Jefferson Park Fire Department	37,844	70,930	47,598	53,465	54,425	960
0609	Prince George Emergency Crew	14,701	24,052	17,008	10,700	11,000	300
0610	Fire and EMS	2,166,188	2,076,985	2,248,326	2,549,415	2,716,746	167,330
0611	Animal Control	395,477	440,739	431,949	480,463	442,716	(37,747)
0612	Emergency Management	76,887	69,072	62,564	34,797	57,623	22,827
0613	SAFER GRANT	55,490	359,074	301,994	-	-	-
0614	FIRE & EMS GRANTS	-	165,792	114,330	-	-	-
	Total Public Safety	9,457,172	9,546,017	9,579,652	9,722,120	9,958,484	236,365

Police Department

The Prince George County Police Department is proud of its accomplishments. The Department will continue to be a leading law enforcement agency, setting standards for professionalism, integrity and innovative service. The Department, in partnership with the community, will strive to protect and improve the quality of life in Prince George, providing leadership through open communication, fair and dignified service, and interactive problem solving. The Department takes pride in maintaining a high quality of life through a dynamic partnership with the community we serve.

Police									
Location Code		0601							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-03-100-0601-	41100	SALARIES & WAGES-REGULAR	3,029,783	2,966,391	2,963,474	3,112,181	3,151,337	39,157	
0100-03-100-0601-	41200	SALARIES & WAGES-OVERTIME	48,869	46,517	80,711	50,000	65,000	15,000	
0100-03-100-0601-	41300	PART-TIME SALARIES & WAGE	29,601	24,737	55,721	45,000	45,000	-	
0100-03-100-0601-	41400	Career Development	-	-	-	20,000	44,000	24,000	
0100-03-100-0601-	41101	SALARIES/WAGES COURTS	62,801	37,281	34,036	40,000	40,000	-	
0100-03-100-0601-	41011	OVERTIME/ PD OUTSIDE EMPL	(18,540)	5,700	7,737	9,159	9,159	-	
0100-03-100-0601-	41012	SECURITY OT/COUNTY RELATED	16,688	13,871	16,156	17,780	17,780	-	
0100-03-100-0601-	41700	SELECTIVE ENFORCEMENT-OVT	115,413	83,904	63,151	90,000	80,000	(10,000)	
0100-03-100-0601-	42100	FICA	242,736	230,061	235,930	258,885	264,099	5,214	
0100-03-100-0601-	42210	RETIREMENT	481,311	457,071	448,354	450,644	462,685	12,041	
0100-03-100-0601-	42300	HOSPITAL/MEDICAL PLANS	346,687	408,843	436,336	526,555	472,396	(54,159)	
0100-03-100-0601-	42400	GROUP LIFE INSURANCE	35,627	35,170	34,082	40,770	41,859	1,089	
0100-03-100-0601-	42500	DISABILITY	-	-	-	-	1,123	1,123	
0100-03-100-0601-	42700	WORKER'S COMPENSATION	42,339	63,184	53,305	60,000	60,000	-	
0100-03-100-0601-	42701	LINE OF DUTY ACT	15,250	15,989	15,940	16,000	17,000	1,000	
0100-03-100-0601-	43101	PROFESSIONAL SERVICES	18,040	15,124	14,623	10,000	15,000	5,000	
0100-03-100-0601-	43310	REPAIRS AND MAINTENANCE	7,069	1,496	6,542	3,000	3,000	-	
0100-03-100-0601-	43312	MAINTENANCE/ PUB SAF BOAT	3,970	168	2,386	3,400	3,400	-	
0100-03-100-0601-	43320	MAINTENANCE SVS CONTRACTS	53,246	48,706	42,653	51,785	33,901	(17,884)	
0100-03-100-0601-	43600	ADVERTISING	814	231	-	500	500	-	
0100-03-100-0601-	43892	DRUG ENFORCEMENT PURCH	6,202	9,500	6,500	8,000	8,000	-	
0100-03-100-0601-	43894	DRUG ENFORCEMENT	4,873	6,000	6,000	5,000	5,000	-	
0100-03-100-0601-	44200	AUTOMOTIVE/MOTOR POOL	94,203	55,107	60,139	75,000	70,000	(5,000)	
0100-03-100-0601-	45210	POSTAL SERVICE	521	1,082	905	1,000	1,000	-	
0100-03-100-0601-	45220	MESSENGER SERVICES	-	58	52	200	200	-	
0100-03-100-0601-	45230	TELEPHONE	55,506	61,446	49,960	52,800	56,484	3,684	
0100-03-100-0601-	45231	PAGERS	1,374	1,375	1,060	1,000	432	(568)	
0100-03-100-0601-	45305	MOTOR VEHICLE INSURANCE	22,709	22,269	23,006	25,155	25,155	-	
0100-03-100-0601-	45410	LEASE/RENT EQUIPMENT	5,067	5,040	3,641	4,863	1,647	(3,216)	
0100-03-100-0601-	45540	CONVENTION & EDUCATION	13,266	8,955	9,776	20,360	9,935	(10,425)	
0100-03-100-0601-	45611	INOPERABLE VEHICLE	-	-	4,000	3,000	3,000	-	
0100-03-100-0601-	45810	DUES AND MEMBERSHIPS	1,410	2,373	1,870	2,345	2,445	100	
0100-03-100-0601-	46001	OFFICE SUPPLIES	12,714	11,441	9,000	7,000	8,500	1,500	
0100-03-100-0601-	46002	FOOD SUPPLIES	4,531	4,517	3,637	2,500	3,100	600	
0100-03-100-0601-	46008	VEHICLE & EQUIP. FUEL	197,609	145,584	118,725	150,000	150,000	-	
0100-03-100-0601-	46009	VEHICLE & EQUIP. SUPPLIES	98,063	113,017	88,626	60,000	60,000	-	
0100-03-100-0601-	46010	POLICE SUPPLIES	17,894	12,027	82,369	37,962	34,100	(3,862)	
0100-03-100-0601-	46011	UNIFORM/APPAREL	33,021	20,016	29,320	15,000	25,000	10,000	
0100-03-100-0601-	46012	BOOKS & SUBSCRIPTIONS	267	245	248	300	300	-	
0100-03-100-0601-	46013	EDUCAT.& RECREAT.SUPPLIES	7,770	6,305	10,389	10,000	10,000	-	
0100-03-100-0601-	46014	OTHER OPERATING SUPPLIES	7,001	(456)	(75)	-	-	-	
0100-03-100-0601-	46024	DATA PROCESSING SUPPLIES	730	659	568	1,000	1,000	-	
0100-03-100-0601-	46031	FLOWERS/DONATIONS	200	252	327	200	200	-	
0100-03-100-0601-	46041	K-9 SUPPLIES	-	(393)	168	1,000	1,000	-	
0100-03-100-0601-	46108	FUEL-PUBLIC SAFETY BOAT	2,454	1,120	982	2,500	2,500	-	
0100-03-100-0601-	46114	OTHER OP SUPP- BOAT	151	2,729	329	200	15,500	15,300	
0100-03-100-0601-	47008	CRATER POLICE ACADEMY	26,289	28,651	30,083	31,099	37,607	6,508	
0100-03-100-0601-	48101	MACHINERY & EQUIPMENT	2,123	-	302	2,000	1,000	(1,000)	
0100-03-100-0601-	48104	SOFTWARE & SOFTWARE AGREE	18	(1,009)	2,880	8,000	-	(8,000)	
0100-03-100-0601-	48105	MOTOR VEHICLES	3,341	-	19,141	-	-	-	
0100-03-100-0601-	48107	INFO TECH EQUIPMENT	20,884	129,272	-	-	-	-	
			5,171,894	5,101,623	5,075,064	5,333,142	5,360,344	27,202	

Police Department (Continued)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Police Department	Chief of Police	FT	1	1	0
Police Department	Police Captain	FT	2	2	0
Police Department	Police Lieutenant	FT	6	6	0
Police Department	Police Sergeant	FT	6	6	0
Police Department	Police Officer	FT	41	41	0
Police Department	Public Safety Information Systems Specialist	FT	1	1	0
Police Department	Administrative Associate	FT	1	1	0
Police Department	Office Associate II	FT	1	1	0
Police Department	Office Associate I	FT	1	1	0
			60	60	0

FY2018 Budget Notes: For FY2018 the career development program approved in FY2017 continues for the Police Department (Year 2). Career development is a program that provides financial incentives and symbols of office to employees who consistently maintain a level of job performance above the standards set by the Department. Program participation is based on experience, college credit, training courses, specialized skills, job performance, and community participation. Twenty (20) officers met career development requirements and received supplements beginning January 2017.

Police operations include the Emergency Operations Center and Animal Services.

Emergency Communications Center

Emergency Communications Center								
Location Code		0603						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-100-0603-	41100	SALARIES & WAGES-REGULAR	528,660	492,706	450,472	556,668	545,922	(10,746)
0100-03-100-0603-	41200	SALARIES & WAGES-OVERTIME	12,983	40,161	53,933	30,000	45,000	15,000
0100-03-100-0603-	41300	PART-TIME SALARIES & WAGE	-	944	1,038	1,000	6,000	5,000
0100-03-100-0603-	42100	FICA	38,584	38,039	36,531	44,957	45,665	708
0100-03-100-0603-	42210	RETIREMENT	78,748	73,979	66,723	80,606	79,050	(1,556)
0100-03-100-0603-	42300	HOSPITAL/MEDICAL PLANS	73,489	80,383	75,529	104,378	106,232	1,854
0100-03-100-0603-	42400	GROUP LIFE INSURANCE	5,803	5,597	5,046	7,292	7,152	(141)
0100-03-100-0603-	42500	DISABILITY INSURANCE	130	793	945	1,000	1,475	475
0100-03-100-0603-	42700	WORKER'S COMPENSATION	926	665	553	600	600	-
0100-03-100-0603-	43101	PROFESSIONAL SERVICES	5,189	53,872	1,498	3,000	4,000	1,000
0100-03-100-0603-	43310	REPAIRS AND MAINTENANCE	-	667	6,500	-	-	-
0100-03-100-0603-	43320	MAINTENANCE SVS CONTRACTS	191,373	72,632	154,211	162,611	203,985	41,374
0100-03-100-0603-	43600	ADVERTISING	157	-	-	-	-	-
0100-03-100-0603-	45230	TELEPHONE	19,756	33,901	41,804	42,372	41,736	(636)
0100-03-100-0603-	45410	LEASE/RENT EQUIPMENT	5,680	5,787	6,467	6,650	6,844	194
0100-03-100-0603-	45540	CONVENTION & EDUCATION	2,880	1,942	5,097	3,000	3,000	-
0100-03-100-0603-	45810	DUES AND MEMBERSHIPS	324	92	92	370	370	-
0100-03-100-0603-	46001	OFFICE SUPPLIES	3,288	3,019	4,423	1,000	4,500	3,500
0100-03-100-0603-	46002	FOOD SUPPLIES	294	286	133	300	300	-
0100-03-100-0603-	46024	DATA PROCESSING SUPPLIES	4,417	1,456	3,685	2,000	2,000	-
0100-03-100-0603-	48102	REPLACE FURN & FIXTURES	-	10,379	-	-	2,500	2,500
0100-03-100-0603-	48103	REPLACE COMM EQUIPMENT	-	-	-	-	-	-
0100-03-100-0603-	48107	INFO TECH EQUIPMENT	-	552	-	6,656	-	(6,656)
			972,681	917,853	914,679	1,054,459	1,106,330	51,870

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Emergency Communications Center	Communications Supervisor	FT	2	2	0
Emergency Communications Center	Communications Officer	FT	12	12	0
			14	14	0

FY2018 Budget Notes: No significant budget changes are planned in EOC for FY2018. Some software costs previously reflected in the Police Department budget were shifted to EOC for FY2018. Additionally, overtime wages were increased to reflect actual anticipated needs.

Animal Services and Adoption Center

Animal Control								
Location Code		0611						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-500-0611-	41100	SALARIES & WAGES-REGULAR	204,484	228,246	236,957	237,799	237,439	(360)
0100-03-500-0611-	41200	SALARIES & WAGES-OVERTIME	5,821	4,868	6,259	6,000	7,000	1,000
0100-03-500-0611-	41300	PART-TIME SALARIES & WAGE	40,252	31,234	32,665	36,000	36,000	-
0100-03-500-0611-	42100	FICA	18,642	19,486	20,506	21,405	21,454	49
0100-03-500-0611-	42210	RETIREMENT	31,715	34,237	36,222	34,433	34,381	(52)
0100-03-500-0611-	42300	HOSPITAL/MEDICAL PLANS	27,060	39,336	43,696	48,696	41,827	(6,869)
0100-03-500-0611-	42400	GROUP LIFE INSURANCE	2,337	2,590	2,741	3,115	3,110	(5)
0100-03-500-0611-	42500	DISABILITY INSURANCE	73	464	571	600	591	(9)
0100-03-500-0611-	42700	WORKER'S COMPENSATION	2,579	1,820	2,500	3,000	3,000	-
0100-03-500-0611-	43101	PROFESSIONAL SERVICES	16,301	13,564	10,702	10,000	10,000	-
0100-03-500-0611-	43160	ANIMAL DISPOSAL	718	-	-	-	-	-
0100-03-500-0611-	43320	MAINT SVC CONTRACT	955	3,050	955	955	955	-
0100-03-500-0611-	43310	REPAIRS AND MAINTENANCE	266	-	-	1,000	1,000	-
0100-03-500-0611-	43600	ADVERTISING	578	795	751	500	500	-
0100-03-500-0611-	44200	AUTOMOTIVE/MOTOR POOL	2,722	3,103	1,933	5,000	5,000	-
0100-03-500-0611-	45230	TELEPHONE	8,284	6,470	7,940	7,680	7,680	-
0100-03-500-0611-	45305	MOTOR VEHICLE INSURANCE	1,490	1,364	1,380	1,810	1,810	-
0100-03-500-0611-	45410	LEASE/RENT EQUIPMENT	-	863	1,381	1,470	1,470	-
0100-03-500-0611-	45540	CONVENTION & EDUCATION	1,438	525	2,317	2,500	2,500	-
0100-03-500-0611-	45810	DUES & MEMBERSHIPS	-	15	15	-	-	-
0100-03-500-0611-	45820	CLAIMS AND BOUNTIES	-	-	-	500	500	-
0100-03-500-0611-	46001	OFFICE SUPPLIES	991	1,418	1,890	1,500	2,500	1,000
0100-03-500-0611-	46002	FOOD SUPPLIES	4,812	3,977	1,108	3,000	2,000	(1,000)
0100-03-500-0611-	46005	JANITORIAL SUPPLIES	3,752	2,625	5,781	4,000	6,500	2,500
0100-03-500-0611-	46008	VEHICLE & EQUIP. FUEL	15,052	11,523	11,768	12,000	12,000	-
0100-03-500-0611-	46009	VEHICLE & EQUIP. SUPPLIES	1,887	125	-	1,500	1,500	-
0100-03-500-0611-	46010	POLICE SUPPLIES	587	1,467	538	1,000	1,000	-
0100-03-500-0611-	46011	UNIFORM/APPAREL	856	1,356	1,372	1,000	1,000	-
0100-03-500-0611-	46014	OTHER OPERATING SUPPLIES	1,443	-	-	-	-	-
0100-03-500-0611-	48107	INFO TECH EQUIPMENT	383	552	-	-	-	-
0100-03-500-0611-	48105	MOTOR VEHICLES	-	25,666	-	34,000	-	(34,000)
			395,477	440,739	431,949	480,463	442,716	(37,747)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Animal Control	Animal Control Supervisor	FT	1	1	0
Animal Control	Animal Control Officer	FT	3	3	0
Animal Control	Office Associate II	FT	1	1	0
Animal Control	Kennel Attendant - Full-Time	FT	1	1	0
Animal Control	Kennel Attendant - Part-Time	PT	0.5	0.5	0
			6.5	6.5	0

FY2018 Budget Notes: No significant budget changes are planned for Animal Services for FY2018.

Law Enforcement Grants

Grants/ Law Enforcement								
Location Code		0602						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-100-0602-	41709	HWY GRANT	11,029	15,563	17,269	-	-	-
0100-03-100-0602-	42100	FICA	832	704	721	-	-	-
0100-03-100-0602-	43894	DRUG ENFORCEMENT	1,014	-	1,753	-	-	-
0100-03-100-0602-	45540	CONVENTION/EDUCATION	-	434	-	-	-	-
0100-03-100-0602-	45790	FIRST RESPONDER FUNDS	-	3	132	-	-	-
0100-03-100-0602-	46008	VEHICLE & EQUIPMENT FUEL	-	-	-	-	-	-
0100-03-100-0602-	46010	GRANT SUPPLIES	-	-	3,750	-	-	-
0100-03-100-0602-	46013	EDUCAT.& RECREAT.SUPPLIES	(400)	(1,303)	(1,056)	-	-	-
0100-03-100-0602-	46014	OTHER OPERATING SUPPLIES	1,649	-	3,205	-	-	-
0100-03-100-0602-	46026	CHILD SAFETY SEAT PROGRAM	(25)	-	-	-	-	-
0100-03-100-0602-	46029	ANIMAL SHELTER-DONATION	23,764	14,214	1,980	-	-	-
0100-03-100-0602-	46076	BRICK PAVER PROJECT	-	-	1,200	-	-	-
0100-03-100-0602-	46077	GRANT - ASPCA	-	-	-	-	-	-
0100-03-100-0602-	46078	GRANT - BODY ARMOR	-	-	-	-	-	-
0100-03-100-0602-	48101	MACHINERY & EQUIPMENT	9,539	-	-	-	-	-
0100-03-100-0602-	48203	E-911 COMMUNICATIONS GRANT	258,756	37,838	-	-	-	-
0100-03-100-0602-	48109	MADDIE'S FUND	-	23,850	49,484	-	-	-
			306,159	91,303	78,438	-	-	-
		NOTHING INCLUDED IN ADOPTED BUDGET						
		BUDGETED AMOUNTS AMENDED AS RECEIVED						

Fire and EMS

Prince George County has sixteen full-time and twenty-eight part-time career firefighter/medics who take pride in helping others. There are five volunteer fire companies with six stations, one volunteer emergency crew and an administrative office. The men and women who make up the organization work hand-in-hand with each other and several other agencies to make Prince George a safe place to live, learn, work and raise a family.

Fire and EMS Location Code	0610								
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-03-200-0610-	41100	SALARIES & WAGES-REGULAR	528,132	594,414	670,247	943,236	989,306	46,070	
0100-03-200-0610-	41200	SALARIES & WAGES-OVERTIME	49,317	143,478	130,816	100,800	131,000	30,200	
0100-03-200-0610-	41300	PART-TIME SALARIES & WAGE	331,800	309,262	399,283	200,000	236,328	36,328	
0100-03-200-0610-	41400	CAREER DEVELOPMENT	-	-	-	-	10,000	10,000	
0100-03-200-0610-	42100	FICA	65,280	71,757	88,021	95,169	103,782	8,614	
0100-03-200-0610-	42210	RETIREMENT	80,479	92,628	105,276	136,581	144,699	8,119	
0100-03-200-0610-	42300	HOSPITAL/MEDICAL PLANS	60,417	89,449	122,996	170,986	167,666	(3,320)	
0100-03-200-0610-	42400	GROUP LIFE INSURANCE	5,910	7,008	7,964	12,356	13,091	735	
0100-03-200-0610-	42500	DISABILITY	-	-	-	-	-	-	
0100-03-200-0610-	42700	WORKER'S COMPENSATION	12,226	22,750	32,200	44,564	44,000	(564)	
0100-03-200-0610-	42701	LINE OF DUTY ACT	13,299	15,989	18,535	19,000	20,000	1,000	
0100-03-200-0610-	42825	HEALTH & ACCIDENT INSURAN	37,561	39,223	39,065	41,000	42,000	1,000	
0100-03-200-0610-	43101	PROFESSIONAL SERVICES	61,491	58,534	64,457	78,100	81,600	3,500	
0100-03-200-0610-	43110	PAYM.MEDICAL/DENTAL/HOSP	46,379	26,695	17,887	45,000	28,100	(16,900)	
0100-03-200-0610-	43310	REPAIRS AND MAINTENANCE	-	521	3,127	-	-	-	
0100-03-200-0610-	43320	MAINTENANCE SVS CONTRACTS	46,893	40,929	71,299	67,120	85,572	18,452	
0100-03-200-0610-	43500	PRINTING & BINDING	-	-	-	500	500	-	
0100-03-200-0610-	43600	ADVERTISING	529	-	-	600	600	-	
0100-03-200-0610-	43861	FORESTLAND PROTECTION	9,243	9,243	9,243	9,500	9,500	-	
0100-03-200-0610-	43991	BANK FEES	-	-	1,037	240	480	240	
0100-03-200-0610-	44200	AUTOMOTIVE/MOTOR POOL	50,494	34,243	39,541	55,000	55,000	-	
0100-03-200-0610-	45210	POSTAL SERVICE	1,461	2,248	2,805	2,700	2,700	-	
0100-03-200-0610-	45230	TELEPHONE	26,570	34,028	36,622	35,640	30,000	(5,640)	
0100-03-200-0610-	45232	INTERNET	-	-	123	-	-	-	
0100-03-200-0610-	45233	IT DATA LINES	-	-	-	-	-	-	
0100-03-200-0610-	45234	CABLE SERVICES	-	5,320	6,702	6,700	6,700	-	
0100-03-200-0610-	45305	MOTOR VEHICLE INSURANCE	44,882	45,808	49,368	55,000	55,000	-	
0100-03-200-0610-	45310	EMS LIABILITY	6,352	4,685	5,274	5,500	7,000	1,500	
0100-03-200-0610-	45410	LEASE/RENT EQUIPMENT	3,486	10,959	4,260	11,500	4,500	(7,000)	
0100-03-200-0610-	45540	CONVENTION & EDUCATION	2,396	1,922	4,289	6,559	6,559	-	
0100-03-200-0610-	45541	TRAINING	19,854	33,946	24,409	42,800	42,800	-	
0100-03-200-0610-	45542	FIRE EDUCATION PROGRAMS	3,852	3,677	4,012	8,000	8,000	-	
0100-03-200-0610-		COUNTY CONTRIBUTIONS	-	-	-	-	-	-	
0100-03-200-0610-	45642	"FOUR FOR LIFE"	12,583	-	-	-	-	-	
0100-03-200-0610-	45810	DUES AND MEMBERSHIPS	1,259	654	1,208	1,340	1,340	-	
0100-03-200-0610-	46000	STATION SUPPLIES	-	-	2,276	3,600	3,600	-	
0100-03-200-0610-	46001	OFFICE SUPPLIES	11,482	8,066	7,431	6,000	6,000	-	
0100-03-200-0610-	46002	FOOD SUPPLIES	5,208	5,487	8,517	3,000	3,000	-	
0100-03-200-0610-	46004	MEDICAL & LABORATORY SUPP	26,570	36,853	31,415	25,000	30,000	5,000	
0100-03-200-0610-	460041	FIRE EMS AMBULANCE SUPPLIES	-	-	-	-	9,050	9,050	
0100-03-200-0610-	46007	REPAIRS AND MAINTENANCE SUPPLIES	3,954	3,841	1,081	7,500	7,500	-	
0100-03-200-0610-	46008	VEHICLE & EQUIP. FUEL	83,795	76,178	54,150	80,000	80,000	-	
0100-03-200-0610-	46009	VEHICLE & EQUIP. SUPPLIES	83,590	113,897	99,072	72,500	72,500	-	
0100-03-200-0610-	46011	UNIFORM/APPAREL	101,748	78,325	45,180	99,050	84,050	(15,000)	
0100-03-200-0610-	46012	BOOKS & SUBSCRIPTIONS	-	-	230	1,650	1,650	-	
0100-03-200-0610-	46013	EDUCAT.& RECREAT.SUPPLIES	12,295	10,769	10,105	15,000	10,000	(5,000)	
0100-03-200-0610-	46014	OTHER OPERATING SUPPLIES	10,094	(259)	5,392	3,600	3,600	-	
0100-03-200-0610-	46024	DATA PROCESSING SUPPLIES	11,341	1,501	-	-	-	-	
0100-03-200-0610-	46036	COMMUNICATION EQUIPMENT	13,129	28,113	14,250	9,000	9,900	900	
0100-03-200-0610-	46065	CTR TEAM EXPENSES	1,472	1,029	1,928	4,550	4,550	-	
0100-03-200-0610-	46066	TURNOUT GEAR	-	-	-	-	18,205	18,205	
0100-03-200-0610-	46101	HAZ MAT RESPONSE TEAM	(2,593)	7,941	361	2,000	2,000	-	
0100-03-200-0610-	48102	FURNITURE & FIXTURES	-	3,315	590	1,200	1,200	-	
0100-03-200-0610-	48107	INFO TECH EQUIPMENT	1,020	634	2,815	-	13,117	13,117	
0100-03-200-0610-	48121	FIRE & RESCUE EQUIPMENT >\$1,000	469	1,926	3,470	20,275	29,000	8,725	
0100-03-200-0610-	48247	RSAF GRANT	217,415	-	-	-	-	-	
0100-03-200-0610-	48248	FIRE PROGRAM FUNDS	63,055	-	-	-	-	-	
			2,166,188	2,076,985	2,248,326	2,549,415	2,716,746	167,330	

Fire and EMS (Continued)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Fire & EMS	Director of Fire & EMS	FT	1	1	0
Fire & EMS	Captain	FT	3	3	0
Fire & EMS	Lieutenant	FT	6	6	0
Fire & EMS	EMT/Paramedic/Firefighter	FT	3	3	0
Fire & EMS	EMT/Intermediate/Firefighter	FT	4	4	0
Fire & EMS	Fire/EMS Business Manager	FT	1	1	0
Fire & EMS	Office Associate II	FT	1	1	0
			19	19	0

FY2018 Budget Notes: For FY2018 adjustments were made to more accurately reflect previous year actual and current anticipated spending, and to reflect needs for the upcoming year in overtime and in part-time wages. Additionally, a new Career Development program was approved for Fire/EMS staff (Year 1) similar to the program approved for the Police Department in FY2017. A new budget code was established for turnout gear to better track spending (separated from Uniforms/Apparel).

Prince George Fire Department

Fire Company #1 - Prince George								
Location Code		0604						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-200-0604-	43101	PROFESSIONAL SERVICES	-	-	1,491	3,500	3,500	-
0100-03-200-0604-	45231	DATA LINES	-	-	-	-	300	300
0100-03-200-0604-	45410	LEASE/RENT EQUIPMENT	900	966	225	300	960	660
0100-03-200-0604-	45541	TRAINING	606	1,825	6,807	7,000	7,000	-
0100-03-200-0604-	46000	STATION SUPPLIES	-	-	2,717	5,000	5,000	-
0100-03-200-0604-	46001	OFFICE SUPPLIES	483	368	1,599	1,000	1,000	-
0100-03-200-0604-	46002	FOOD SUPPLIES	828	426	1,541	1,000	2,500	1,500
0100-03-200-0604-	46007	REPAIR & MAINT SUPP	-	-	1,601	-	-	-
0100-03-200-0604-	46008	VEH & EQUIP. FUEL	-	-	82	-	-	-
0100-03-200-0604-	46009	VEH & EQUIP. SUPPLIES	-	-	7,183	-	2,500	2,500
0100-03-200-0604-	46011	UNIFORM/APPAREL	18,502	21,055	6,991	15,250	480	(14,770)
0100-03-200-0604-	46014	OTHER OPERATING SUPPLIES	4,085	3,261	-	-	840	840
0100-03-200-0604-	46036	COMMUNICATION EQUIPMENT	-	-	1,197	1,000	2,490	1,490
0100-03-200-0604-	46066	TURNOUT GEAR	-	-	-	-	13,811	13,811
0100-03-200-0604-	48102	FURNITURE & FIXTURES	-	10,481	3,658	2,000	4,000	2,000
0100-03-200-0604-	48107	INFO TECH EQUIPMENT	-	2,267	-	2,600	865	(1,735)
0100-03-200-0604-	48121	FIRE & RESCUE EQUIPMENT >\$1,0	7,596	7,551	14,064	17,000	10,779	(6,221)
0100-03-200-0604-	48201	MACHINERY & EQUIPMENT	-	4,244	-	-	-	-
0100-03-200-0604-	48221	FIRE & RESCUE EQUIPMENT <\$1,0	5,637	11,069	-	-	-	-
0100-03-200-0604-	48248	FIRE PROGRAM FUNDS	15,283	5,866	26,165	-	-	-
			53,922	69,378	75,322	55,650	56,025	375

Disputanta Fire Department

Fire Company #2- Disputanta								
Location Code		0605						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-200-0605-	43101	PROFESSIONAL SERVICES	-	-	1,427	2,300	2,300	-
0100-03-200-0605-	43320	MAINTENANCE SVC CONTRACTS	-	-	1,760	1,500	1,500	-
0100-03-200-0605-	45230	TELEPHONE	-	-	-	-	-	-
0100-03-200-0605-	45231	DATA LINES	-	-	-	-	960	960
0100-03-200-0605-	45541	TRAINING	5,668	1,854	5,952	7,000	7,000	-
0100-03-200-0605-	46000	STATION SUPPLIES	-	-	210	700	600	(100)
0100-03-200-0605-	46001	OFFICE SUPPLIES	-	-	-	125	125	-
0100-03-200-0605-	46002	FOOD SUPPLIES	1,067	-	791	500	500	-
0100-03-200-0605-	46007	REPAIR & MAINT SUPP	-	-	1,622	-	-	-
0100-03-200-0605-	46009	VEH & EQUIP SUPPLIES	-	-	4,013	-	-	-
0100-03-200-0605-	46011	UNIFORM/APPAREL	7,808	80	1,475	13,000	100	(12,900)
0100-03-200-0605-	46014	OTHER OPERATING SUPPLIES	1,994	3,436	-	-	100	100
0100-03-200-0605-	46036	COMMUNICATION EQUIPMENT	-	-	1,974	-	-	-
0100-03-200-0605-	46066	TURNOUT GEAR	-	-	-	-	14,450	14,450
0100-03-200-0605-	48102	FURNITURE & FIXTURES	6,000	9,234	-	3,650	940	(2,710)
0100-03-200-0605-	48107	INFO TECH	-	-	2,070	1,820	1,000	(820)
0100-03-200-0605-	48121	FIRE & RESCUE EQUIPMENT >\$1,0	16,898	2,836	11,983	10,000	12,300	2,300
0100-03-200-0605-	48221	FIRE & RESCUE EQUIPMENT <\$1,0	-	5,558	11,532	-	-	-
0100-03-200-0605-	48248	FIRE PROGRAM FUNDS	14,902	24,106	13,495	-	-	-
			54,336	47,104	58,304	40,595	41,875	1,280

Carson Fire Department

Fire Company #3- Carson								
Location Code		0606						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-200-0606-	43101	PROFESSIONAL SERVICES	-	-	2,538	3,173	3,173	-
0100-03-200-0606-	45230	TELEPHONE	-	-	-	-	-	-
0100-03-200-0606-	45231	DATA LINES	-	-	-	-	960	960
0100-03-200-0606-	45410	LEASE/RENT EQUIPMENT	20,516	350	700	700	800	100
0100-03-200-0606-	45541	TRAINING	7,507	7,919	5,948	7,000	7,000	-
0100-03-200-0606-	46000	STATION SUPPLIES	-	-	2,545	700	1,000	300
0100-03-200-0606-	46001	OFFICE SUPPLIES	191	2,265	307	500	700	200
0100-03-200-0606-	46002	FOOD SUPPLIES	3,087	3,332	4,942	1,000	1,000	-
0100-03-200-0606-	46007	REPAIR & MAINTEN SUPP	-	-	361	-	-	-
0100-03-200-0606-	46009	VEHICLE EQUIP & SUPPLIES	-	-	8	-	-	-
0100-03-200-0606-	46011	UNIFORM/APPAREL	13,844	6,617	2,689	22,200	-	(22,200)
0100-03-200-0606-	46013	EDUCATION & REC SUPPLIES	300	-	115	-	-	-
0100-03-200-0606-	46014	OTHER OPERATING SUPPLIES	2,174	3,118	495	-	-	-
0100-03-200-0606-	46035	NON-CAPITAL FIRE & RESCUE EQUIPMENT	11,510	7,166	13,061	13,500	-	(13,500)
0100-03-200-0606-	46036	COMMUNICATION EQUIPMENT	-	-	1,173	4,000	3,750	(250)
0100-03-200-0606-	46066	TURNOUT GEAR	-	-	-	-	9,193	9,193
0100-03-200-0606-	48102	FURNITURE & FIXTURES	7,859	5,900	16,398	1,500	1,500	-
0100-03-200-0606-	48107	INFO TECH EQUIPMENT	-	-	1,726	480	-	(480)
0100-03-200-0606-	48121	FIRE & RESCUE EQUIPMENT >\$1,000	663	8,865	11,325	15,000	41,500	26,500
0100-03-200-0606-	48221	FIRE & RESCUE EQUIPMENT <\$1,000	23,727	12,980	-	-	-	-
0100-03-200-0606-	48248	FIRE PROGRAM FUNDS	26,281	27,161	16,786	-	-	-
			117,658	85,672	81,117	69,753	70,576	823

Burrowsville Fire Department

Fire Company #4- Burrowsville								
Location Code		0607						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-200-0607-	43101	PROFESSIONAL SERVICES	-	-	1,481	1,500	1,600	100
0100-03-200-0607-	45231	DATA LINES	-	-	-	-	960	960
0100-03-200-0607-	45410	LEASE/RENT EQUIPMENT	-	-	-	1,800	500	(1,300)
0100-03-200-0607-	45541	TRAINING	5,496	766	960	7,000	7,000	-
0100-03-200-0607-	45230	TELEPHONE	(123)	-	-	-	-	-
0100-03-200-0607-	46000	STATION SUPPLIES	-	-	-	500	500	-
0100-03-200-0607-	46001	OFFICE SUPPLIES	329	153	41	500	500	-
0100-03-200-0607-	46002	FOOD SUPPLIES	1,038	1,281	318	1,000	1,000	-
0100-03-200-0607-	46007	REPAIRS & MAINTENANCE	-	-	-	-	-	-
0100-03-200-0607-	46009	VEHICLE & EQUIP SUPPLIES	-	-	281	-	-	-
0100-03-200-0607-	46011	UNIFORM/APPAREL	6,255	12,844	2,267	8,800	-	(8,800)
0100-03-200-0607-	46014	OTHER OPERATING SUPPLIES	4,082	521	185	-	-	-
0100-03-200-0607-	46035	REPLACE FIRE & RESCUE EQUIPMENT	2,637	185	-	-	-	-
0100-03-200-0607-	46036	COMMUNICATIONS EQUIPMENT	-	-	1,250	2,500	2,075	(425)
0100-03-200-0607-	46066	TURNOUT GEAR	-	-	-	-	9,608	9,608
0100-03-200-0607-	48102	FURNITURE & FIXTURES	-	-	10,978	4,000	4,000	-
0100-03-200-0607-	48107	INFO TECH EQUIPMENT	-	-	598	1,080	-	(1,080)
0100-03-200-0607-	48121	FIRE & RESCUE EQUIPMENT >\$1,000	11,107	4,612	4,970	11,000	13,080	2,080
0100-03-200-0607-	48221	FIRE & RESCUE EQUIPMENT <\$1,000	3,115	5,418	4,960	-	-	-
0100-03-200-0607-	48248	FIRE PROGRAM FUNDS	-	662	44,670	-	-	-
			33,937	26,442	72,959	39,680	40,823	1,143

Jefferson Park Fire Department

Fire Company #5- Jefferson Park								
Location Code		0608						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-200-0608-	43101	PROFESSIONAL SERVICES	-	-	1,161	1,800	1,800	-
0100-03-200-0608-	45231	DATA LINES	-	-	-	-	960	960
0100-03-200-0608-	45410	LEASE/RENT EQUIPMENT	510	619	515	525	650	125
0100-03-200-0608-	45541	TRAINING	7,401	2,898	7,487	7,000	7,000	-
0100-03-200-0608-	46000	STATION SUPPLIES	-	-	2,013	1,000	1,200	200
0100-03-200-0608-	46001	OFFICE SUPPLIES	891	1,903	1,345	1,000	1,000	-
0100-03-200-0608-	46002	FOOD SUPPLIES	559	755	1,341	1,000	1,000	-
0100-03-200-0608-	46007	REPAIRS & MAINT SUPP	-	-	370	-	-	-
0100-03-200-0608-	46008	VEHICLE & EQUIP FUEL	-	-	58	-	-	-
0100-03-200-0608-	46009	VEH EQUIPMENT SUPPLIES	-	-	3,187	-	-	-
0100-03-200-0608-	46011	UNIFORM/APPAREL	11,250	11,347	3,970	18,700	-	(18,700)
0100-03-200-0608-	46014	OTHER OPERATING SUPPLIES	4,117	2,169	-	-	585	585
0100-03-200-0608-	46036	COMMUNICATIONS EQUIP	-	-	3,746	9,000	-	(9,000)
0100-03-200-0608-	46066	TURNOUT GEAR	-	-	-	-	23,500	23,500
0100-03-200-0608-	48102	FURNITURE & FIXTURES	1,351	7,337	2,882	3,000	1,200	(1,800)
0100-03-200-0608-	48107	INFO TECH	-	-	-	440	1,730	1,290
0100-03-200-0608-	48121	FIRE & RESCUE EQUIPMENT >\$1,000	4,709	3,269	7,616	10,000	13,800	3,800
0100-03-200-0608-	48221	FIRE & RESCUE EQUIPMENT <\$1,000	1,600	6,565	-	-	-	-
0100-03-200-0608-	48248	FIRE PROGRAM FUNDS	5,457	34,069	11,907	-	-	-
			37,844	70,930	47,598	53,465	54,425	960

Prince George Emergency Crew

Prince George Emergency Crew								
Location Code		0609						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-200-0609-	45230	TELEPHONE	149	-	-	200	-	(200)
0100-03-200-0609-	45541	TRAINING	6,537	5,854	5,641	7,000	7,000	-
0100-03-200-0609-	46000	STATION SUPPLIES	-	-	539	500	500	-
0100-03-200-0609-	46001	OFFICE SUPPLIES	1,441	1,570	831	1,500	1,500	-
0100-03-200-0609-	46002	FOOD SUPPLIES	-	457	255	500	500	-
0100-03-200-0609-	46004	MEDICAL & LAB SUPPLIES	-	-	4,845	1,000	-	(1,000)
0100-03-200-0609-	46007	REPAIR & MAINTENANCE SUPPLIES	-	-	-	-	-	-
0100-03-200-0609-	46009	VEHICLE EQUIP & SUPPLIES	-	-	104	-	-	-
0100-03-200-0609-	46011	UNIFORM & APPAREL	653	1,200	988	-	1,000	1,000
0100-03-200-0609-	46014	OTHER OPERATING SUPPLIES	1,157	1,102	-	-	-	-
0100-03-200-0609-	46066	TURNOUT GEAR	-	-	-	-	-	-
0100-03-200-0609-	48102	FURNITURE & FIXTURES	-	2,978	-	-	500	500
0100-03-200-0609-	48121	FIRE & RESCUE EQUIPMENT >\$1,000	1,610	-	3,805	-	-	-
0100-03-200-0609-	48221	FIRE & RESCUE EQUIPMENT <\$1,000	-	10,891	-	-	-	-
0100-03-200-0609-	48105	NEW MOTOR VEHICLES	2,999	-	-	-	-	-
0100-03-200-0609-	43610	RECRUITMENT AND RETENTION	154	-	-	-	-	-
			14,701	24,052	17,008	10,700	11,000	300

SAFER Grant (Expired)

SAFER GRANT								
Location Code		0613						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-200-0613-	41100	SALARIES & WAGES-REGULAR	41,773	263,928	184,597	-	-	-
0100-03-200-0613-	41200	OVERTIME WAGES		2,620	38,912	-	-	-
0100-03-200-0613-	42100	FICA	3,145	24,285	16,551	-	-	-
0100-03-200-0613-	42210	RETIREMENT	6,440	41,511	28,805	-	-	-
0100-03-200-0613-	42300	HOSPITAL/MEDICAL PLANS	3,657	21,839	21,950	-	-	-
0100-03-200-0613-	42400	GROUP LIFE INSURANCE	475	3,141	2,179	-	-	-
0100-03-200-0613-	42700	WORKER'S COMPENSATION	-	1,750	9,000	-	-	-
			55,490	359,074	301,994	-	-	-
						EXPENDITURES MOVED TO DEPT 0610 IN ADOPTED BUDGET; GRANT EXPIRED		

Other Fire/EMS Grants

FIRE & EMS GRANTS								
Location Code		0614						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-500-0614-	48249	RSAF ZOLL MONITOR	-	65,028	61,131	-	-	-
0100-03-500-0614-	45642	"4 FOR LIFE"	-	57,969	13,832	-	-	-
0100-03-500-0614-	45643	HMLD SECURITY	-	8,434	-	-	-	-
0100-03-500-0614-	46025	DONATIONS	-	87	-	-	-	-
0100-03-500-0614-	46038	LEPC DONATIONS	-	(248)	169	-	-	-
0100-03-500-0614-	46040	JOHN RANDOLPH	-	33,579	-	-	-	-
0100-03-500-0614-	46080	HOMETOWN HEROES DAY			11,673	-	-	-
0100-03-500-0614-	46081	PG FIRE MUSEUM FUND			1,212	-	-	-
0100-03-500-0614-	46082	GUNS & HOSES			-	-	-	-
0100-03-500-0614-	48247	RSAF GRANT	-	941	288	-	-	-
0100-03-500-0614-	48248	FIRE EMS FIRE PROGRAM FUNDS	-	-	26,025	-	-	-
0100-03-500-0614-	48250	RSAF POWER PHONE	-	-	-	-	-	-
			-	165,792	114,330	-	-	-
NO AMOUNTS INCLUDED IN ADOPTED BUDGET								
AMOUNTS BUDGETED AS AWARDED / AMENDED								

Emergency Management

The Fire, EMS and Emergency Management Departments strive to be the foremost in public safety and to provide quality services through the dedication of our people. Department values include honor, respect, accountability, integrity, trust, compassion and quality customer service.

Emergency Management								
Location Code		0612						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-03-500-0612-	41100	FULL-TIME SALARIES & WAGES	48,978	-	-	-	-	-
0100-03-500-0612-	41300	PART-TIME SALARIES & WAGES	-	42,350	49,958	25,000	47,813	22,813
0100-03-500-0612-	42100	FICA	3,751	3,242	3,830	1,913	3,658	1,745
0100-03-500-0612-	42300	HOSPITAL/MEDICAL PLANS	-	-	-	-	-	-
0100-03-500-0612-	42400	GROUP LIFE INSURANCE	-	-	-	-	-	-
0100-03-500-0612-	42700	WORKER'S COMPENSATION	253	177	200	253	253	-
0100-03-500-0612-	43101	PROFESSIONAL SERVICES	(178)	-	-	231	-	(231)
0100-03-500-0612-	43320	MAINTENANCE SVC CONTRACTS	-	-	1,571	-	-	-
0100-03-500-0612-	45230	TELEPHONE	2,408	3,970	4,815	3,000	5,000	2,000
0100-03-500-0612-	45234	CABLE SERVICES	-	428	1	-	-	-
0100-03-500-0612-	45410	LEASE/RENT OF EQUIPMENT	193	200	140	200	200	-
0100-03-500-0612-	45540	CONVENTION & EDUCATION	-	-	343	-	300	300
0100-03-500-0612-	45541	TRAINING	364	-	363	-	400	400
0100-03-500-0612-	45810	DUES AND MEMBERSHIPS	-	-	150	-	-	-
0100-03-500-0612-	46001	OFFICE SUPPLIES	745	88	23	-	-	-
0100-03-500-0612-	46002	FOOD SUPPLIES	420	297	273	-	-	-
0100-03-500-0612-	46011	UNIFORM/APPAREL	130	120	-	-	-	-
0100-03-500-0612-	46014	OTHER OPERATING SUPPLIES	-	9,279	-	-	-	-
0100-03-500-0612-	46036	COMMUNICATION EQUIPMENT	15,026	8,813	896	4,200	-	(4,200)
0100-03-500-0612-	48102	FURNITURE & FIXTURES	4,798	107	-	-	-	-
0100-03-500-0612-	48103	EQUIPMENT REPLACEMENT	-	-	-	-	-	-
			76,887	69,072	62,564	34,797	57,623	22,827

FY2018 Budget Notes: For FY2018 the full projected salary of the Part-Time EMS Director was included in the adopted budget. The projected Emergency Services EMPG grant of \$25,231 is also included as revenue in the adopted budget, and offsets approximately one-half of the salary and Social Security and Medicare tax.

SOCIAL SERVICES

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Social Services							
0701	Welfare Administration	1,703,416	1,734,104	1,824,352	1,934,811	1,981,766	46,955
0702	Public Assistance (incl. SLH)	331,036	434,346	454,700	552,328	603,871	51,543
0703	CSA/At Risk Youth	1,921	7,855	8,853	15,000	15,000	-
0704	CSA State	1,258,118	1,260,786	1,388,137	1,220,000	1,260,000	40,000
0706	Tax Relief for the Elderly	180,648	209,699	214,184	250,000	250,000	-
	Total Social Services	3,475,139	3,646,790	3,890,226	3,972,139	4,110,637	138,498

The Social Services Department provides the following services:

- Provides Intake Services to identify specific needs for individuals
- Provides Adult Services, available to impaired adults age 18 and older, as well as for victims of spousal abuse
- Provides Prevention and Support Services available for families with children under age 18
- Adult Protective Services are provided to adults who are in danger of abuse, neglect or exploitation
- Child Protective Services provided on behalf of children to protect them from abuse or neglect
- Provides Foster Care and Adoption Services
- Provides Employment Services for program participants ("VIEW")
- Provides short-term Emergency Assistance
- Medicaid Health Check-up Program
- Refugee Programs
- Provides Family Service and Family Planning Programs
- Administrator of the local Supplemental Nutrition Assistance Program (SNAP)
- Provides Temporary Assistance for Needy Families (TANF)
- Energy Assistance Program
- Provides Child Support Enforcement Referral
- Provides tax relief for the elderly and disabled

FY2018 Budget Notes: For FY2018 an additional full-time Case Manager was approved. The Department of Social Services will also upgrade Laserfiche to improve record storage at a cost of \$48,342. No vehicle will be replaced for FY2018.

Welfare Administration

Social Services									
Location Code			0701						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-05-113-0701-	41100	SALARIES & WAGES-REGULAR	1,145,950	1,137,342	1,190,259	1,220,668	1,267,606	46,939	
0100-05-113-0701-	41200	SALARIES & WAGES-OVERTIME	409	9,687	7,920	92,091	40,000	(52,091)	
0100-05-113-0701-	41300	PART-TIME SALARIES & WAGE	36,563	38,588	44,281	50,000	53,363	3,363	
0100-05-113-0701-	41301	COMP. COMMISSION MEMBERS	1,400	1,400	1,400	1,500	1,500	-	
0100-05-113-0701-	42100	FICA	86,604	87,131	91,654	104,366	104,229	(137)	
0100-05-113-0701-	42210	RETIREMENT	179,190	174,143	182,430	176,753	183,549	6,797	
0100-05-113-0701-	42300	HOSPITAL/MEDICAL PLANS	114,125	143,177	167,742	168,567	183,449	14,883	
0100-05-113-0701-	42400	GROUP LIFE INSURANCE	13,203	13,174	13,801	15,991	16,606	615	
0100-05-113-0701-	42500	DISABILITY INSURANCE	-	394	186	300	505	205	
0100-05-113-0701-	42700	WORKER'S COMPENSATION	5,595	3,920	2,800	3,500	3,500	-	
0100-05-113-0701-	43101	PROFESSIONAL SERVICES	47,930	41,152	42,689	15,000	10,000	(5,000)	
0100-05-113-0701-	43310	REPAIRS AND MAINTENANCE	-	(290)	-	-	1,500	1,500	
0100-05-113-0701-	43320	MAINTENANCE SVS CONTRACTS	1,268	2,697	1,044	2,000	2,000	-	
0100-05-113-0701-	43500	PRINTING & BINDING	175	571	166	500	500	-	
0100-05-113-0701-	43600	ADVERTISING	-	-	-	300	-	(300)	
0100-05-113-0701-	44200	AUTOMOTIVE/MOTOR POOL	3,280	1,261	1,529	3,200	3,000	(200)	
0100-05-113-0701-	45210	POSTAL SERVICE	7,263	6,954	6,256	7,250	7,250	-	
0100-05-113-0701-	45230	TELEPHONE	9,246	11,221	11,335	9,980	9,980	-	
0100-05-113-0701-	45234	CABLE SERVICES	-	22	-	111	150	39	
0100-05-113-0701-	45305	MOTOR VEHICLE INSURANCE	1,315	1,579	1,756	1,800	1,800	-	
0100-05-113-0701-	45307	PUBLIC OFFICIAL LIAB.INS	-	1,911	1,911	1,911	1,911	-	
0100-05-113-0701-	45410	LEASE/RENT EQUIPMENT	4,068	8,053	7,368	8,500	8,500	-	
0100-05-113-0701-	45510	MILEAGE	-	-	-	-	-	-	
0100-05-113-0701-	45530	SUBSISTENCE & LODGING	-	-	-	-	-	-	
0100-05-113-0701-	45540	CONVENTION & EDUCATION	1,157	2,211	2,649	1,600	2,500	900	
0100-05-113-0701-	45600	COUNTY CONTRIBUTIONS	2,500	2,500	4,500	4,500	4,500	-	
0100-05-113-0701-	45810	DUES AND MEMBERSHIPS	645	805	740	725	825	100	
0100-05-113-0701-	46001	OFFICE SUPPLIES	15,405	16,076	15,900	18,500	18,500	-	
0100-05-113-0701-	46002	FOOD SUPPLIES	1,301	905	352	500	500	-	
0100-05-113-0701-	46008	VEHICLE & EQUIP. FUEL	4,584	3,276	3,428	4,200	4,200	-	
0100-05-113-0701-	46009	VEHICLE & EQUIP. SUPPLIES	115	1,179	155	-	-	-	
0100-05-113-0701-	46024	DATA PROCESSING SUPPLIES	687	-	-	-	-	-	
0100-05-113-0701-	48102	FURNITURE & FIXTURES	1,717	1,588	260	500	1,500	1,000	
0100-05-113-0701-	48105	MOTOR VEHICLES	17,721	21,479	19,845	20,000	-	(20,000)	
0100-05-113-0701-	48107	INFO TECH EQUIPMENT	-	-	-	-	48,342	48,342	
			1,703,416	1,734,104	1,824,352	1,934,811	1,981,766	46,955	

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Social Services	Director of Social Services	FT	1	1	0
Social Services	Case Manager Supervisor	FT	1	1	0
Social Services	Senior Case Manager	FT	1	1	0
Social Services	Case Manager - Full-Time	FT	7	8	1
Social Services	Case Manager - Part-Time	PT	0.5	0.5	0
Social Services	Eligibility Supervisor	FT	1	1	0
Social Services	Eligibility Worker	FT	6	6	0
Social Services	Administrative Manager	FT	1	1	0
Social Services	Administrative Associate	FT	1	1	0
Social Services	Office Associate II	FT	4	4	0
			23.5	24.5	1

Public Assistance

Public Assistance								
Location Code		0702						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-05-113-0702-	42100	FICA	1,154	1,166	824	1,350	1,350	-
0100-05-113-0702-	43142	REUNIFICATION (PSSF) 866	8,529	8,465	11,422	16,560	16,560	-
0100-05-113-0702-	45704	AUXILIARY GRANTS- 804	46,253	25,899	45,268	50,719	50,800	81
0100-05-113-0702-	45705	AID TO DEPENDENT CHILDREN 848	-	-	-	1,000	1,000	-
0100-05-113-0702-	45706	ADC/FOSTER CARE 811	69,256	104,597	104,831	122,934	163,278	40,344
0100-05-113-0702-	45707	EMERGENCY ASSISTANCE 810	-	-	-	500	500	-
0100-05-113-0702-	45713	ADULT SERVICES 833	15,085	15,234	10,775	17,000	14,500	(2,500)
0100-05-113-0702-	45714	VIEW PURCHASED SERV. 872	4,397	14,105	12,899	34,396	37,836	3,440
0100-05-113-0702-	45716	PURCHASED SERVICE-JOBS	3,480	30	541	-	-	-
0100-05-113-0702-	45718	SUBSIDIZED ADOPTIONS 812	121,635	162,037	180,041	171,079	171,079	-
0100-05-113-0702-	45719	RESPIRE CARE - 864	355	705	520	2,568	2,100	(468)
0100-05-113-0702-	45720	INDEPENDENT LIVING 861	-	-	15	1,500	1,304	(196)
0100-05-113-0702-	45721	INDEPENDENT LIVING- POS 862	555	933	915	1,000	960	(40)
0100-05-113-0702-	45723	FAMILY PRESERVATION SSBG 829	686	1,764	517	2,900	7,482	4,582
0100-05-113-0702-	45729	FOSTERING FUTURES 814	-	-	-	-	6,300	6,300
0100-05-113-0702-	45740	CDC QUALITY INIT GRANT 890	7,425	7,425	7,425	7,425	7,425	-
0100-05-113-0702-	45725	ADULT PROTECTIVE SERVICES 895	1,154	2,598	4,422	6,397	6,397	-
0100-05-113-0702-	45726	CRISIS STABILIZATION	12,178	9,506	1,139	-	-	-
0100-05-113-0702-	45728	SPECIAL NEEDS ADOPTION 817	23,020	79,884	73,146	115,000	115,000	-
0100-05-113-0702-	45733	IV-E NP CHILD PLACING AGN	175	-	-	-	-	-
0100-05-113-0702-	45734	IV-E CHILD RESIDENTIAL	15,700	-	-	-	-	-
			331,036	434,346	454,700	552,328	603,871	51,543

Comprehensive Services Act

Administration:

CSA/At Risk Youth								
Location Code		0703						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-05-113-0703-	41100	SALARIES & WAGES-REGULAR	-	-	4,315	9,000	9,000	-
0100-05-113-0703-	42100	FICA	-	-	330	-	-	-
0100-05-113-0703-	42400	GROUP LIFE INSURANCE	-	-	-	-	-	-
0100-05-113-0703-	42700	WORKER'S COMPENSATION	-	-	-	-	-	-
0100-05-113-0703-	43101	PROFESSIONAL SERVICES	300	4,263	224	1,000	1,000	-
0100-05-113-0703-	45210	POSTAL SERVICE	147	93	204	100	100	-
0100-05-113-0703-	45540	CONVENTION & EDUCATION	1,102	1,466	2,712	3,000	3,000	-
0100-05-113-0703-	46024	DATA PROCESSING SUPPLIES	-	-	308	1,000	1,000	-
0100-05-113-0703-	46001	OFFICE SUPPLIES	372	1,034	760	900	900	-
0100-05-113-0703-	48107	INFO TECH EQ	-	1,000	-	-	-	-
			1,921	7,855	8,853	15,000	15,000	-

State Programs:

CSA State									
Location Code	0704								
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-05-113-0704-	45741	THERAPEUTIC FOSTER CARE	-	-	6,244	-	12,000	12,000	
0100-05-113-0704-	45742	THERAPEUTIC FOSTER CARE	138,705	188,745	151,200	144,500	136,500	(8,000)	
0100-05-113-0704-	45743	STATE TFC PAR AGRMT NCFC	-	-	-	-	-	-	
0100-05-113-0704-	45745	SPECIALIZED FOSTER CARE	2,610	-	-	-	-	-	
0100-05-113-0704-	45746	FC IV-E COMM BASED	2,615	1,628	2,910	500	500	-	
0100-05-113-0704-	45747	FSTR CARE MAINT ONLY	23,536	24,457	16,176	10,000	6,000	(4,000)	
0100-05-113-0704-	45748	FC MAINT & OTHER	44,157	7,800	22,368	25,000	25,000	-	
0100-05-113-0704-	45749	PREV COM BASED SVC	1,191	17,088	9,664	10,000	10,000	-	
0100-05-113-0704-	45754	SPD PRIV DAY FACILITY	987,680	962,181	1,126,063	1,000,000	1,035,000	35,000	
0100-05-113-0704-	45755	SPD WRAP AROUND	4,320	-	-	-	5,000	5,000	
0100-05-113-0704-	45781	FC IV-E CONG CARE	768	-	1,996	-	-	-	
0100-05-113-0704-	45782	FC CONG RES NON IV-E	49,056	56,997	51,516	30,000	30,000	-	
0100-05-113-0704-	45785	SPED CONG CARE ED SRVC	3,480	1,890	-	-	-	-	
			1,258,118	1,260,786	1,388,137	1,220,000	1,260,000	40,000	

NOTES: CSA amount is being increased to more accurately reflect level of services provided over the past two fiscal years.

Tax Relief for the Elderly/Disabled

Tax Relief for Elderly/ Disabled								
Location Code	0706							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-05-113-0706-	45732	TAX RELIEF ELDERLY/DISAB	180,648	209,699	214,184	250,000	250,000	-
			180,648	209,699	214,184	250,000	250,000	-

NON-DEPARTMENTAL

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Other							
0901	Registrar	212,522	234,871	281,578	260,706	270,977	10,271
0902	Circuit Court	121,276	119,143	154,652	145,139	126,591	(18,549)
0903	General District Court	46,719	44,005	35,976	35,280	48,360	13,080
0904	Magistrate	65	-	273	475	475	-
0905	Law Library	8,475	8,958	11,655	-	-	-
0906	Victim Witness	33,693	62,668	69,572	64,767	113,998	49,231
0907	Board and Care of Prisoners	2,434,692	2,155,973	1,651,900	1,750,704	1,476,332	(274,372)
0908	Court Services	16,893	835	897	1,100	2,100	1,000
0909	Juvenile Services VJCCCA	73,537	74,231	74,999	73,333	73,441	109
0910	Local Health Department	222,377	222,377	222,377	222,377	222,377	-
0911	Dist.19 MHMR Services Board	96,018	99,305	99,305	99,305	107,342	8,037
0912	Contribution to Colleges	-	2,000	-	12,000	14,494	2,494
0913	Regional Library	543,713	560,020	568,423	579,792	592,224	12,432
0914	Soil & Water Conservation	14,250	14,250	14,250	14,250	18,000	3,750
0915	Resource Cons. & Develop. Council	2,850	2,850	3,000	3,000	3,000	-
0916	Cooperative Extension Office	51,713	57,466	61,679	78,226	79,880	1,654
0917	Other Functions	91,782	134,289	125,697	296,024	261,024	(35,000)
0918	Farmer's Market	467	1,674	4,173	500	10,959	10,459
	Total Other	3,971,042	3,794,915	3,380,406	3,636,978	3,421,574	(215,404)

Registrar

The Registrar’s Office’s primary duties are to maintain the voter registration records of the County. This includes processing new voter registration applications, address changes, deaths and felony convictions. The Office also provides voter information, election statistics and precinct locations and changes to the public. During local elections the office processes candidates and maintains candidate files. The Office also works at the discretion of the Electoral Board and is instrumental in planning and conducting elections.

The three-member Electoral board is responsible for planning and conducting elections in the County. They are appointed by the Circuit Judges and two members are required to represent the political party of the Governor currently serving. The Electoral Board appoints the General Registrar and Officers of Election and handles legal matters concerning elections or precincts. The Office also oversees the operation of the Registrar’s Office and delegates duties to the Registrar when necessary.

Registrar									
Location Code		0901							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-01-003-0901-	41100	SALARIES & WAGES-REGULAR	108,506	108,164	110,527	113,302	113,330	27	
0100-01-003-0901-	41200	SALARIES & WAGES-OVERTIME	2,756	4,567	6,696	3,000	5,500	2,500	
0100-01-003-0901-	41300	PART-TIME SALARIES & WAGE	13,687	16,867	18,774	20,000	20,000	-	
0100-01-003-0901-	41301	COMP. COMMISSION MEMBERS	-	-	-	3,080	3,080	-	
0100-01-003-0901-	41041	COMP/OFFICERS OF ELECTION	20,402	26,398	40,295	31,000	31,000	-	
0100-01-003-0901-	42100	FICA	9,512	10,154	10,737	13,034	13,228	193	
0100-01-003-0901-	42210	RETIREMENT	17,344	16,893	17,262	16,406	16,410	4	
0100-01-003-0901-	42300	HOSPITAL/MEDICAL PLANS	13,530	15,945	17,104	17,094	14,485	(2,609)	
0100-01-003-0901-	42400	GROUP LIFE INSURANCE	1,278	1,278	1,306	1,484	1,485	0	
0100-01-003-0901-	42500	DISABILITY INSURANCE	-	-	-	-	-	-	
0100-01-003-0901-	42700	WORKER'S COMPENSATION	91	70	135	150	150	-	
0100-01-003-0901-	43101	PROFESSIONAL SERVICES	860	3,235	9,995	6,300	6,300	-	
0100-01-003-0901-	43310	REPAIRS AND MAINTENANCE	3,468	358	-	4,500	3,000	(1,500)	
0100-01-003-0901-	43320	MAINTENANCE SVS CONTRACTS	1,269	4,892	4,422	4,500	4,500	-	
0100-01-003-0901-	43600	ADVERTISING	224	1,023	708	750	500	(250)	
0100-01-003-0901-	45210	POSTAL SERVICE	3,419	1,702	6,354	3,500	3,500	-	
0100-01-003-0901-	45230	TELEPHONE	2,214	2,521	2,801	2,500	2,500	-	
0100-01-003-0901-	45410	LEASE/RENT EQUIPMENT	699	1,593	2,222	2,000	2,200	200	
0100-01-003-0901-	45420	LEASE/RENT OF BUILDING	200	400	600	300	400	100	
0100-01-003-0901-	45510	MILEAGE	1,392	1,482	2,291	1,500	2,000	500	
0100-01-003-0901-	45540	CONVENTION & EDUCATION	1,234	2,109	1,329	1,500	3,000	1,500	
0100-01-003-0901-	45810	DUES AND MEMBERSHIPS	125	125	360	305	360	55	
0100-01-003-0901-	46001	OFFICE SUPPLIES	2,676	3,634	3,644	3,000	3,500	500	
0100-01-003-0901-	46002	FOOD SUPPLIES	32	-	342	-	350	350	
0100-01-003-0901-	46014	OTHER OPERATING SUPPLIES	2,365	1,799	1,483	750	1,200	450	
0100-01-003-0901-	46021	BALLOTS	5,240	8,992	16,261	10,000	13,000	3,000	
0100-01-003-0901-	46024	DATA PROCESSING SUPPLIES	-	671	5,931	750	1,000	250	
0100-01-003-0901-	48107	INFO TECHNOLOGY EQUIPMENT	-	-	-	-	5,000	5,000	
			212,522	234,871	281,578	260,706	270,977	10,271	

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Registrar	General Registrar	FT	1	1	0
Registrar	Deputy Registrar	FT	1	1	0
Registrar	Deputy Registrar	PT	0.5	0.5	0
			2.5	2.5	0

Circuit Court

The Circuit Court is the trial court with the broadest powers in Virginia. The Circuit Court handles all civil cases with claims of more than \$15,000. It shares authority with the General District Court to hear matters involving between \$4,500 and \$15,000. The Circuit Court has the authority to hear serious criminal cases called felonies.

The Circuit Court also handles family matters, including divorce. In addition, the Circuit Court hears cases appealed from the General District Court and from the Juvenile and Domestic Relations District Court.

Circuit Court								
Location Code		0902						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-02-010-0902-	41100	SALARIES & WAGES-REGULAR	64,271	64,271	65,556	67,687	55,688	(11,999)
0100-02-010-0902-	41111	COMP. COMMISSION MEMBERS	-	-	-	-	-	-
0100-02-010-0902-	41302	COMP.JURORS AND WITNESSES	9,360	3,990	2,100	10,000	10,000	-
0100-02-010-0902-	42100	FICA	4,777	4,799	4,954	5,943	4,260	(1,683)
0100-02-010-0902-	42210	RETIREMENT	10,380	10,110	10,312	9,801	8,064	(1,737)
0100-02-010-0902-	42300	HOSPITAL/MEDICAL PLANS	6,765	7,972	8,547	8,547	5,250	(3,297)
0100-02-010-0902-	42400	GROUP LIFE INSURANCE	765	765	780	887	730	(157)
0100-02-010-0902-	42500	DISABILITY INSURANCE	-	-	-	-	-	-
0100-02-010-0902-	42700	WORKER'S COMPENSATION	110	77	150	75	150	75
0100-02-010-0902-	43101	PROFESSIONAL SERVICES	-	87	-	-	-	-
0100-02-010-0902-	43320	MAINTENANCE SVS CONTRACTS	520	725	84	1,000	1,000	-
0100-02-010-0902-	45210	POSTAGE	1,600	12	-	2,000	2,000	-
0100-02-010-0902-	45230	TELEPHONE	298	546	404	1,700	1,700	-
0100-02-010-0902-	45600	COUNTY CONTRIBUTIONS	17,431	19,655	56,575	26,250	26,250	-
0100-02-010-0902-	46001	OFFICE SUPPLIES	-	509	190	250	500	250
0100-02-010-0902-	46002	FOOD SUPPLIES	-	-	-	-	-	-
0100-02-010-0902-	46030	OFFICE EXPENSE-JUDGES	5,000	5,000	5,000	5,000	5,000	-
0100-02-010-0902-	48102	FURNITURE & FIXTURES	-	626	-	6,000	6,000	-
			121,276	119,143	154,652	145,139	126,591	(18,549)

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Circuit Court - Judge	Court Administrator	FT	1	1	0
			1	1	0

General District Court

The General District Court handles most traffic violations. The General District Court also hears minor civil and criminal cases known as misdemeanors and conducts preliminary hearings for more serious criminal cases called felonies.

The General District Court has exclusive authority to hear civil cases with claims of \$4,500 or less and shares authority with the Circuit Courts to hear cases with claims between \$4,500 and \$15,000. Examples of civil cases are landlord and tenant disputes, contract disputes and personal injury actions.

General District Court								
Location Code		0903						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-02-010-0903-	43101	PROFESSIONAL SERVICES	-	615	-	500	500	-
0100-02-010-0903-	43150	LEGAL SERVICES	33,133	28,267	22,944	17,000	30,000	13,000
0100-02-010-0903-	45210	POSTAL SERVICE	68	72	70	70	70	-
0100-02-010-0903-	45230	TELEPHONE	1,675	2,248	2,065	2,500	2,500	-
0100-02-010-0903-	45410	LEASE/RENT EQUIPMENT	8,828	9,195	8,764	10,000	10,000	-
0100-02-010-0903-	45540	CONVENTION & EDUCATION	1,510	2,099	1,076	3,000	3,000	-
0100-02-010-0903-	45810	DUES AND MEMBERSHIPS	-	-	-	160	160	-
0100-02-010-0903-	46001	OFFICE SUPPLIES	866	58	210	500	500	-
0100-02-010-0903-	46002	FOOD SUPPLIES	-	-	69	-	80	80
0100-02-010-0903-	46024	DATA PROCESSING SUPPLIES	-	1,122	380	1,200	1,200	-
0100-02-010-0903-	46012	BOOKS & SUBSCRIPTIONS	638	329	398	350	350	-
			46,719	44,005	35,976	35,280	48,360	13,080

Magistrate

The principal function of the magistrate is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriffs, deputies and citizens. Magistrates are not police officers nor are they in any way connected with law enforcement. Instead, magistrates are issuing officers who serve as a buffer between law enforcement and society. Most magistrates are not lawyers; however, they are specially trained to perform such duties as issuing search warrants, subpoenas, arrest warrants, summonses and setting bail.

Magistrate								
Location Code	0904							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-02-010-0904-	45230	TELEPHONE	-	-	-	200	200	-
0100-02-010-0904-	45810	DUES AND MEMBERSHIPS	-	-	-	75	75	-
0100-02-010-0904-	46001	OFFICE SUPPLIES	65	-	104	100	100	-
0100-02-010-0904-	48102	FURNITURE & FIXTURES - REPL	-	-	168	-	-	-
0100-02-010-0904-	48103	COMMUNICATION EQUIPMENT	-	-	-	100	100	-
			65	-	273	475	475	-

Victim Witness

The Victim/Witness Assistance Program provides the following services:

- Victim's Rights information and explanation
- Assist victims in obtaining protective orders
- Assist victims in seeking and securing restitution
- Assist victims in completing and forwarding notification request forms to the Commonwealth's Attorneys' offices, to court clerks, and other appropriate agencies in order to be notified of all court proceedings in which the victims are involved
- Assist victims in the completion and forwarding of notification request forms to local jails and state correctional facilities to ensure that victims are notified of the escape, change of name, transfer, release or discharge of a prisoner
- Assist victims in the preparation of victim impact statements
- Assist victims in completing confidentiality request forms and filing them with the appropriate court
- Provide victims with names, addresses and telephone numbers of appropriate agencies that offer crisis intervention, follow-up counseling and support groups
- Provide victims with the final disposition of their cases
- Provide descriptive or guided tours of the courtroom in which the victim's case will be heard
- Accompany victims to courts, to meetings with law enforcement or prosecutors and/or other appropriate criminal justice agencies
- Provide explanations of the overall criminal justice process, as well as detailed explanations of each hearing or step in the process
- Provide victims with escort (i.e., to physically go with the victim) services related to the investigation or adjudication of a criminal case
- Provide victims with advance notification of judicial proceedings relating to their cases and inform them of any changes in court dates
- Assist victims with reservations, travel reimbursements or arranging transportation by commercial carrier or law enforcement

Victim Witness (Continued)

Victim Witness								
Location Code		0906						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-02-010-0906-	41100	SALARIES & WAGES-REGULAR	22,587	41,437	41,655	43,009	47,660	4,651
0100-02-010-0906-	41300	PART-TIME WAGES	-	-	-	-	19,968	19,968
0100-02-010-0906-	42100	FICA	1,664	3,030	3,102	3,290	5,174	1,883
0100-02-010-0906-	42210	RETIREMENT	3,460	6,395	6,552	6,228	6,901	673
0100-02-010-0906-	42300	HOSPITAL/MEDICAL PLANS	3,706	7,972	8,524	8,547	14,103	5,556
0100-02-010-0906-	42400	GROUP LIFE INSURANCE	255	484	496	563	624	61
0100-02-010-0906-	42500	DISABILITY INSURANCE	-	-	-	-	-	-
0100-02-010-0906-	42700	WORKER'S COMPENSATION	66	46	42	50	74	24
0100-02-010-0906-	43101	PROFESSIONAL SERVICES	-	-	-	-	-	-
0100-02-010-0906-	43320	MAINTENANCE SERVICE CONTRACTS	-	1,264	360	360	360	-
0100-02-010-0906-	45210	POSTAL SERVICE	206	-	-	200	250	50
0100-02-010-0906-	45230	TELEPHONE	74	53	10	500	500	-
0100-02-010-0906-	45510	MILEAGE	-	-	-	250	358	108
0100-02-010-0906-	45540	CONVENTION & EDUCATION	297	-	233	500	1,575	1,075
0100-02-010-0906-	45810	DUES AND MEMBERSHIPS	100	100	100	250	200	(50)
0100-02-010-0906-	46001	OFFICE SUPPLIES	1,277	1,886	431	500	1,350	850
0100-02-010-0906-	46002	FOOD SUPPLIES	-	-	-	-	-	-
0100-02-010-0906-	46014	OTHER OPERATING SUPPLIES	-	-	8,067	-	200	200
0100-02-010-0906-	46042	OTHER SUPPLIES (GRANTS)	-	-	-	-	12,401	12,401
0100-02-010-0906-	48102	FURNITURE AND FIXTURES	-	-	-	-	900	900
0100-02-010-0906-	48107	INFO TECH EQUIPMENT	-	-	-	520	1,400	880
			33,693	62,668	69,572	64,767	113,998	49,231

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Victim Witness	Victim Witness Program Coordinator	FT	1	1	0
			1	1	0

FY2018 Budget Notes: During FY2017, the Victim Witness grant increased and the budget was amended to reflect increased funding. The full projected amount is reflected in the FY2018 budget. Additional funds were used to hire part-time personnel and for supplies and equipment for expanded victim services.

Board and Care of Prisoners

The Board and Care of Prisoners budget is used to pay for the housing of prisoners at Riverside Regional Jail and Crater Detention Center. Prince George County's anticipated share and budgeted expenditures are based on budgeted contributions from participating jurisdictions in the adopted budgets for Riverside Regional Jail and the Crater Youth Care Commission.

Board and Care of Prisoners									
Location Code									
0907									
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-03-300-0907-	43840	BOARD & CARE OF PRISONERS	2,143,505	1,844,095	1,383,392	1,496,120	1,237,720	(258,400)	
0100-03-300-0907-	45230	TELEPHONE	1,418	1,355	1,197	1,500	1,500	-	
0100-03-300-0907	46008	VEHICLE & EQUIP FUEL	1,184	-	-	600	600	-	
0100-03-300-0907-	47002	CRATER YOUTH CARE COMM	288,586	310,523	267,311	252,484	236,512	(15,972)	
			2,434,692	2,155,973	1,651,900	1,750,704	1,476,332	(274,372)	

Juvenile Services / Court Services Unit

In 1995, the Virginia General Assembly passed the Virginia Juvenile Community Crime Control Act (VJCCCA) to deter crime by providing immediate and effective punishment, emphasizing accountability of the juvenile offender and reducing repeat offenses. In Prince George County, these funds are used to:

1. Provide supervision of cases ordered to complete community service work by the Juvenile and Domestic Relations Court
2. Provide electronic monitoring for cases ordered by the Court as an alternative to secure detention
3. Provide individual, group or family counseling to juvenile offenders

Court Services:

Court Services									
Location Code		0908							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-03-300-0908-	43310	REPAIRS AND MAINTENANCE	-	-	-	500	500	-	
0100-03-300-0908-	44200	AUTOMOTIVE/MOTOR POOL	-	-	-	200	200	-	
0100-03-300-0908-	45230	TELEPHONE	(361)	835	897	400	1,400	1,000	
0100-03-300-0908-	45420	LEASE/RENT OF BUILDING	17,254	-	-	-	-	-	
0100-03-300-0908-	46001	OFFICE SUPPLIES	-	-	-	-	-	-	
			16,893	835	897	1,100	2,100	1,000	

VJCCCA:

VJCCCA									
Location Code		0909							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-03-300-0909-00	41100	SALARIES & WAGES-REGULAR	46,481	46,481	48,394	49,024	49,036	12	
0100-03-300-0909-	42100	FICA	3,416	3,418	3,562	3,750	3,751	1	
0100-03-300-0909-	42210	RETIREMENT	7,507	7,311	7,469	7,099	7,100	2	
0100-03-300-0909-	42300	HOSPITAL/MEDICAL PLANS	6,793	7,949	8,139	8,267	7,912	(355)	
0100-03-300-0909-	42400	GROUP LIFE INSURANCE	553	553	565	642	642	0	
0100-03-300-0909-	42500	DISABILITY INSURANCE	-	-	-	-	-	-	
0100-03-300-0909-	42700	WORKER'S COMPENSATION	396	294	788	800	800	-	
0100-03-300-0909-	43101	PROFESSIONAL SERVICES	-	-	516	-	-	-	
0100-03-300-0909-	43170	OUTREACH DETENTION	-	994	88	200	600	400	
0100-03-300-0909-	43176	INDIVIDUAL COUNSELING	-	-	-	51	-	(51)	
0100-03-300-0909-	43310	REPAIRS & MAINTENANCE	-	678	-	-	-	-	
0100-03-300-0909-	45210	POSTAGE	100	34	32	50	-	(50)	
0100-03-300-0909-	45230	TELEPHONE	3,475	4,376	3,932	2,000	2,150	150	
0100-03-300-0909-	45305	VEHICLE INSURANCE	228	236	238	250	250	-	
0100-03-300-0909-	45420	LEASE/RENT OF BUILDING	2,190	-	-	-	-	-	
0100-03-300-0909-	45541	TRAINING	-	100	64	500	500	-	
0100-03-300-0909-	46001	OFFICE SUPPLIES	1,550	874	541	500	500	-	
0100-03-300-0909-	46008	VEHICLE & EQUIP. FUEL	600	935	671	200	200	-	
0100-03-300-0909-	48107	INFO TECH EQUIPMENT	248	-	-	-	-	-	
			73,537	74,231	74,999	73,333	73,441	109	

FUNDED POSITIONS					
Department	Title	Status	FY2016-17	FY2017-18	Change
VJCCCA	Probation Officer	FT	1	1	0
			1	1	0

Local Health Department

The mission of the local health department is to work together to promote healthy lifestyles through disease prevention, health education and environmental protection. A list of services is provided on the Virginia Department of Health website.

<http://www.vdh.virginia.gov/vdh-programs/>

Information regarding the local Prince George Health Department is available as well.

Health Department								
Location Code		0910						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-05-111-0910-	45610	PAYMENT/STATE HEALTH DEPT	222,377	222,377	222,377	222,377	222,377	-
			222,377	222,377	222,377	222,377	222,377	-

District 19

District 19 Community Services Board (D19 CSB) is a multi-jurisdictional, community-based organization whose mission is to improve the quality and productivity of the lives of individual who experience or at risk of experiencing mental disabilities and/or substance abuse. The mission is accomplished through a fully-integrated continuum of services in collaboration with the localities of Colonial Heights, Dinwiddie, Emporia, Greensville, Hopewell, Petersburg, Prince George, Surry and Sussex. The 24-hour services line is (804) 862-8000 or toll-free 1-866-365-2130.

Dist. 19 Comm. Svc. Board								
Location Code		0911						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-05-112-0911-	45620	MHMR SERVICES BOARD	96,018	99,305	99,305	99,305	107,342	8,037
			96,018	99,305	99,305	99,305	107,342	8,037

Contributions to Colleges

The Contributions to Colleges function was newly created for FY16/17 to house contributions to local community colleges.

Contribution to Colleges								
Location Code		0912						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-06-206-0912-00	45694	RICHARD BLAND COLLEGE	-	-	-	10,000	10,000	-
0100-06-206-0912-00	45695	JOHN TYLER COMMUNITY COLLEGE	-	-	-	2,000	4,494	2,494
			-	-	-	12,000	14,494	2,494

Regional Library

The Appomattox Regional Library System serves as an informative agency to the local governments of Hopewell, Prince George County and Dinwiddie County. All possible cooperation and service will be rendered to agencies of these governments. The Appomattox Regional library System does not discriminate on the basis of disability in the admission, access to, or employment in, its programs and activities.

All residents of the City of Hopewell, Prince George County and Dinwiddie County of all ages are granted full use of all services of the Appomattox Regional Library System. Everyone is welcome to use the services of the Appomattox Regional Library on library property.

Regional Library								
Location Code		0913						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-07-213-0913-	45600	COUNTY CONTRIBUTIONS	543,713	560,020	568,423	579,792	592,224	12,432
			543,713	560,020	568,423	579,792	592,224	12,432

James River Soil & Water Conservation District

The James River Soil and Water Conservation District is a political subdivision of the Commonwealth of Virginia, organized and managed by local people assigned under law with the responsibility of protecting and improving our soil and water resources. The public elects two directors from Chesterfield County and Prince George County and two positions are appointed, each serving a four-year term. The District is principally supported by financial assistance received from the Department of Conservation and Recreation with local funding support from the Counties they serve. In partnership with local, state and federal agencies, the District provides technical assistance to landowners, units of government and others to identify, discuss and solve natural resources conservation issues.

Soil & Water Conservation District									
Location Code		0914							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-08-302-0914-	45600	COUNTY CONTRIBUTIONS	14,250	14,250	14,250	14,250	18,000	3,750	
			14,250	14,250	14,250	14,250	18,000	3,750	

Resource Conservation & Development Council

South Centre Corridors Resources Conservation and Development Council (RC&D) was formed January 2002. It was created to help people protect and develop their natural, economic and social resources in an effort to improve their area's economy, environment and the quality of life. The RC&D Council helps plan and carry out activities that increase conservation of natural resources, support economic development and enhance the environment and standard of living.

RC&D									
Location Code		0915							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)	
0100-08-302-0915	45600	COUNTY CONTRIBUTIONS	2,850	2,850	3,000	3,000	3,000	-	
			2,850	2,850	3,000	3,000	3,000	-	

Cooperative Extension Office

The Virginia Cooperative Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments. The Virginia Cooperative Extension provides programs and information covering the broad areas of agriculture, families and 4-H. Follow the link through the Virginia Cooperative Extension for details.

<http://www.ext.vt.edu/>

Cooperative Extension Program								
Location Code		0916						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-08-302-0916-	41100	SALARIES & WAGES-REGULAR	46,771	48,271	49,628	60,175	60,000	(175)
0100-08-302-0916-	41300	PART-TIME SALARIES & WAGE	-	2,568	5,554	11,000	10,000	(1,000)
0100-08-302-0916-	42100	FICA	-	196	425	836	765	(71)
0100-08-302-0916-	42700	WORKER'S COMPENSATION	15	11	15	15	15	-
0100-08-302-0916-	45210	POSTAL SERVICE	440	539	583	700	700	-
0100-08-302-0916-	45230	TELEPHONE	2,084	2,139	2,389	2,100	4,700	2,600
0100-08-302-0916-	45810	DUES AND MEMBERSHIPS	290	300	310	400	400	-
0100-08-302-0916-	46001	OFFICE SUPPLIES	630	1,437	1,215	2,250	2,250	-
0100-08-302-0916-	46012	BOOKS & SUBSCRIPTIONS	226	232	251	250	300	50
0100-08-302-0916-	46014	OTHER OPERATING SUPPLIES	1,258	1,774	1,308	500	750	250
			51,713	57,466	61,679	78,226	79,880	1,654

Other Functions & Transfers

Other Functions								
Location Code		0917						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-09-401-0917	42100	FICA	-	-	-	-	-	-
0100-09-401-0917-	42600	UNEMPLOYMENT INSURANCE	16,178	12,401	7,946	25,000	25,000	-
0100-09-401-0917-	42700	WORKER'S COMPENSATION	400	-	-	-	-	-
0100-09-401-0917-	42904	EMPLOYEE ASSISTANCE PROGRA	-	-	5,458	5,000	5,500	500
0100-09-401-0917-	43320	MAINT SERVICE CONTRACT	-	-	3,333	7,000	5,000	(2,000)
0100-09-401-0917-	44200	AUTOMOTIVE/MOTOR POOL	7,438	3,913	2,551	3,000	3,000	-
0100-09-401-0917-	45230	TELEPHONE	(8,000)	2,648	4,222	200	5,000	4,800
0100-09-401-0917-	45305	MOTOR VEHICLE INSURANCE	1,140	1,178	1,192	1,200	2,400	1,200
0100-09-401-0917-	45307	PUBLIC OFFICIAL LIAB.INS	17,859	18,140	18,625	20,000	20,000	-
0100-09-401-0917-	45311	UMBRELLA POLICY	7,012	22,413	21,766	22,500	23,000	500
0100-09-401-0917-	45543	TUITION/REIMBURSEMENT	7,208	6,801	4,000	13,500	13,500	-
0100-09-401-0917-	45606	HURRICANE IRENE	-	-	-	-	-	-
0100-09-401-0917-	46008	INFO TECH EQUIP	-	274	1,692	-	-	-
0100-09-401-0917-	46009	VEHICLE EQUIP SUPPLIES	168	-	453	250	250	-
0100-09-401-0917-	46075	WELLNESS ACTIVITIES	6,055	4,961	125	-	-	-
0100-09-401-0917-	48107	REPLACE INFO TECH EQUIP	36,323	36,445	31,898	40,000	-	(40,000)
0100-09-401-0917-	48265	PROPERTY ACQUISITION	-	-	-	-	-	-
0100-09-401-0917-	49126	TRANSFER FOR BUREN PRINCIPAL	-	25,116	22,435	158,374	158,374	-
0100-09-401-0917-	49150	TRANS. TO SCHOOL (FORMULA)	14,276,665	11,631,747	17,055,889	15,577,250	16,250,249	672,999
0100-09-401-0917-	49152	TRANS TO SCHOOL TEXTBOOKS	-	-	42,323	-	-	-
0100-09-401-0917-	49172	TRANS. TO CAP. PROJECTS	1,497,253	959,272	598,330	382,000	75,932	(306,068)
0100-09-401-0917-	49173	TRANS. TO DEBT SERVICE	6,779,080	6,286,895	6,579,828	6,904,889	7,223,095	318,206
0100-09-401-0917-	49174	TRANS. TO ECON. DEV.	171,000	415,118	865,600	444,965	376,112	(68,853)
0100-09-401-0917-	49176	TRANS. TO LOSAP FUND	104,500	104,500	104,500	104,500	135,000	30,500
0100-09-401-0917-	49179	TRANS. TO COMM CORR	76,445	83,340	85,642	88,853	91,260	2,407
0100-09-401-0917-	49199	CONTINGENCIES	26,886	490,151	1,392	168,731	435,732	267,001
			23,023,611	20,105,312	25,459,201	23,967,212	24,848,404	881,192

Farmer's Market

Prince George operates a producer-grower farmers' market. We are dedicated to building a sustainable, regional foodshed and to educating people about the benefits of sustainable agriculture. Our Farmers' Market emphasizes the direct connection between local food choices and the quality and health of our environment and daily lives. We support farmers/growers who cultivate the land using sustainable agricultural practices or raise livestock using humane and sustainable practices. By providing these farmers/growers with direct markets for their products, Prince George helps sustain the regional farm economy and helps ensure the future of farming in our area. The Rules & Procedures and Product Guidelines are used to ensure the integrity of all products sold at the Farmers Market. For additional information please contact Kirsten Cherry, Market Manager, at 804-722-8724 or email farmersmarket@princegeorgecountyva.gov.

Farmer's Market								
Location Code		0918						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0100-09-401-0918	41300	FARMER'S MARKET WAGES	-	-	-	-	6,000	6,000
0100-09-401-0918	42100	FARMER'S MARKET FICA	-	-	-	-	459	459
0100-09-401-0918	45607	FARMER'S MARKET	133	295	922	500	1,000	500
0100-09-401-0918	43600	ADVERTISING	99	1,379	2,182	-	2,500	2,500
0100-09-401-0918	45609	FARMER'S MARKET SNAP	235	-	80	-	-	-
0100-09-401-0918	46001	OFFICE SUPPLIES	-	-	497	-	500	500
0100-09-401-0918	46002	FOOD SUPPLIES	-	-	492	-	500	500
0100-09-401-0918	46042	OTHER GRANT SUPPLIES	-	-	-	-	-	-
			467	1,674	4,173	500	10,959	10,459

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than those dedicated to the General Fund) that are legally restricted to expenditures for specific purposes. This chapter includes the Special Revenue Funds that are recommended to be included as part of the initial FY17/18 appropriated budget. Throughout the year, additional Special Revenue Funds will be requested for appropriation as needed.

FUNDS DESCRIBED IN THIS SECTION

COMMUNITY CORRECTIONS
ADULT EDUCATION
ECONOMIC DEVELOPMENT
TOURISM
STORMWATER
SPECIAL WELFARE
SCHOOL BUDGET

COMMUNITY CORRECTIONS

The Riverside Criminal Justice Agency (RCJA) encourages offenders and defendants to become productive, law-abiding members of society by personal choice. RCJA offers offenders and defendants the opportunity to acquire the skills and tools necessary to achieve these goals through enhanced supervision and the essential services. The agency administers the community corrections (probation), pretrial and drug court programs.

Pretrial Services provide background information and recommendations on defendants to judicial officers that will assist in determining and reconsidering bail decisions. The department also provides supervision services primarily to those arrested and admitted to bail but detained in jail in lieu of a secure bond. Pretrial supervision is intended to replace the use of a secure bond as a condition of bail, thus decreasing the risk to public safety. A Probation Officer is assigned to each case received from the participating courts, and is responsible for developing specific conditions of supervision, assessing treatment needs and reporting non-compliant behavior to the Court.

Riverside Criminal Justice Agency provides pretrial and probation supervision services to the Hopewell, Prince George and Surry Drug Court. Drug Court offers offenders the opportunity to achieve recovery through participation in a structured program of substance use treatment and intensive supervision for its participants. Drug Court is a twelve-month minimum program with four different phases of treatment and supervision. As offenders move through these phases, program requirements decline, thus increasing the opportunity for the offender to accept more responsibility for his/her sobriety and lifestyle. Successful completion of Drug Court results in a dismissal of the offender's charges.

Revenues:

FUND 217 - COMMUNITY CORRECTIONS		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0217-10-506-8113-00000-000-000-000-316302-	RCC- ELECTRONIC MONITOR	6,441	3,170	3,150	3,000	3,000	-
0217-10-506-8113-00000-000-000-000-316304-	SUPERVISION FEES CORR	19,815	32,408	16,345	23,000	23,000	-
0217-10-507-8114-00000-000-000-000-318903-	GIFTS AND DONATIONS	-	-	-	-	-	-
CHARGES FOR SERVICES		26,256	35,578	19,495	26,000	26,000	-
0217-10-508-8114-00000-000-000-000-319205-	RCC-LOCALITY FEES	135,901	125,012	128,464	124,538	120,972	(3,566)
0217-10-508-8114-00000-000-000-000-319209-	VIDEO ARRAIGNMENT LOCAL	3,022	3,539	3,564	3,600	2,400	(1,200)
0217-10-508-8114-00000-000-000-000-319210-	DRUG COURT	3,450	7,795	8,975	11,875	3,450	(8,425)
RECOVERED COSTS		142,373	136,346	141,003	140,013	126,822	(13,191)
0217-20-601-8203-00000-000-000-000-326210-	COMM CORR PRETRIAL STATE	-	-	-	652,158	662,313	10,155
0217-20-601-8203-00000-000-000-000-326211-	COMMUNITY CORRECTIONS	650,774	652,158	660,621	-	-	-
0217-20-601-8203-00000-000-000-000-326212-	VA DRUG COURT GRANT	-	-	-	-	95,000	95,000
STATE CATEGORICAL AID		650,774	652,158	660,621	652,158	757,313	105,155
0217-90-901-8207-00000-000-000-000-399999-	FUND BALANCE	-	-	-	-	-	-
0217-90-901-8207-00000-000-000-000-399100-	TRANSFER FR GEN FUND	76,445	83,340	85,642	88,853	91,260	2,407
TOTAL: ALL NON-REVENUE SOURCES		76,445	83,340	85,642	88,853	91,260	2,407
TOTAL COMMUNITY CORRECTIONS		895,848	907,422	906,761	907,024	1,001,395	94,371

Expenditures:

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Community Corrections (Fund 0217):							
2179	Comm. Corr./Probation	367,595	346,411	352,156	348,006	323,736	(24,270)
2171	Home Electronic Monitoring	4,299	2,441	2,241	3,000	3,000	-
2172	Video Arraignment	3,892	3,358	3,410	3,600	2,400	(1,200)
2173	Other Grants	3,905	10,575	-	-	-	-
2174	Pretrial Program	283,179	305,747	308,465	303,536	338,577	35,041
2176	Drug Court	5,834	6,465	5,948	11,875	98,450	86,575
2178	Comm. Corrections- Local	155,580	218,586	174,207	237,008	235,232	(1,776)
Total Community Corrections		824,283	893,583	846,427	907,024	1,001,395	94,371

Community Corrections expenditures are supported by grants from the Department of Criminal Justice Services through the State of Virginia and local funds appropriated by participating jurisdictions and local fees paid by the users of the program. Surry, Hopewell and Prince George currently participate in the program. Revenues and expenditures for FY17/18 are expected to be \$94,371 more than the FY16/17 budget. The increase in funding is primarily related to additional grant funding received for the Drug Court program.

Details of the funds' expenditures and positions are on the following pages.

Community Corrections:

Community Corrections								
Location Code		2179						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0217-03-300-2179-	41100	SAL & WAGE	223,689	233,785	229,902	238,024	232,814	(5,210)
0217-03-300-2179-	41200	PART-TIME SAL	367	-	-	-	-	-
0217-03-300-2179-	41300	OVERTIME	20,575	12,926	11,543	12,727	-	(12,727)
0217-03-300-2179-	42100	FICA	22,920	18,766	20,842	19,182	17,748	(1,434)
0217-03-300-2179-	42210	RETIREMENT	48,079	36,531	36,164	34,466	31,856	(2,610)
0217-03-300-2179-	42300	HOSPITAL/MEDICAL PLANS	38,602	31,174	42,059	31,547	30,002	(1,545)
0217-03-300-2179-	42400	GROUP LIFE INSURANCE	2,813	2,764	2,736	3,118	2,882	(236)
0217-03-300-2179-	42500	DISABILITY INSURANCE	-	-	-	-	-	-
0217-03-300-2179-	42700	WORKER'S COMPENSATION	1,693	1,103	768	800	800	-
0217-03-300-2179-	43101	PROFESSIONAL SERVICES	3,676	3,521	3,521	3,521	3,237	(284)
0217-03-300-2179-	45230	TELEPHONE	-	-	-	-	-	-
0217-03-300-2179-	45540	CONVENTION & EDUCATION	2,400	2,320	-	-	-	-
0217-03-300-2179-	45541	TRAINING	-	-	1,100	1,100	1,160	60
0217-03-300-2179-	46024	DATA PROCESSING SUPPLIES	2,781	3,521	3,521	3,521	3,237	(284)
			367,595	346,411	352,156	348,006	323,736	(24,270)

		FUNDED POSITIONS			
Department	Title	Status	FY2016-17	FY2017-18	Change
Community Corrections	Director of Community Corrections	FT	1	1	0
Community Corrections	Program Manager	FT	1	1	0
Community Corrections	Probation Officer	FT	3	3	0
Community Corrections	Office Associate II	FT	1	1	0
			6	6	0

Home Electronic Monitoring:

Home Electronic Monitoring								
Location Code		2171						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0217-03-300-2171-	43101	PROFESSIONAL SERVICES	4,299	2,441	2,241	3,000	3,000	-
			4,299	2,441	2,241	3,000	3,000	-

Video Arraignment:

Video Arraignment								
Location Code		2172						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0217-03-300-2172-	43101	PROFESSIONAL SERVICES	3,321	3,358	3,410	3,600	2,400	(1,200)
0217-03-300-2172-	46014	OPERATING SUPPLIES	571	-	-	-	-	-
			3,892	3,358	3,410	3,600	2,400	(1,200)

Pretrial:

Pretrial								
Location Code		2174						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0217-03-300-2174-	41100	PRETRIAL SAL & WAGE	209,523	197,180	200,371	175,829	254,508	78,679
0217-03-300-2174-	41300	PRETRIAL PART-TIME SAL	4,979	23,368	26,409	39,294	-	(39,294)
0217-03-300-2174-	41200	PRETRIAL OVERTIME	-	225	-	-	-	-
0217-03-300-2174-	42100	PRETRIAL FICA	13,053	15,872	15,328	16,457	18,743	2,286
0217-03-300-2174-	42210	PRETRIAL RETIREMENT-VR	27,527	30,144	31,518	25,460	30,118	4,658
0217-03-300-2174-	42300	PRETRIAL HOSPITAL/MEDI	20,513	27,166	25,235	36,872	23,952	(12,920)
0217-03-300-2174-	42400	PRETRIAL GROUP LIFE IN	903	2,280	2,384	2,303	2,726	423
0217-03-300-2174-	42500	PRETRIAL DISABILITY INSURANCE	-	11	-	100	600	500
0217-03-300-2174-	42700	WORKER'S COMP	2,096	3,500	-	-	-	-
0217-03-300-2174-	43101	PRETRIAL PROF SRVC	2,831	3,000	3,000	3,000	3,385	385
0217-03-300-2174-	45541	PRETRIAL TRAINING	-	-	1,220	1,220	1,160	(60)
0217-03-300-2174-	46024	PRETRIAL DATA PROCESSING	1,753	3,000	3,000	3,000	3,385	385
			283,179	305,747	308,465	303,536	338,577	35,041

		FUNDED POSITIONS			
Department	Title	Status	FY2016-17	FY2017-18	Change
Community Corrections - Pretrial	Pretrial Investigator	FT	1	1	0
Community Corrections - Pretrial	Pretrial Officer	FT	2	3	1
Community Corrections - Pretrial	Pretrial Officer - Part-Time	PT	0.5	0	-0.5
Community Corrections - Pretrial	Office Manager	FT	1	1	0
			4.5	5	0.5

Drug Court:

Drug Court								
Location Code		2176						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0217-03-300-2176-	41100	DRUG COURT SALARIES	-	-	-	-	44,579	44,579
0217-03-300-2176-	41200	DRUG COURT OVERTIME	4,641	5,032	3,853	5,000	20,099	15,099
0217-03-300-2176-	42100	DRUG COURT FICA	349	375	280	375	4,948	4,573
0217-03-300-2176-	42210	DRUG COURT RETIREMENT-VR	-	-	-	-	6,455	6,455
0217-03-300-2176-	42300	DRUG COURT HOSPITAL/MEDI	-	-	-	-	9,000	9,000
0217-03-300-2176-	42400	DRUG COURT GROUP LIFE IN	-	-	-	-	584	584
0217-03-300-2176-	42500	DRUG COURT DISABILITY INSURANCE	-	-	-	-	-	-
0217-03-300-2176-	42700	DRUG COURT WORKER'S COMP	-	-	-	-	550	550
0217-03-300-2176-	43101	DRUG COURT PROF SRVC	500	800	1,400	3,500	2,000	(1,500)
0217-03-300-2176-	45230	DRUG COURT TELEPHONE	-	-	-	-	450	450
0217-03-300-2176-	45540	DRUG COURT CONVENTION & E	-	-	-	-	440	440
0217-03-300-2176-	46001	DRUG COURT OFFICE SUPPLIES	-	85	-	-	810	810
0217-03-300-2176-	46014	DRUG COURT OTHER OPERATING SUP	345	172	415	3,000	250	(2,750)
0217-03-300-2176-	46057	DRUG SUPPLIES	-	-	-	-	6,085	6,085
0217-03-300-2176-	48102	DRUG COURT FURNITURE/FIXTURES	-	-	-	-	1,000	1,000
0217-03-300-2176-	48107	DRUG COURT INFO TECH EQUIPMENT	-	-	-	-	1,200	1,200
			5,834	6,465	5,948	11,875	98,450	86,575

		FUNDED POSITIONS			
Department	Title	Status	FY2016-17	FY2017-18	Change
Drug Court	Probation Officer*	FT	1	1	0
			1	1	0

*Increased grant funding was received during FY2016-17 and a probation officer was added during FY2016-17 following budget adoption.

Local Community Corrections:

Community Corrections Local								
Location Code								
	2178							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0217-03-300-2178-	41100	LOCAL COMM CORR SAL & WAGE	62,627	74,832	53,767	86,049	83,448	(2,601)
0217-03-300-2178-	41200	LOCAL COMM CORR OVERTIME	-	-	-	-	-	-
0217-03-300-2178-	41300	LOCAL COMM PART-TIME SALARIES	3,946	1,493	2,982	8,915	-	(8,915)
0217-03-300-2178-	42100	LOCAL COMM CORR FICA	-	4,656	2,308	7,265	7,158	(107)
0217-03-300-2178-	42210	LOCAL COMM CORR RETIREMENT-VRS	-	8,857	3,617	12,460	20,645	8,185
0217-03-300-2178-	42300	LOCAL COMM CORR HOSPITAL/MEDIC	-	8,193	9,574	17,094	26,896	9,802
0217-03-300-2178-	42400	LOCAL COMM CORR GROUP LIFE INS	-	670	274	1,127	1,866	739
0217-03-300-2178-	42500	LOCAL COMM CORR DISABILITY INS	-	32	395	50	-	(50)
0217-03-300-2178-	42700	LOCAL COMM CORR WORKER'S COMPE	-	2,800	7,626	8,000	4,049	(3,951)
0217-03-300-2178-	43101	LOCAL COMM CORR PROF SRVC	20,238	21,999	20,920	20,500	20,500	-
0217-03-300-2178-	43320	LOCAL COMM CORR MAINTENANCE SV	173	173	157	169	200	31
0217-03-300-2178-	43500	LOCAL COMM CORR PRNTND BINDING	745	630	697	1,200	600	(600)
0217-03-300-2178-	43600	LOCAL COMM CORR ADVERTISING	556	-	56	2,642	800	(1,842)
0217-03-300-2178-	43831	LOCAL COMM CORR TUITION/CCJB	1,449	1,116	1,967	1,500	2,000	500
0217-03-300-2178-	44200	LOCAL COMM CORR AUTOMOTIVE/MOT	200	509	48	300	300	-
0217-03-300-2178-	45109	LOCAL COMM CORR E- RCC	10,398	7,337	8,794	10,800	10,000	(800)
0217-03-300-2178-	45210	LOCAL COMM CORR POSTAL SERVICE	754	939	380	980	980	-
0217-03-300-2178-	45230	LOCAL COMM CORR TELEPHONE	5,650	6,771	6,605	4,680	5,500	820
0217-03-300-2178-	45231	LOCAL COMM CORR PAGERS	-	-	-	-	-	-
0217-03-300-2178-	45305	LOCAL COMM CORR VEHICLE INSURA	631	657	881	880	950	70
0217-03-300-2178-	45410	LOCAL COMM CORR LEASE/RENT EQU	2,152	2,889	3,130	1,980	3,000	1,020
0217-03-300-2178-	45420	LOCAL COMM CORR LEASE/RENT OF	29,400	29,400	29,400	29,400	29,400	-
0217-03-300-2178-	45510	LOCAL COMM CORR MILEAGE	46	-	-	-	-	-
0217-03-300-2178-	45530	LOCAL COMM SUBS & LODGING	5	364	793	2,304	1,100	(1,204)
0217-03-300-2178-	45540	LOCAL COMM CORR CONVENTION & E	1,321	1,564	50	1,680	-	(1,680)
0217-03-300-2178-	46001	LOCAL COMM CORR OFFICE SUPPLIE	6,369	3,989	3,355	4,800	4,000	(800)
0217-03-300-2178-	46002	COMM CORRECTS FOOD SUPPLIES	442	490	(450)	-	500	500
0217-03-300-2178-	46004	LOCAL COMM CORR MEDICAL & LABO	6,286	11,377	9,873	11,032	10,000	(1,032)
0217-03-300-2178-	46008	LOCAL COMM CORR VEHICLE & EQUI	190	26,195	177	360	500	140
0217-03-300-2178-	46014	LOCAL COMM CORR OTHER OPERATIN	110	1,243	5,148	840	840	-
0217-03-300-2178-	46024	LOCAL COMM DATA PROCESSING	1,892	(589)	1,684	-	-	-
0217-03-300-2178-	48105	LOCAL COMM MOTOR VEHICLES	-	-	-	-	-	-
0217-03-300-2178-	48102	LOCAL COMM FURNITURE/FIXTURES	-	-	-	-	-	-
			155,580	218,586	174,207	237,008	235,232	(1,776)

ADULT EDUCATION

The Adult Education Department serves the counties of Charles City, Dinwiddie, Greensville, Prince George, Surry and Sussex, and the cities of Colonial Heights, Emporia, Hopewell and Petersburg.

The office provides adult education classes to adults eighteen years of age and older in each of the localities listed. GED, Pre-GED, Adult Basic Education, English as a Second Language (ESL) and customized workplace classes are also provided. Most classes are free of charge.

Revenues:

FUND 218 - ADULT EDUCATION		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0218-10-506-8113-00000-000-000-000-316881-	SPACE-ADULT BASIC ED	32,261	33,341	31,751	38,300	31,751	(6,549)
0218-10-506-8113-00000-000-000-000-316882-	WORKPLACE	64,180	57,420	109,771	114,281	356,289	242,008
0218-10-506-8113-00000-000-000-000-316883-	CONTRACT FEES/ADMIN	10,230	2,230	4,630	55,025	4,630	(50,395)
CHARGES FOR SERVICES		106,671	92,991	146,152	207,606	392,670	185,064
0218-20-601-8203-00000-000-000-000-324090-	REGIONAL COORDINATOR	103,408	103,408	103,408	140,000	103,408	(36,592)
0218-20-601-8203-00000-000-000-000-324091-	REGIONAL SPECIALIST	-	-	-	50,000	-	(50,000)
0218-20-601-8203-00000-000-000-000-324092-	REG GENERAL ADULT EDUCAT	33,988	33,969	33,988	37,151	33,988	(3,163)
0218-20-601-8203-00000-000-000-000-324093-	RACE TO GED	68,294	68,874	67,166	84,400	67,174	(17,226)
0218-20-601-8203-00000-000-000-000-324094-	RLCC LEAD AGENT	-	-	-	75,500	-	(75,500)
0218-30-601-0000-00000-000-000-000-333801-	SPACE- ADULT BASIC ED-FED	317,291	266,170	282,684	348,663	288,637	(60,026)
OTHER CATEGORICAL AID		522,981	472,422	487,247	735,714	493,207	(242,507)
TOTAL ADULT EDUCATION		629,652	565,413	633,398	943,320	885,877	(57,443)

Expenditures:

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
Activity		Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Adult Education (Fund 0218):							
2180	General Adult Education	118,074	104,948	107,717	195,025	349,914	154,889
2181	Regional Adult Specialist	-	-	-	50,000	-	(50,000)
2182	General Adult Education	40,390	33,969	33,995	37,151	33,988	(3,163)
2183	Space-Adult Education	342,681	299,498	315,069	386,963	320,388	(66,575)
2184	RACE to GED	65,583	72,024	63,934	84,400	67,174	(17,226)
2185	Workplace	65,291	52,481	99,930	114,281	114,413	132
2186	RLCC Lead Agent	-	-	-	75,500	-	(75,500)
Total Adult Education		632,017	562,921	620,644	943,320	885,877	(57,443)

The Adult Education program is grant funded from the State of Virginia’s Adult Education program and from the Federal Government’s Adult Education program. The County is the fiscal agent for the Adult Education program. The budget for the new fiscal year will be set in late September. Each year, the locality adopts the budget as-is and amends the budget once the final notice is received.

Regional Program Manager:

Reg/Program Manager								
Location Code		2180						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0218-06-201-2180-	41102	REG PROG MGR COORDINATOR	78,394	75,175	76,293	78,000	79,000	1,000
0218-06-201-2180-	41103	REG PROG MGR CLERICAL	-	1,599	-	39,800	-	(39,800)
0218-06-201-2180-	42100	REG PROG MGR FICA	5,914	5,725	5,767	8,200	6,100	(2,100)
0218-06-201-2180-	42210	REG PROG MGR RETIREMENT-VR	12,661	11,825	12,180	18,000	11,000	(7,000)
0218-06-201-2180-	42300	REG PROG MGR HOSPITAL/MEDIC	5,561	7,951	8,151	8,000	6,240	(1,760)
0218-06-201-2180-	42400	REG PROG MGR GROUP LIFE INSU	933	894	921	3,124	1,000	(2,124)
0218-06-201-2180-	42700	REG PROG MGR WORKER'S COMP	1,600	238	-	550	-	(550)
0218-06-201-2180-	42750	REG PROG MGR RETIREE HEALTH	-	-	-	-	700	700
0218-06-201-2180-	43311	REG PROG MGR CONTRACT FEES	13,010	1,541	4,405	39,351	245,281	205,930
0218-06-201-2180-	45420	REG PROG MGR LEASE/RENT	-	-	-	-	-	-
0218-06-201-2180-	45551	REG PROG MGR TRAVEL	-	-	-	-	593	593
			118,074	104,948	107,717	195,025	349,914	154,889

Regional Adult Specialist:

Reg/Adult Spec								
Location Code		2181						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0218-06-201-2181-	41100	REG ADULT SPECSAL & WAGE	-	-	-	40,000	-	(40,000)
0218-06-201-2181-	42100	REG ADULT SPECFICA	-	-	-	3,060	-	(3,060)
0218-06-201-2181-	42210	REG ADULT SPECRETIREMENT-VR	-	-	-	2,284	-	(2,284)
0218-06-201-2181-	42300	REG ADULT SPEC HOSPITAL/MEDIC	-	-	-	4,322	-	(4,322)
0218-06-201-2181-	42400	REG ADULT SPEC GROUP LIFE INSU	-	-	-	334	-	(334)
			-	-	-	50,000	-	(50,000)

General Adult Education:

Reg/Gen Adult								
Location Code		2182						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0218-06-201-2182	41300	GEN ADULT ED PART-TIME SALARI	37,460	31,500	31,500	34,456	31,500	(2,956)
0218-06-201-2182	42100	GEN ADULT ED FICA	2,880	2,410	2,410	2,610	2,418	(192)
0218-06-201-2182	42700	GEN ADULT ED WORKER'S COMP	50	60	85	85	70	(15)
0218-06-201-2182	45230	TELEPHONE	-	-	-	-	-	-
			40,390	33,969	33,995	37,151	33,988	(3,163)

SPACE – Adult Education:

Space Adult Ed								
Location Code		2183						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0218-06-201-2183-	41100	SPACE AD ED SAL & WAGE	13,087	-	18,552	-	22,000	22,000
0218-06-201-2183-	41102	COORDINATOR	12,729	1,080	-	-	-	-
0218-06-201-2183-	41103	CLERICAL	52,991	38,779	39,942	-	41,000	41,000
0218-06-201-2183-	41300	SPACE AD EDPART-TIME SALARIE	159,465	156,479	156,869	287,979	158,338	(129,641)
0218-06-201-2183-	42100	SPACE AD EDFICA	17,953	14,915	16,337	22,801	17,000	(5,801)
0218-06-201-2183-	42210	SPACE RETIREMENT	12,727	6,100	9,201	-	9,500	9,500
0218-06-201-2183-	42300	SPACE HOSPITAL/MEDICAL PLANS	9,435	7,947	8,149	-	6,240	6,240
0218-06-201-2183-	42400	GROUP LIFE INSURANCE	938	462	696	-	800	800
0218-06-201-2183-	42500	DISABILITY INSURANCE	-	-	109	-	150	150
0218-06-201-2183-	42700	SPACE AD WORKER'S COMPENSA	1,241	233	550	-	1,000	1,000
0218-06-201-2183-	42750	SPACE RETIREE HCC	-	-	-	-	760	760
0218-06-201-2183-	43071	DIRECT COST - REGION	12,053	10,682	8,851	15,000	10,100	(4,900)
0218-06-201-2183-	43120	ACCOUNT & AUDIT SERVICES	-	-	-	-	-	-
0218-06-201-2183-	45230	SPACE AD EDTELEPHONE	5,972	4,748	4,192	7,101	4,500	(2,601)
0218-06-201-2183-	45420	LEASE/RENT OF BUILDING	8,550	25,000	23,700	-	24,000	24,000
0218-06-201-2183-	45551	TRAVEL - REGIONAL	3,434	4,191	5,283	9,000	5,000	(4,000)
0218-06-201-2183-	46051	SUPPLIES	32,105	28,883	22,637	45,082	20,000	(25,082)
			342,681	299,498	315,069	386,963	320,388	(66,575)

RACE to GED:

RACE to GED								
Location Code		2184						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0218-06-201-2184-	41100	RACE SAL & WAGE	30,536	-	6,438	-	11,250	11,250
0218-06-201-2184-	41300	RACE TO GED PART-TIME SALARIE	14,191	51,680	47,662	63,000	40,300	(22,700)
0218-06-201-2184-	42100	RACE TO GED FICA	3,334	3,954	4,050	5,300	4,000	(1,300)
0218-06-201-2184-	42210	RACE RETIREMENT-VRS	4,932	-	834	150	1,500	1,350
0218-06-201-2184-	42300	RACE RETIREMENT-HEALTH INS	4,274	-	-	-	-	-
0218-06-201-2184-	42400	RACE AD ED GROUP LIFE INS	363	-	63	-	128	128
0218-06-201-2184-	42500	RACE AD ED DISABILITY INS	-	-	31	-	35	35
0218-06-201-2184-	42700	RACE AD ED WORKER'S COMP	-	-	-	-	-	-
0218-06-201-2184-	42750	RETIREE HEALTH CARE CREDIT	-	-	-	-	120	120
0218-06-201-2184-	45551	RACE TRAVEL-REGIONAL	-	600	600	-	600	600
0218-06-201-2184-	46014	RACE TO GED OTHER OPERATING	7,954	15,791	4,257	15,950	9,241	(6,709)
			65,583	72,024	63,934	84,400	67,174	(17,226)

Workplace:

Workplace								
Location Code		2185						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0218-06-201-2185-	41300	WORKPLACE PART-TIME SALARIE	60,489	48,752	92,079	103,000	105,000	2,000
0218-06-201-2185-	42100	WORKPLACE FICA	4,622	3,730	7,044	7,658	8,033	375
0218-06-201-2185-	42700	WORKPLACE WORKER'S COMPEN	180	-	123	123	180	57
0218-06-201-2185-	46001	WORKPLACE OFFICE SUPPLIES	-	-	683	3,500	1,200	(2,300)
			65,291	52,481	99,930	114,281	114,413	132

RLCC Lead Agent:

RLCC Lead Agent								
Location Code		2186						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0218-06-201-2186-	41103	CLERICAL	-	-	-	2,000	-	(2,000)
0218-06-201-2186-	43070	INDIRECT COST	-	-	-	1,000	-	(1,000)
0218-06-201-2186-	43101	PROFESSIONAL SERVICES	-	-	-	72,000	-	(72,000)
0218-06-201-2186-	46027	ADMINISTRATIVE	-	-	-	500	-	(500)
			-	-	-	75,500	-	(75,500)

ECONOMIC DEVELOPMENT

Recognized for its progressive, pro-business climate and customer-focused service, Prince George competes internationally to attract first class business and industry while nurturing small business development. Encouraging existing industry expansion and supporting the developing tourism industry are key components of the Prince George business development plan.

The Mission for Economic Development is to create wealth for the County, for citizens and for business. To that end, the Prince George Economic Development office focuses on business attraction and recruitment and business retention and expansion.

The Economic Development Fund is fully supported by Meals Tax Revenue. A transfer from the General Fund is made for Machinery & Tools Tax rebates. A portion of Machinery & Tools Tax collections that come into the General Fund are transferred to and disbursed from the Economic Development Fund for this purpose.

Revenues:

FUND 215 - ECONOMIC DEVELOPMENT		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0215-10-502-8108-00000-000-000-312111-	MEALS TAX	867,584	998,751	951,344	1,000,000	951,343	(48,657)
OTHER LOCAL TAXES		867,584	998,751	951,344	1,000,000	951,343	(48,657)
0215-90-901-8207-00000-000-000-399999-	FUND BALANCE	-	-	-	-	-	-
0215-90-901-8207-00000-000-000-399100-	TRANS.FR GEN FD/OPERATING	171,000	415,118	865,600	444,965	376,112	(68,853)
FUND BALANCE AND TRANSFERS		171,000	415,118	865,600	444,965	376,112	(68,853)
TOTAL ECONOMIC DEVELOPMENT		1,038,584	1,413,869	1,816,944	1,444,965	1,327,455	(117,510)

Expenditures:

Economic Development								
Location Code		2151						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0215-08-301-2151-	41100	ECON DEV SAL & WAGE	206,407	180,128	153,565	200,564	201,164	600
0215-08-301-2151-	41300	ECON DEV PART-TIME WAGES	338	-	-	-	-	-
0215-08-301-2151-	42100	ECON DEV FICA	15,026	12,953	10,710	15,343	15,389	46
0215-08-301-2151-	42210	ECON DEV RETIREMENT-VRS	27,975	27,833	23,700	29,042	29,129	87
0215-08-301-2151-	42300	ECON DEV HOSPITAL/MEDICAL PLAN	11,480	14,839	12,833	17,144	23,708	6,563
0215-08-301-2151-	42400	ECON DEV GROUP LIFE INSURANCE	2,061	2,106	1,793	2,627	2,635	8
0215-08-301-2151-	42500	ECON DEV DISABILITY INSURANCE	-	-	-	-	269	269
0215-08-301-2151-	42700	ECON DEV WORKER'S COMPENSATION	320	224	212	212	225	13
0215-08-301-2151-	43101	ECON DEV PROF SRVC	5,100	204	6,244	5,000	5,000	-
0215-08-301-2151-	43320	MAINT SVC CONTRACTS	4,999	240	9,709	9,795	9,710	(85)
0215-08-301-2151-	43600	ECON DEV ADVERTISING	467	2,559	6,501	14,000	5,000	(9,000)
0215-08-301-2151-	44200	ECON DEV AUTOMOTIVE/MOTOR POOL	1,074	216	444	500	600	100
0215-08-301-2151-	45210	ECON DEV POSTAL SERVICE	224	44	134	300	1,000	700
0215-08-301-2151-	45230	ECON DEV TELEPHONE	2,187	2,966	2,458	2,000	2,800	800
0215-08-301-2151-	45305	ECON DEV VEHICLE INSURANCE	631	657	427	427	435	8
0215-08-301-2151-	45410	ECON DEV LEASE/RENT EQUIPMENT	469	584	434	500	500	-
0215-08-301-2151-	45530	SUBSISTENCE & LODGING	2,843	4,880	3,530	5,000	4,000	(1,000)
0215-08-301-2151-	45540	ECON DEV CONVENTION & EDUCATION	2,712	3,658	4,666	4,000	30,000	26,000
0215-08-301-2151-	45600	ECON DEV COUNTY CONTRIBUTIONS	36,779	36,780	36,779	41,780	46,780	5,000
0215-08-301-2151-	45660	MACHINERY & TOOLS TAX REBATES	307,396	564,514	865,600	444,965	490,580	45,615
0215-08-301-2151-	45810	ECON DEV DUES AND MEMBERSHIPS	24,059	24,339	24,186	24,543	25,178	635
0215-08-301-2151-	46001	ECON DEV OFFICE SUPPLIES	1,626	2,934	1,177	3,000	3,000	-
0215-08-301-2151-	46002	ECON DEV FOOD SUPPLIES	263	283	447	300	300	-
0215-08-301-2151-	46008	ECON DEV VEHICLE & EQUIP. FUEL	837	646	510	700	700	-
0215-08-301-2151-	46009	VEHICLE & EQUIP. SUPPLIES	125	186	364	500	500	-
0215-08-301-2151-	46012	BOOKS & SUBSCRIPTIONS	-	67	-	-	-	-
0215-08-301-2151-	48107	REPLACE INFO TECH EQUIPMENT	287	672	-	-	-	-
0215-08-301-2151-	48108	BROADBAND	-	-	-	50,000	-	(50,000)
0215-08-301-2151-	48132	EXIT 45 IMPROVEMENT TO SITES	-	-	-	175,000	-	(175,000)
0215-08-301-2151-	48205	NEW MOTOR VEHICLE	-	-	-	-	-	-
0215-08-301-2151-	49173	TRANS TO DEBT SERVICE	400,000	397,000	468,320	387,767	386,279	(1,488)
0215-08-901-8207-	49172	TRANSFER TO CAPITAL PROJECTS	-	-	615,020	-	-	-
0215-08-301-2151-	49182	TRANSFER TO CAPITAL EXIT 45	-	-	-	-	-	-
0215-08-301-2151-	49183	TRANSFER TO CAPITAL BROADBAND	-	-	-	-	-	-
0215-08-301-2151-	49199	CONTINGENCIES	3,460	210,796	-	9,956	42,575	32,619
			1,059,144	1,492,308	2,249,762	1,444,965	1,327,455	(117,510)

		FUNDED POSITIONS			
Department	Title	Status	FY2016-17	FY2017-18	Change
Economic Development	Director of Economic Development	FT	1	1	0
Economic Development	Economic Development Specialist	FT	1	1	0
Economic Development	Office Associate I	FT	1	1	0
			3	3	0
The Deputy County Administrator serves as Director of Economic Development and position is funded in the Economic Development Fund.					

TOURISM

The purpose of the Prince George County Tourism Fund is to market tourism efforts within the County per the Code of Virginia § 58.1-3819 (Transient occupancy tax). The County currently charges 5% for a lodging tax. Two percent (2%) remains in the County general fund. Three percent (3%) is transferred to the County Tourism Fund. This 3% must be used for tourism activities, travel and marketing of tourism initiatives that, as determined after consulting with local tourism industry organizations, attract travelers to the locality. Initiatives have included: tourism brochures, park improvements, ball field improvements for travel tournaments, website promotions, farmers' market implementation, welcome signs, heritage museum improvements, and regional tourism promotion.

Revenues:

FUND 213 - TOURISM		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0213-10-502-8108-00000-000-000-000-312010-	LOCAL LODGING TAX	278,671	285,804	405,418	300,000	405,000	105,000
OTHER LOCAL TAXES		278,671	285,804	405,418	300,000	405,000	105,000
0213-40-900-8208-00000-000-000-000-399999-	FUND BALANCE	-	-	-	34,830	-	(34,830)
FUND BALANCE AND TRANSFERS		-	-	-	34,830	-	(34,830)
TOTAL TOURISM FUND		278,671	285,804	405,418	334,830	405,000	70,170

Expenditures:

Tourism Initiatives								
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0213-08-301-2131-	41300	TOURISM PART-TIME SAL & WAGE	290	2,000	1,350	2,000	2,000	-
0213-08-301-2131-	42100	TOURISM FICA	22	150	103	15	153	138
0213-08-301-2131-	43101	PROFESSIONAL SERVICES	11,038	-	-	-	-	-
0213-08-301-2131-	43320	MAINTENANCE SVC CONTRACTS	2,820	2,305	10,612	5,800	3,900	(1,900)
0213-08-301-2131-	43600	ADVERTISING	-	400	-	-	-	-
0213-08-301-2131-	45540	TOURISM CONVENTION & EDUCATION	-	-	-	100	100	-
0213-08-301-2131-	45640	PETERSBURG AREA TOURISM	42,500	32,500	32,500	32,500	38,500	6,000
0213-08-301-2131-	45647	PRINCE GEORGE/HOPEWELL VISITORS CENTER	41,100	46,220	46,440	46,440	46,440	-
0213-08-301-2131-	45648	PG HERITAGE CENTER	120,170	36,957	22,100	24,375	30,375	6,000
0213-08-301-2131-	45649	FOUNDERS DAY	-	-	-	2,100	3,000	900
0213-08-301-2131-	45650	PORK FESTIVAL	-	-	-	2,500	-	(2,500)
0213-08-301-2131-	45651	CZECH/SLOVAK FESTIVAL	-	-	-	2,000	-	(2,000)
0213-08-301-2131-	45652	BALL TOURNAMENTS	-	-	-	12,500	10,000	(2,500)
0213-08-301-2131-	46014	OPERATING SUPPLIES	-	(137)	(413)	6,500	500	(6,000)
0213-08-301-2131-	46007	EXIT 45 O&M	-	-	-	-	3,000	3,000
0213-08-301-2131-	48131	PARK & PLAYGROUND EQUIP	30,993	16,401	-	15,000	-	(15,000)
0213-08-301-2131-	49177	TRANS TO UTILITIES	157,100	158,000	158,000	149,805	148,728	(1,077)
0213-08-301-2131-	49199	CONTINGENCIES	3,953	13,313	40,409	33,195	118,304	85,109
			409,986	308,109	311,101	334,830	405,000	70,170

STORMWATER

Revenues:

FUND 220 - STORMWATER							
		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0220-10-506-2121-00000-000-000-312011-	STORMWATER FEE	211,975	430,199	446,747	442,000	442,000	-
OTHER LOCAL TAXES		211,975	430,199	446,747	442,000	442,000	-
0220-90-901-8207-399199	STORMWATER TRANSFER	-	2,100,000	-	-	-	-
Total Transfer		-	2,100,000	-	-	-	-
TOTAL STORMWATER		211,975	2,530,199	446,747	442,000	442,000	-

Expenditures:

Stormwater Fee								
Location Code		2121						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0220-04-104-2121-	41100	STORMWATER FUND SALARIES	-	40,000	40,000	-	-	-
0220-04-104-2121-	42100	FICA	-	3,060	3,060	-	-	-
0220-04-104-2121-	43500	PRINTING AND BINDING	496	-	-	-	-	-
0220-04-104-2121-	48130	IMPROVEMENT TO SITES	-	-	22,285	-	-	-
0220-04-104-2121-	49173	TRANSFER TO DEBT SERVICE	-	-	441,500	442,000	441,804	(196)
0220-04-104-2121-	49199	CONTINGENCY	-	-	-	-	196	196
			496	43,060	506,845	442,000	442,000	-

SPECIAL WELFARE

The Special Welfare fund is established under the authority of §63.2-314, *Code of Virginia*. This account consists of funds taken into the agency that are not allocated through the budget. These funds include donations from individuals, organizations, or churches, special grants from the local government, social security and veteran’s administration benefits collected for specific individuals for whom the agency is acting as the custodian. The prior list is not all inclusive. These funds are deposited with the county/city treasurer and the locality must have a system to keep the funds separate from its budgeted funds. These funds cannot be commingled with other locality funds. This fund is a special fund account and does not revert to the general fund at fiscal year-end.

Revenues:

FUND 960 - SPECIAL WELFARE FUND							
		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0960-10-507-8115-00000-000-000-000-318901-	SPECIAL WELFARE	27,363	18,840	24,329	15,000	15,000	-
MISCELLANEOUS		27,363	18,840	24,329	15,000	15,000	-
TOTAL SPECIAL WELFARE FUND		27,363	18,840	24,329	15,000	15,000	-

Expenditures:

Special Social Services								
Location Code		9000						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0960-05-113-9000-	45730	SPECIAL SOCIAL SVS EXP	23,887	12,259	35,008	15,000	15,000	-
			23,887	12,259	35,008	15,000	15,000	-

SCHOOL OPERATING FEDERAL PROGRAMS (FORMERLY TITLE I) SCHOOL TEXTBOOKS SCHOOL NUTRITION (CAFETERIA)

Prince George County is an outstanding community that takes a great deal of pride in its schools and the quality of graduates our schools produce. The district enjoys excellent support from not only our parents but also the business community, the military installation at Fort Lee, elected officials, and the community at large.

Mission

Prince George County Public Schools, in partnership with parents and the community, will provide a meaningful and challenging educational program in a safe environment that prepares all students for post-secondary education and the workforce and to be responsible citizens in a global society.

Strategic Goal

To provide students with the knowledge and skills to exceed state, national and international standards

The School system follows a budgeting process similar to that of the County. School divisions are required to post the approved budget in line item form on the division's website per the **Code of Virginia** §22.1-93. The complete FY2017-2018 Adopted School Budget can be viewed the Prince George County Public Schools website. See <http://pgs.k12.va.us/index.php/pgs/>.

Call 804-733-2700 for more information.

School Revenues:

ACCOUNT	TITLE	FY 2013-14 RECEIPTS	FY 2014-15 RECEIPTS	FY 2015-16 RECEIPTS	FY 2016-17 ADOPTED BUDGET	FY 2017-18 ADOPTED	FY2017-18 INCREASE (DECREASE)
FUND 500: SCHOOL OPERATING		56,364,007	57,322,742	62,445,689	58,871,521	60,498,509	1,626,988
FUND 510: FEDERAL PROGRAMS / TITLE I		601,963	625,591	729,014	2,395,262	2,415,804	20,542
FUND 520: SCHOOL TEXTBOOK		-	-	42,323	692,710	691,065	(1,645)
FUND 540: SCHOOL CAFETERIA		2,654,475	2,691,630	2,932,644	2,756,470	2,817,669	61,199
SCHOOL REVENUE TOTALS		59,620,444	60,639,963	66,149,671	64,715,963	66,423,047	1,707,084

School Expenditures:

	Activity	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
School Operations (Fund 0500):							
6000-6003	Instruction	39,908,697	41,335,285	43,538,144	43,197,325		
6004	Text Books [SEE NEW FUND BELOW]	755,458	143,318	589,445	-		
6005 & 6006	School Administration, Attendance & Health	2,847,208	2,742,070	3,223,781	2,987,151		
6007	Transportation	3,937,950	4,081,584	3,956,875	3,833,941		
6008	Operation & Maintenance	5,538,961	5,521,801	6,131,048	5,461,553		
6009	Technology	2,644,122	2,940,307	3,277,025	2,746,853		
6010	Capital Outlay	731,322	543,430	1,713,352	509,869		
6011	School Contingencies	(452)	3,217	5,702	-		
6013	Debt	-	11,549	10,317	134,829		
TBD	Transfer to County - General Fund (CSA Local Match)	-	-	-	-	350,000	350,000
	Total School Operations	56,363,265	57,322,562	62,445,689	58,871,521	60,498,509	1,626,988
School - Federal Programs (formerly Title 1) Fund 0510:							
516112	Federal Programs / Title I	602,704	625,591	729,014	2,395,262	2,415,804	20,542
	Total Federal Programs / Title 1	602,704	625,591	729,014	2,395,262	2,415,804	20,542
	Beginning FY2017, this fund includes ALL FEDERAL Programs; formerly Title I ONLY. Excludes Impact Aid & JROTC federal activity.						
School - Textbook Funds (Newly Established in FY2017) Fund 0520:							
0520	Textbook Fund	-	-	42,323	692,710	691,065	(1,645)
	Total Textbook Funds	-	-	42,323	692,710	691,065	(1,645)
	NEW FUND FY2017						
School Cafeteria (Fund 0540):							
546419	Cafeteria Operations	2,513,233	2,576,697	2,837,022	2,756,470	2,817,669	61,199
	Total School Cafeteria	2,513,233	2,576,697	2,837,022	2,756,470	2,817,669	61,199
	TOTAL SCHOOL EXPENDITURES	59,479,202	60,524,851	66,054,049	64,715,963	66,423,047	1,707,084

Detailed revenues and expenditures were not available at the time this document was published. Details should be available on the school web-site soon.

CAPITAL IMPROVEMENTS PROGRAM

The County of Prince George typically engages in a 10-year Capital Improvement Plan (CIP) process. They have a committee that participates in the process by evaluating staff requests, ranking submitted projects and forwarding a final recommendation to the Planning Commission.

The County Administrator submits his recommended projects for funding during the budget process.

A summary of FY2018 Projects recommended by the County Administrator and the Planning Commission is shown below:

Project	FY2018		Difference
	CIP Committee	County Administrator Recommendations / Adopted	
Central Wellness Center Boiler	310,000	310,000	-
Human Services Roof Refurbish	379,000	-	(379,000)
Crosspointe Water/Sewer Upgrade Study	200,000	200,000	-
Fuel Canopy / Dispenser Replacement	83,000	83,000	-
CDCC Software Replacement	260,000	260,000	-
PG Fire Company 1 Renovations	475,000	-	(475,000)
Carson Substation Company 6 Renovations	840,000	-	(840,000)
Remaining Phases Public Safety Radio Borrowing	8,507,773	8,507,773	-
Voting Machine Replacement	-	150,000	150,000
TOTAL - CIP PROJECTS	11,054,773	9,510,773	(1,544,000)
Other Items Requiring Debt Issuance			
Public Safety Vehicles		400,000	
TOTAL PROJECTS/PURCHASES WITH DEBT ISSUANCE	11,054,773	9,910,773	

*Debt Payments to begin FY2019

Projects Recommended for Funding in the Operating Budget are shown below.

PROJECTS / ITEMS FUNDED IN OPERATING BUDGET		
Vehicle Purchases [Pool/Parks & Rec/Sheriff]		128,000
Garage Equipment		49,000
IT Projects & Equipment		140,830
Shelving Clerk of Court		10,820
DSS Laserfiche Upgrade		48,342
Commonwealth's Attorney Office Safety Improvements		17,000
TOTAL - OPERATING BUDGET		393,992

Summary of CIP Budget Activity:

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Capital Projects Fund (0311):							
3101	Broadband Implementation	-	-	20,787	-	-	-
3102	Financial System Replacement	470,487	100,177	20,943	-	-	-
3103	Police Vehicles	238,142	47,967	548,110	400,000	400,000	-
3104	Fire/EMS Apparatus Reserve	37,002	1,022,290	839,309	-	75,932	75,932
3105	Building Inspector Software	788	6,293	5,527	-	-	-
3106	Adoption Center	-	5,050	-	-	-	-
3107	Public Safety Building Renovations	31,860	-	-	-	-	-
3108	Riverside Park Access Road	1,224	-	-	-	-	-
3109	Courthouse Area Library	17,099	8,834	-	-	-	-
3110	Other Capital Projects	32,271	2,161,600	63,674	-	-	-
	Crosspointe Center	3,160,841	16,214	-	-	-	-
3112	Crosspointe Centre DMZ	2,014	-	-	-	-	-
3113	Crosspointe Centre Roads	1,756,951	11,588	-	-	-	-
3114	Crosspointe Centre Util	-	4,626	-	-	-	-
3118	Crosspointe Site Pads	1,401,877	-	-	-	-	-
3119	Carson Fire Station	180,990	422,790	1,640,196	-	-	-
3120	Human Services Building	688,448	25,610	20,900	-	-	-
3121	Scott Park Trailer	-	-	-	-	-	-
3131	Central Wellness Center (Old Moore) Repairs	-	50,529	151,358	-	-	-
3132	School Buses	-	-	996,820	312,000	-	(312,000)
3124	Crew Building Improvements	34,314	-	-	-	-	-
3125	Disputanta Renovation	168,939	164,802	3,684	-	-	-
3126	Temple Field Lights	153,429	-	-	-	-	-
3127	PGHS Tennis Courts	555,986	-	-	-	-	-
3128	North 2nd Fitness Room	39,996	-	-	-	-	-
3129	Scott Fields	329,962	107,553	350,493	-	-	-
3130	School Transportation Building	425,000	-	-	-	-	-
3133	Courthouse HVAC	-	-	528,416	-	-	-
3135	Body Worn Cameras	-	-	-	-	-	-
3136	Community Center Parking Lot	-	-	14,447	-	-	-
3137	Central Wellness Center Parking Lot	-	-	10,236	-	-	-
3138	Community Playgrounds	-	-	61,722	70,000	-	(70,000)
3139	Food Bank Roof	-	-	14,307	-	-	-
3140	Courthouse Renovation	-	-	-	-	-	-
3141	Prince George High School & Beazley Elem Roof Replacer	-	-	1,153,307	-	-	-
3142	Fire Station Property Acquisition	-	-	52,693	-	-	-
3143	Burrowsville Fire Department Renovations	-	-	305,307	-	-	-
3144	Board Room Upgrade	-	-	48,654	-	-	-
2151	Exit 45 Improvements	-	35,865	278,154	-	-	-
4000	Bond Issuance Costs and Defesance of Debt	-	-	14,342,467	-	-	-
	Total Capital Projects	6,566,777	4,175,574	21,471,511	782,000	475,932	(306,068)

Approved Planning Commission recommendations are on the following pages with detailed project descriptions.

SUMMARY

The Planning Commission approved the Capital Improvement Plan Committee's recommendation of the Capital Improvement Plan (CIP) for Fiscal Years 2018- 2027. FY2018 is the fourth year the County has planned for a 10-year CIP process.

The Committee began meeting in January of 2017 and met several evenings listening to presentations of capital project ideas. The final recommendation of the Committee was approved by the Planning Commission on February 23, 2017, and now to the Board of Supervisors for adoption with the Fiscal Year 2018 budget. The projects, as proposed, will appear before the Board on a case by case basis.

County department directors, school administrators, and elected officials submitted over \$121 million in capital improvements to be considered by the Committee. Over the course of several meetings, the Committee reviewed these requests and heard testimonies of several of the requestors regarding the proposed projects. The Committee also considered the current and projected financial status of the County and the Comprehensive Plan during their discussions.

The Committee recognizes the need for continued capital improvements planning to avoid capital improvements by catastrophe, and to ensure the future financial stability and beneficial development of Prince George County.

INTRODUCTION

As part of the development of the Prince George County Fiscal Year 2004 operating budget, County staff proposed the creation of a formal Capital Improvement Project review process to create a Capital Improvements Plan (CIP) for adoption by the County Board of Supervisors. The CIP would serve as the basis for appropriations to the newly created County Capital Improvements Fund and the existing School Construction and Utilities Construction Funds. The Board of Supervisors endorsed the idea, and during the fall of 2003, County staff formed a committee to plan the process for development of the CIP.

Fiscal year 2005 was the first year Prince George County implemented a formally adopted Capital Improvement Plan that was developed by a Capital Improvement Plan (CIP) Committee, endorsed by the Planning Commission, and adopted by the Board of Supervisors. Projects in the first year of that plan were appropriated to their respective capital improvement project funds during the FY2005 budget process.

The CIP was adopted in Fiscal Years 2006, 2007 and 2008. The CIP Committee met and recommended a plan to the Planning Commission for the fiscal year 2009. The Planning Commission approved the plan, passing it to the Board of Supervisors for adoption. The CIP plan was not adopted by the Board of Supervisors at that time due to the difficult economic times that paralyzed many localities. No formal CIP was held or adopted for fiscal year 2010.

The Fiscal Year 2013 CIP was adopted by the Board of Supervisors; however no funds were appropriated to the recommended projects. The Fiscal Year 2014 CIP was adopted. The Board followed the CIP Recommendations for the immediate replacement of the Temple Playgrounds and the replacement of the County Administration Phone System during the Fiscal Year 2013 budget. The Fiscal Year 2014 budget appropriated \$535,000 for the Prince George High School Tennis Courts, \$160,000 for the Temple Field Lights, \$150,000 for Disputanta Volunteer Station Renovations and \$75,000 for the Commonwealth Attorney's Software. The Carson Fire Station Relocation and the Courthouse HVAC upgrades were both financed and started in Fiscal Year 2015.

For Fiscal Year 2016, approved projects included Community Center Parking Lot, \$80,000; Community Playground Upgrades, \$64,600; Food Bank Roof, \$30,000, Parks & Rec Improvements (Basketball/Tennis court repairs, Scott Park field improvements, Moore bleacher covers, Appomattox River Park Canoe launch extension, wellness center equipment), \$322,919; and Burrowsville Fire Station Renovations \$400,000. Renovations to Beazley Elementary School were placed on hold while the school system prepared a school-wide facility evaluation. Debt was issued for Courthouse renovations of \$1,900,000 and for school roof replacements totaling \$1,500,000 at Prince George High School and Beazley Elementary School.

For Fiscal Year 2017, approved projects included James River Drive New Fire & EMS Station, \$500,000; Harrison Elementary Doors & Windows, \$217,500; South Elementary Door & Windows, \$135,000; RCJA Roof Refurbish, \$56,000; Wireless Broad Band, \$2,000,000; Renovations to Beazley and Walton Elementary Schools were placed on hold while the school system prepared a school-wide facility evaluation.

The FY2018-2027 plan has been developed in generally the same manner as in past years. The CIP Committee, chaired by a member of the Planning Commission, consisted of a member of the Board of Supervisors, a member of the School Board, two members of the Planning Commission, a member of the Fire Chiefs Committee and three citizen members. A listing of the members of the Committee is included in an appendix to this document (Appendix A).

A capital improvement project is defined as:

- a) Construction and/or acquisition of new assets, including buildings, land, vehicles (excluding school busses and police/sheriff vehicles), equipment, or hardware/software where the costs of construction or acquisition (including incidental costs) meet or exceed \$50,000 for a specific project and the useful life of the asset exceeds one year.
- b) Upgrades or additions to existing buildings, equipment, or other assets that increase the value or greatly extend the estimated useful life of the asset where the costs of the upgrade or addition exceed \$50,000.
- c) Remodeling or repair of existing assets where the costs of the remodel or repair will exceed \$100,000.

SCOPE OF WORK

The CIP Committee was charged with proposing a Capital Improvements Plan to the Planning Commission for review and a recommendation to the Board of Supervisors. The ultimate approval of the CIP rests with the Board of Supervisors.

The Committee not only reviewed specific projects for the Plan, but also discussed at length the issues and factors impacting the development of the CIP. Specifically, the Committee reviewed the County's capacity for issuing new debt over the period of the CIP, discussed funding alternatives for capital projects including the possibility of obtaining grant funds. The FY2017-2026 CIP was analyzed by Davenport & Company, the County's Financial Advisor, for affordability of this proposed CIP and made recommendations for financing the projects included in this proposal while adhering to the County's financial policies.

While attempting to stay within the limitations of the County's formally adopted financial policies as well as preventing a burden on the general fund by use of transfers, the Committee narrowed the list of projects to be funded in the upcoming fiscal year.

While the proposed projects discussed below are the results of the deliberations of this Committee, the Committee wishes to emphasize the need for continued discussion of capital project funding, maintenance of facilities, cost estimates of future projects, and other capital related issues, and submits the recommendations related to those topics as an integral part of this report. To support this concern, the Committee has requested again that in the Fiscal Year 2018 budget, the County and School Board include funding for maintenance items. The Committee is committed to funding "capital" projects and urges the County and School Boards to put an emphasis on maintenance in order to avoid catastrophic capital improvement needs.

FUNDING

A critical component of any Capital Improvements Plan is the availability of funding for these large expenditures. There are generally six sources of funding for Capital Improvement Projects: Debt or lease-purchase agreements, grants, and transfers from the general fund, existing fund balances, or cash proffers.

Debt, in the form of general obligation notes, bonds, or lease-purchase agreements, is the most common way to pay for large capital improvement projects. While Prince George residents voted in 1985 to allow the County to issue debt without a public referendum, the Prince George Board of Supervisors have adhered to debt limits to keep the level of outstanding debt and debt service affordable within the current tax structure. To maintain an affordable level of debt, the Board of Supervisors adopted formal Financial Policies in November 2006, and later amended the policies in 2014 (Appendix B). The Finance Director worked with Davenport & Company to perform an analysis on the required ratios and provided the CIP Committee with a debt funding strategy that was in-line with the Financial Policies.

The CIP as proposed in this document assumes the issuance of \$2,547,000 for Fuel Canopy/Dispenser Replacement, Crosspointe Water & Sewer Upgrade Study, CDCC Software Replacement, CWC Boiler and Human Services Roof Refurbish. Also recommended is funding for PG Fire Company 1 Renovations and Carson Sub-Station Company 6 Renovations.

The Board of Supervisors may choose to use general, capital or other fund balances in excess of established limits to pay for one-time capital improvements. Excess fund balance is not a good source of funds for ongoing expenditures, but they can be responsibly used for one-time capital projects, as long as enough fund balance remains in the general fund to meet the minimums adhered to by the Board of Supervisors, and that all cash flow concerns have been addressed prior to the appropriation of these funds.

Transfers from the General Fund of the County are often used to pay for smaller capital projects. An amount equal to the expected cost of capital projects to be funded through general fund transfer is budgeted as part of the operating budget of the County.

Some revenue sources are dedicated to a particular purpose, and capital projects in these areas, such as utilities facilities and land purchased for economic development, must come from the revenues provided for that function. It would be inappropriate to use general funds for utilities infrastructure, unless the infrastructure is directly attributable to a general government purpose (growth management, economic development, etc.). Debt issued for these types of projects should be serviced (interest and principal payments) from the related operating fund.

Finally, cash proffers are a potential source of funds for capital projects necessitated by the County's growth. Cash proffers are voluntary payments by developers seeking rezoning on a parcel, proffered to mitigate the impacts of new residents on the County's public facilities. Projects to be financed through cash proffers are identified in this report.

CIP PROJECT HISTORY

COMPLETED PROJECTS EVALUATED BY CIP COMMITTEE	YEAR COMPLETED	TOTAL COST
BROADBAND IMPLEMENTATION	2012	\$ 317,940.00
POLICE BLAND BUILDING RENO	2012	\$ 1,664,353.00
LIBRARY	2012	\$ 3,015,345.00
DISPUTANTA FIRE STATION RENO	2015	\$ 342,741.00
PG HIGH SCHOOL TENNIS COURT	2015	\$ 555,986.00
COMMUNITY PLAYGROUNDS - 1	2016	\$ 61,722.00
SCOTT FIELDS - PHASE I	2016	\$ 788,007.00
PGHS & BEAZLEY ELEM ROOFING	2016	\$ 1,153,307.00
ONGOING PROJECTS EVALUATED BY CIP COMMITTEE	STATUS	EXP @ 6/30/16
CARSON FIRE STATION CONSTRUCTION	ONGOING	\$ 2,254,988.00
COURTHOUSE HVAC	ONGOING	\$ 528,416.00
COMMUNITY CENTER PARKING LOT	ONGOING	\$ 14,447.00
CWC PARKING LOT	ONGOING	\$ 10,236.00
BROADBAND	ONGOING	\$ 20,787.00
FOODBANK ROOF	ONGOING	\$ 14,308.00
BURROWSVILLE FIRE STATION RENO	ONGOING	\$ 305,307.00
COMPLETED PROJECTS NON-CIP COMMITTEE	YEAR COMPLETED	TOTAL COST
RADIO COMMUNICATION	2006	\$ 7,726,617.00
SCHOOL BOARD ADMIN BUILDING	2007	\$ 2,654,950.22
LAMORE RELOCATION	2008	\$ 1,485,796.00
RIVERSIDE PARK	2009	\$ 303,141.00
NEW NORTH ELEMENTARY	2009	\$ 19,326,385.41
POLICE DEPT ROOFING & ELECTRICAL	2012	\$ 308,978.00
RIVERSIDE PARK ACCESS ROAD	2012	\$ 436,490.00
CCAM	2012	\$ 684,602.00
BUILDING INSPECTION SOFTWARE	2013	\$ 327,537.00
ANIMAL SHELTER	2013	\$ 2,848,848.00
HUMAN SERVICES BUILDING RENO	2015	\$ 816,257.00
BOARD ROOM UPGRADES	2016	\$ 48,654.00
FINANCIAL SYSTEM - MUNIS	2016	\$ 1,435,210.00
CROSSPOINTE / CCAM	2016	\$ 20,142,135.00
ONGOING PROJECTS NON-CIP COMMITTEE	STATUS	EXP @ 6/30/16
CWC RENOVATIONS	ONGOING	\$ 161,890.00
STORMWATER - BIRCHETT ESTATES	ONGOING	\$ 28,500.00
STORMWATER - CEDAR CREEK	ONGOING	\$ 34,575.00
EXIT 45 BEAUTIFICATION	ONGOING	\$ 278,154.00

PROPOSED PROJECTS

County and School Board staff submitted twenty-five projects for consideration in the Capital Improvements Plan. The Committee heard testimonies from several staff members regarding several proposed projects. A complete listing of projects, in Rank Order as assigned by the CIP Committee, is below:

Proposed Capital Improvement Projects		
FY2018-2027 Process		
CIP Committee Rankings		
	Project	Cost Estimate
1	CWC Boiler	\$ 310,000.00
2	Human Services Roof Refurbish	\$ 379,000.00
3	Voting Equipment	\$ 150,000.00
4	Walton Elementary School - New	\$ 27,715,625.00
5	Police Boat	\$ 65,000.00
6	Crosspoints Water and Sewer Upgrade Study	\$ 200,000.00
7	Joint Heavy Equipment /Bus Garage	\$ 3,549,522.00
8	Fuel Canopy/Dispenser Replacement	\$ 83,000.00
9	CDCC Software Replacement	\$ 260,000.00
10	PG Fire Company 1 Renovations	\$ 475,000.00
11	Carson Sub-Station Comp.6 Renovations	\$840,000
12	Real Estate Assessment Software Replace	\$ 495,125.00
13	Self Contained Breathing Apparatus	\$ 1,482,000.00
14	Jefferson Park Relocation	\$ 2,495,000.00
15	Beazley Elementary School - New	\$ 27,715,625.00
16	Wells Station Road Fire & EMS Station	\$ 2,495,000.00
17	Carson CC Baseball Field	\$ 90,000.00
18	Carson CC Pavilion	\$ 118,000.00
19	Carson CC Playground	\$ 72,000.00
20	Comprehensive High School-Renovations & Addition	\$ 50,448,125.00
21	Scott Park Extension Project	\$ 450,000.00
22	Scott Park Water & Sewer	\$ 1,540,000.00
23	Appomatox River Park Ampitheater	\$ 86,450.00
24	Fleet Garage Bay Expansion	\$ 230,000.00
25	Parks & Rec Dog Park	\$ 70,000.00
		\$ 121,814,472.00

RECOMMENDATIONS

Projects recommended for funding in Fiscal Year 2018

This Capital Improvements Plan includes the appropriation of funding in Fiscal Year 2018 for the following projects:

- \$ 83,000 Fuel Canopy/Dispenser Replacement
- \$200,000 Crosspointe Water and Sewer Upgrade Study
- \$260,000 CDCC Software Replacement
- \$310,000 CWC Boiler
- \$379,000 Human Service Roof Refurbish
- \$475,000 PG Fire Company 1 Renovations
- \$840,000 Carson Sub-Station Company 6 Renovations

Projects approved for consideration in Fiscal Years 2019-2025

In addition to those listed above, the Committee wishes to recommend the approval of the following projects for inclusion in the FY2019-FY2025 Capital Improvements Plan:

FY2019

- \$ 65,000 Police Boat
- \$ 72,000 Carson Community Center Play Ground
- \$ 90,000 Carson Community Center Baseball Field
- \$ 118,000 Carson Community Center Pavilion
- \$ 150,000 Voting Equipment
- \$ 495,125 Real Estate Assessment Software Replacement
- \$ 1,482,000 Self Contained Breathing Apparatus
- \$ 3,549,522 Joint Heavy Equipment/Bus Garage
- \$27,715,625 Walton Elementary School - New

FY2020

- \$ 2,495,000 Jefferson Park Station Relocation

FY2021

- \$ 450,000 Scott Park Extension Project
- \$ 1,540,000 Scott Park Water & Sewer
- \$ 2,495,000 Wells Station Road Fire & EMS Station – New
- \$27,715,625 Beazley Elementary School - New

FY2025

- \$ 70,000 Parks & Rec Dog Park
- \$ 86,450 Appomattox River Park Amphitheater
- \$ 230,000 Fleet Garage Bay Expansion
- \$50,448,125 Comprehensive High School – Renovations & Additions

The Committee recommends the Heavy Equipment Garage and Fleet Garage Bay Expansion projects to go to a Committee appointed by the County in order to determine the exact nature of the needs represented by both county and school systems.

Projects to be included in the operating budget

The consensus of the CIP committee was that some recurring capital costs, such as the appropriations for the Fire and EMS Apparatus Fund, police vehicles and maintenance should be budgeted as operating expenditures. These items should not “compete” in the CIP process with other one-time capital expenditures. The Committee agrees that the proper accounting for these costs would be in the County’s capital projects fund, where if not spent during the fiscal year the appropriation will not expire. The Committee felt, however, that these projects stood on their own and did not need to be reconsidered by the Committee every year. The Committee recommends the County continue setting aside funds in the operating budget for Fire & EMS apparatus, police vehicles, maintenance and undesignated capital projects.

Fuel Canopy/Dispenser Replacement

Project Description:

Replace canopy, fuel dispensers and support software for the County’s fuel dispensing system.

Project Justification:

The current canopy and fuel dispensers have been in place approximately 25 years. The canopy was used by a local business and donated to the County. The total age of the unit is not known. Due to metal deterioration, patches have been applied to the canopy from the underside. For safety considerations, the canopy has been removed. The dispensers are obsolete with new replacements parts no longer available. Mechanical failures require the research and requisitioning of used parts.

Impact if Project not Completed:

Ability to provide apparatus and vehicle fuel for County and Public Safety vehicles.

Financing:

This project is currently estimated to cost \$83,000 and is recommended to be completed with the issuance of debt service for FY2018.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
\$83,000					\$83,000

Southpoint/Crosspointe Water and Sewer Upgrade Study

Project Description:

This project is a request to conduct a study evaluating options for wastewater treatment.

Project Justification:

This project is to increase the water and wastewater capacity for the Southpoint/Crosspointe area. This is to allow for future growth of industry and businesses in Prince George County.

As of 12/6/2016, it is estimated that there is a current water excess available of 330,000 gal/day and a sewer excess available of 130,000 gal/day in the area. As it stands, the county is on a short list for one project which would require 52,000 gal/day of both water and sewer. This is a medium sized project which does not have a high water, or wastewater, capacity need.

Since 2014, there have been at least 9 projects that did not select Prince George County due to lack of water and wastewater capacity. Through an economic impact analysis, we can estimate that these 9 projects would have brought in 1,669 jobs. Additionally, these 9 projects would increase taxes in the county by \$2,634,593 and they would have added an additional \$73,692,073 in earnings in the county

Prince George County has a tax split of 17/83 (17% industrial/commercial and 83% residential/agricultural), which is the second lowest in the region. (The lowest in the region is a tax split of 14/86 in Dinwiddie and the highest is Colonial Heights with a tax split of 35/65) It is a commonly held belief that a 30/70 split is a sign of having both a healthy tax base, as well as a diversified tax base.

Impact if Project not Completed:

Without an increase of water and wastewater, it will be impossible for the county to continue to grow its industrial and business base. This will lead to an even further restriction of businesses which could be brought to the county, which will further lead to fewer people being able to be hired and less money from taxes brought into the county.

Financing:

The estimated total cost of the study is \$200,000. The project is slated to be debt financed in FY2018.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
\$200,000					\$200,000

CDCC Software Replacement

Project Description:

Replacement of the existing INKforce system which is used to issue building permits, inspections, code compliance, and site planning documentation which has been in place since 2010. The proposed software, EnerGov, has newer technology and will integrate with the Munis modules currently in place for financials, human resources and payroll, personal property assessments and taxing, business licenses, real estate taxing, and utilities. It will also be part of Tyler Technologies’ evergreen principle which means it will be kept up-to-date with regular software support contracts.

Project Justification:

The INKforce system has been in place for approximately six (6) years. At the time of implementation, it expanded the capabilities of the Community Development & Code Compliance department. At the time it was implemented as a stand-alone program because the financial system at the time was not being replaced. With Munis now implemented in most departments, adding this software module to the Tyler Technologies suite of products will allow for improved integration with financials and property modules. The company that currently supports INKforce has not committed to expanding the product to satisfy the current needs of the department. It is routine to review software after five plus years to see if it is satisfying a department’s needs. Recurring support costs will be as much or lower to current support contracts.

Impact if Project not Completed:

With the lack of continued development of the current software and the lack of new clients for the product, at a point in the near future it is highly likely that they will cease to support the product. Currently there are outstanding issues that have not been corrected and the planning related modules are lacking in what is needed to be truly effective.

Financing:

The project is slated to be debt financed in FY2018 and is estimated to cost \$260,000.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
\$260,000					\$260,000

Central Wellness Center Boiler

Project Description:

Our existing two boilers are completely down and need to have at least one replaced, along with piping that is full of holes. Asbestos Abatement is needed throughout basement prior to replacing the boiler and related piping.

Project Justification:

The boiler is needed for heating the building to keep consistent heat in the CWC. We have already changed over the following to split units – gym, library/exercise room, cafeteria/wrestling room and food bank.

Impact if Project not Completed:

Water pipes will be freezing and breaking at all toilets throughout the building.

Financing:

This project is currently estimated to cost \$310,000. The project is slated to be debt financed in FY2018.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
\$310,000					\$310,000

Human Services Roof Refurbish

Project Description:

Refurbish approximately 34,000 square feet of existing metal roof panels. The existing roof was installed as a component of the facility construction in 1988. The age of the panels is 26 years. An inspection of the panels was performed in May of 2014 by a representative of the Garland Company. The inspection revealed a deterioration of the roof coating and recommends an “overlay” coating/refurbishment of the roof. With the coating of the roof, the life expectancy will be extended by an estimated term of 15 years.

Project Justification:

Extend life of existing roof to prevent a total tear-off and replacement.

Impact if Project not Completed:

Continued deterioration will result in roof leaks that will impact facility infrastructure and will result in a roof tear-off and replacement.

Financing:

The estimated total cost of the roof refurbishment is \$379,000. The project is slated to be debt financed in FY2018.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
\$379,000					\$379,000

Prince George Fire Station Renovations

Project Description:

This project provides funding to build an additional space to house essential personnel allowing us to meet the increasing calls generated in this service area. The project includes minor site work, remodeling of existing structure and constructing an estimated 1200 square foot in additional building space. The facility will include much needed living conditions to meet future staffing needs. The station will house an Engine, Squad, Aerial Truck, Brush Unit, HAZ- MAT Response Unit, and for future needs an Ambulance.

Project Justification:

In order for us to meet critical response times, it is imperative that the Prince George Fire Station (Courthouse) is modified to house essential personnel and apparatus. Such improvement will allow for quicker response to the increasing fire and emergency medical calls we are experiencing with normal county growth and additional calls.

Impact if Project not Completed:

Inability to house essential personnel and apparatus to meet future growth needs and increased emergency response calls in this service area will drastically impact public safety and quality of life.

Financing:

This project is currently estimated be debt financed in FY2018 at a cost of \$475,000.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
\$475,000					\$475,000

Carson Sub-Station Renovations

Project Description:

This project provides funding to build an additional space to house essential personnel allowing us to meet the increasing calls generated in this service area. The project includes minor site work, remodeling of existing structure and constructing an estimated 5,000 square foot in additional building space. The facility will include an additional bay for an ambulance based on future needs and much needed living conditions to meet future staffing needs. The station will house a quint, reserve tanker, brush unit and an ambulance.

Project Justification:

In order for us to meet critical response times, it is imperative that the Carson Substation is modified to house essential personnel and apparatus. Such improvement will allow for quicker response to the increasing fire and emergency medical calls we are experiencing with normal county growth.

Impact if Project not Completed:

Inability to house essential personnel and apparatus to meet future growth needs and increased emergency response calls in this service area will drastically impact public safety and quality of life.

Financing:

The renovation is scheduled to be performed in FY18 at an estimated cost of \$840,000 and is scheduled to be completed with the issuance of debt service for FY2018.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
\$840,000					\$840,000

Police Boat

Project Description:

Replace current, ten-year old boat and motors with a new, more functional vessel.

Project Justification:

Our current boat is over ten years of age with over 1,000 hours of use on the motors. The vessel is a center console model without an enclosed helm (no protection from weather). The intent of the Police Department is to apply for a Homeland Security, Port Security Program Grant in April of 2018. The grant, as currently designed, requires a 20% local match. The total cost of the project is \$325,000. If the Department is successful acquiring the grant, our intent would be to donate our current vessel to the Fire Department. In the event we are unsuccessful with acquiring the grant monies, our contingency plan would be to request new power plants for our current vessel. New motors would cost approximately \$29,000.

Impact if Project not Completed:

Our current boat is still functional; however the vessel has limitations and wears from use and age. In order to maintain this resource as a dependable asset, we will, at a minimum, need to plan for repowering.

Financing:

This project is currently estimated to cost \$325,000 and is scheduled to be purchased with grant funds if awarded of \$260,000 and the issuance of debt service in FY2019 for \$65,000.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
	\$65,000				\$65,000

Carson CC Playground

Project Description:

Construction of Playground Equipment at Carson Community Center

Project Justification:

Provide Recreational Playground Equipment to Carson Community

Impact if Project not Completed:

Financing:

The project is slated to be debt financed in FY2019 and is estimated to cost \$72,000

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
	\$72,000				\$72,000

Carson CC Baseball Field

Project Description:

Construction of Baseball Field at Carson Community Center.

Project Justification:

Provide Recreational Facility for Citizens in Southern Area of County.

Impact if Project not Completed:

Financing:

The project is slated to be debt financed in FY2019 and is estimated to cost \$90,000.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
	\$90,000				\$90,000

Carson CC Pavilion

Project Description:

Construction of Pavilion at Carson Community Center

Project Justification:

Provide Recreational Amenities to Carson Community

Impact if Project not Completed:

Financing:

The project is slated to be debt financed in FY2019 and is estimated to cost \$118,000.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
	\$118,000				\$118,000

Voting Equipment

Project Description:

Voting machines have to be replaced per Election Code 24.2-626 by July 1, 2020.

Project Justification:

Currently have 11 machines to be replaced and request 2 machines for spare/backup.

Impact if Project not Completed:

Would be in violation of Election Code. Have not renewed current Maintenance Agreement (approximately \$4,500) for FY18 because of request of new equipment. This could cause potential problems if equipment breaks down.

Financing:

This project is currently estimated to cost \$150,000 and is slated to be debt financed in FY2019.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
	\$150,000				\$150,000

Real Estate Assessment Software Replacement

Project Description:

Implement iasWorld CAMA Standard Edition, a new real estate assessment software owned by Tyler Technologies (the company which owns Munis) that will integrate into the current real estate tax billing software (Munis) and provide better field tools for the Real Estate Assessor’s staff. By integrating with a product owned by Tyler Technologies, the County is guaranteed better integration between the assessment software and the taxation software. It will also provide more information to the public through its Web porta. Currently the site designed by the Assessor’s office is the number one destination of visitors to the County’s web site. The portal that is part of the proposed package will provide additional functionality desired by citizens and other visitors to the County Web site. If this package were not available, additional software with additional incurred costs for Web site hosting and development would be needed to achieve the same level of service.

Project Justification:

The current software used for assessment, Proval, has been in use for 10 over years. During its lifespan, the Assessor’s Office has been an integral part of the user group community and the growth of the product through user group suggestions. In recent years it has become apparent that through acquisition of the software by various different companies, the product as it is used by staff is no longer being developed to the extent needed. The new owner of the product has taken the software in a different direction to create a solution that requires users to do both the assessing and the taxing in the company’s new software, Aumentum. During the search for the Munis system, staff made the decision to keep the taxing of both real estate and personal property in one system and does not wish to have the taxing in another software package. With the reduction in staff, the Assessor’ Office is searching for software to make gathering assessment information in the field more efficient. Current information that is gathered in the field is being done twice since there is no automated way to get the information from the field directly into the current software. This means the assessment process takes twice as long as it should.

Impact if Project not Completed:

If the project is not completed, the Assessor’s Office will need to hire additional staff in order to get the yearly assessments done on time. At some point in the near future, if the office stays with the current package, the County will be forced to pay for software with functionality that it will not use or move away from the Munis package that was purchased in 2011.

Financing:

The project is slated to be debt financed in FY2019 and is estimated to cost \$495,125.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
	\$495,125				\$495,125

Self-Contained Breathing Apparatus

Project Description:

Fire and EMS is requesting funding to replace the out dated SCBA’s that our firefighters are utilizing to enter hazardous environment when protecting our citizens. The current SCBA’s are 4 standards out dated. The project calls for SCBA’s that meet current standards and incorporate new technology to ensure the safety of our first responders is protected.

Project Justification:

Prince George Fire and EMS conducted an SCBA overhaul in 2005. Several packs were replaced and brought up to the 2002 standards. Since then, several changes have taken place making our current cache obsolete. The current low pressure systems are no longer acceptable. The current standard only allows for high pressure systems. Therefore, recently purchased SCBA’s are now mixing with obsolete SCBA’s creating the potential for mix parts and accessories which could lead to a line of duty death or injury.

Impact if Project not Completed:

Potential catastrophic failure of SCBA’s resulting in firefighter deaths or injuries. Additionally, a failure could result in the inability to perform lifesaving rescues, save citizens property and protect the environment.

Financing:

The project is slated to be debt financed in FY2019 and is estimated to cost \$1,482,000.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
	\$1,482,000				\$1,482,000

Joint Heavy Equipment / Bus Garage

Project Description:

This project is for the construction of a joint heavy equipment garage to service large vehicles of both the School System and the County. Heavy vehicles are defined as vehicles with a gross weight exceeding 10,000 pounds, such as fire trucks, ambulances, certain utility vehicles and school buses. It is anticipated that the building would be sited and designed to allow for expansion to handle light vehicles as well. The garage could be located behind the Prince George Education Center or on the Yancey Property.

Project Justification:

Currently the School System bus garage is inadequate to meet service demand. Additionally, it is poorly located on a major thoroughfare near the high and junior high schools. In addition to addressing the traffic safety concerns, relocation of this facility would free up space for a planned expansion of the high school. Finally, the County garage does not have a bay large enough to accommodate several of the fire trucks in the County’s fleet.

Impact if Project not Completed:

Traffic concerns and inadequate facilities would continue at the existing bus garage. Service for County fire trucks would continue to be outsourced, and the planned expansion of the high school would be delayed, if not abandoned.

Financing:

The project is slated to be debt financed in FY2019 and is estimated to cost \$3,549,522.

Notes:

The Committee recommends the Heavy Equipment Garage project to go to a Committee appointed by the County in order to determine the exact nature of the needs represented by both county and school systems.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
	\$3,549,522				\$3,549,522

Walton Elementary School - New

Project Description:

New 750 pupil elementary school to replace William A. Walton Elementary School.

Project Justification:

Walton Elementary School needs to be replaced due to the age of the facility. Presently 4 trailers are used as classrooms. In addition, the present school design does not provide a safe and secure learning environment. Original building 1960, additions 1971 and 1992.

Impact if Project not Completed:

Deteriorating school and trailers, 21st Century technology demands cannot be met, extremely difficult to provide a safe and secure learning environment.

Financing:

This project is currently estimated to cost \$27,715,250 and is slated to be debt financed in FY2019.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
	\$27,715,250				\$27,715,250

Jefferson Park Fire Station Relocation

Project Description:

This project would address the settling issues in the apparatus bay area, provide additional living space for future volunteer and/or career staffing and address safety issues exiting the station directly onto Jefferson Park Road.

Demolish the existing apparatus bay area and relocate it.

Project Justification:

The Jefferson Park Fire Station has a long history of settling problems dating back to 1994 due to shrink-swell soil. Currently there is an engineering study being conducted to determine the best course of action for the station. The settling problem was addressed in 1994, 1998 and again in 2007.

Impact if Project not Completed:

If not completed, the settling issue will continue to be a problem. The existing fire station will be unable to house essential personnel and apparatus to meet future growth needs and increased emergency response calls in the service areas will drastically impact public safety and quality of life. The likelihood of a vehicle crash will rise with additional traffic on Jefferson Park Road.

Financing:

The project is slated to be debt financed in FY2020 and is estimated to cost \$2,495,000.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
		\$2,495,000			\$2,495,000

Scott Park Utilities Expansion

Project Description:

Installation of site utilizes to the park expansion including electrical service, water and sewer. Also included in the scope is the completion of the rectangular fields, parking area, adding restrooms, concession building, fencing, bleachers and walkways.

Project Justification:

The property is designated for the future growth needs of the County with respect to County’s services, buildings, and recreation. We can have 6-7 rectangular fields, 3-4 softball and baseball fields, a variety of hiking trails, and there can be playgrounds, dog parks, mountain bike trails, disk golf, fishing, pavilions, and concession stands. There is room for a maintenance yard and picnic shelters. The park will be a great resource for citizens in the local Parks & Rec. community who have kids who play sports, families and seniors who enjoy walking, fishing and bird watching, sport enthusiasts and bikers. It will also provide for future government needs by providing land for additional facilities and expansions such as a school, equipment garage or other government building.

Impact if Project not Completed:

The County’s Parks & Rec. department has seen recent increases in enrollment for multiple sports. Currently there are not enough fields to handle the demands of the community. Soccer and football have to be played in the outfields of softball and baseball fields, resulting in the deterioration of the fields. In addition, new types of recreational activities cannot be offered if additional space/land is not developed. The County desires to have a central, planned location for future growth needs including facilities and recreational needs.

Financing:

The upgrade is scheduled to be performed in FY21 at an estimated total cost of \$1,990,000 and is scheduled to be completed with the issuance of debt service for FY2021.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
			\$1,990,000		\$1,990,000

Wells Station Road Fire & EMS Station

Project Description:

The County of Prince George recently received a land proffer from Mr. Jimmy Jones that would provide an area to relocate the Jefferson Park Fire Station. This project calls for the construction of a 12,000 square foot Fire and EMS station that will house essential equipment and personnel 24 hours a day 7 days a week. Essential personnel housed at the station will reduce the critical response times to calls for service in Prince George County. The facility will also include a training division with classrooms and will oversee the use of the County’s proposed burn building/training site.

Project Justification:

After the insurance industry changed its practice on underwriting homeowner’s policies, several citizens have seen an increase of up to 150% of their previous cost for fire insurance. This issue coupled with long response times in higher populated areas as well as areas in which future development plans are underway, and fatalities resulting from structural fires have prompted the Board of Supervisors to take action. The Director of Fire and EMS was charged by the Board of Supervisors and County Administration to conduct a study on future fire station needs and locations. This study was completed in December 2013. The results of the study identified several locations in which a Fire and EMS station needs to be located in the future. The County’s economic development engine sits in the industrial park. The Area is currently classified as unprotected according to ISO standards.

Impact if Project not Completed:

Failure to complete this project will result in the inability to house essential personnel and resources in areas with higher call volumes. The inability to house essential personnel and resources will result in long response times from other stations. Longer response time equal, less lives saved, less property saved, and less revenue generated for the county. Additionally, the area will continue to be classified an unprotected resulting in less consideration for companies to locate in the area compared to other jurisdictions.

Financing:

The project is slated to be debt financed in FY2021 and is estimated to cost \$2,495,000.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
			\$2,495,000		\$2,495,000

Beazley Elementary School - New

Project Description:

New 750 pupil elementary school to replace L. L. Beazley School.

Project Justification:

Beazley Elementary School needs to be replaced due to the age of the facility. Presently seven trailers are used to house eight programs. In addition, the present school design does not provide students with a safe and secure learning environment. Original building 1964, additions 1971 and 1992.

Impact if Project not Completed:

Deteriorating school and trailers cannot meet demands of 21st Century technology, extremely difficult to provide a safe and secure learning environment.

Financing:

This project is currently estimated to cost \$27,715,250 and is slated to be debt financed in FY2021.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
			\$27,215,250		\$27,215,250

Dog Parks at Scott Park & Temple Park

Project Description:

Project provides for the design and construction of two fenced park areas in the County for dog owners to exercise and socialize their pets. The parks are planned for Temple Park and Scott Park, affording residents in both the northern and southern areas of the county the opportunity for recreation with their pets in a controlled environment.

Project Justification:

Currently no fenced dog parks are located within the County. Dog parks are an excellent source of off-leash exercise for active dogs which allows dogs to get adequate physical and mental exercise, thereby lessening destructive and annoying behaviors in general.

Dog parks which are designed for dogs only lessen the chance of owners letting their dog's off-leash in the County, which has a leash law in effect. The park plan includes separating big dogs from small dogs, providing several gathering spots for dog owners (tables, shelters, etc.), training and exercise challenge equipment, and visual barriers to help direct the flow of the dogs.

Impact if Project not Completed:

Financing:

This project is currently estimated to cost \$70,000 and is slated to be debt financed in FY2025.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
				\$70,000	\$70,000

Appomattox River Park Amphitheater

Project Description:

The Appomattox River Regional Park houses an educational pavilion, purchased through a combination of grant and county funding. The pavilion currently has six picnic tables for seating. The 2002 ARRP Master Plan included the development of an educational facility to be used for outdoor education. The proposed amphitheater style seating would be built into the hill next to the educational pavilion and would be large enough to accommodate classrooms of school children or other visitors.

Project Justification:

The proposed pavilion seating would better accommodate classrooms of school children or other visitors. The seating would also provide visitors a better vantage point to view presentations.

Impact if Project not Completed:

The educational pavilion would continue to house picnic tables for seating, limiting participation and presentation visibility.

Financing:

The estimated cost of the project is \$86,450 and would be financed through the use of fund balance in excess of the financial policy minimum. The project is scheduled for FY2025.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
				\$86,450	\$86,450

Fleet Garage Bay Expansion

Project Description:

This project is needed if new garage requested in FY2019 is not completed or approved.

Construct a 30' X 60' metal on concrete slab bay on the north side of existing Fleet Garage and a 16' X 26' metal on concrete slab extension on the north side of the Fleet Garage Office Area. Currently, Garage Staff must work on the large apparatus either partially or totally outside of the existing bays. The office extension is needed for documentation/parts storage and department leadership.

Project Justification:

Protect integrity of apparatus and provide a conditioned work environment

Impact if Project not Completed:

- (1) Internal components of equipment may become contaminated and damaged.
- (2) Garage Staff will continue to work outside and be exposed to the elements of the weather.

Financing:

The project is slated to be debt financed in FY2025 and is estimated to cost \$230,000.

FY 2018	FY2019	FY2020	FY2021	Beyond FY2022	TOTAL PROJECT COST
				\$230,000	\$230,000

Comprehensive High School Renovations & Additions

Project Description:

Renovate and add on addition to Prince George High School.

Project Justification:

Prince George High School was constructed in 1976 with renovations in 1992 and 2001. The school was built for a capacity of 1,200 students in grades 9-12 and now has 1,352 students in grades 10-12. Original building 1976, additions in 1992 and 2011.

The design of the facility does not provide an easy flow of student traffic from one area of the building to another which creates a safety hazard. The facility cannot meet the technology demands of the 21st Century. The addition is needed to house career and technical education programs.

Impact if Project not Completed:

The existing high school site limits expansion capabilities to include career and technical and alternative education services.

Financing:

The project is slated to be debt financed in FY2025 and is estimated to cost \$50,448,125.

FY 2018	FY2019	FY2019	FY2020	Beyond FY2020	TOTAL PROJECT COST
				\$50,448,125	\$50,448,125

CONCLUSION

The CIP Committee believes that Prince George is a growing and vibrant community, and will soon need additional services and facilities. Through the use of dedicated funding streams and future planning, the Committee hopes that the Capital Improvements Plan will maintain the current level of service for this growing locality and begin providing increased levels of service to the residents of Prince George.

The Committee recognizes the need for continued capital improvements planning to avoid “capital improvements by catastrophe”, and to ensure the future financial stability and beneficial development of Prince George County. The Committee wishes to reemphasize that this process, while unable to address every need, is critical for planning and gives a good foundation for future decision making. The representation on the Committee and the discussions by those members has provided an excellent opportunity for collaborative thinking and consensus.

In conclusion, the Committee would like to thank the Planning Commission, the School Board, and the Board of Supervisors for this opportunity to serve the citizens of Prince George County.

Members of the FY2018-2027 CIP Committee:

Mr. James A. Easter, Committee Chairman, Planning Commission

Mr. Joseph Simmons, Committee Vice-Chairman, Planning Commission

Mr. Alan Carmichael, Board of Supervisors

Mr. Lewis Stevenson, School Board

Mr. Brad Owens, Fire Chiefs' Committee

Mr. Andrew Petik, Citizen Representative

Mr. Donald Vtipil, Citizen Representative

Mr. Larry Barnett, Citizen Representative

DEBT SERVICE FUND

Pursuant to the Constitution of Virginia and the Public Finance Act, the County is authorized to issue general obligation bonds secured by a pledge of its full faith and credit. To pay the interest and principal on such bonds, the governing body is authorized and required to levy on all taxable property within the County such *ad valorem* taxes as may be necessary.

Debt Limit

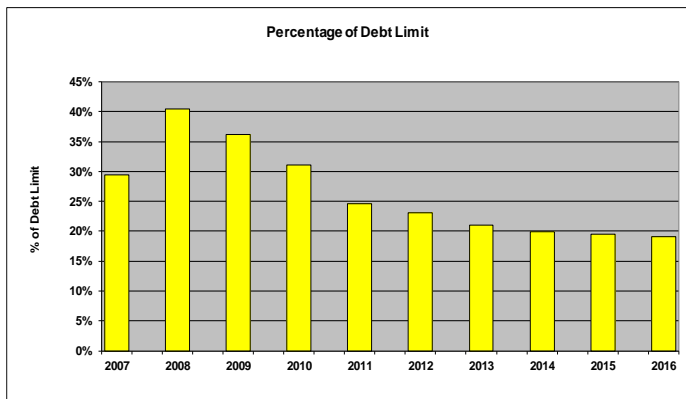
There is no legal debt limit for counties in Virginia since the issuance of all county general obligation debt is subject to referendum. The County does have a debt limit policy that is based on assessed value of real property. It is measured annually as shown below.

COUNTY OF PRINCE GEORGE, VIRGINIA

Table 11

Computation of Legal Debt Margin
Last Nine Fiscal Years

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Net Assessed Value (real property)	\$ 2,097,317,560	\$ 2,401,201,261	\$ 2,578,538,090	\$ 2,612,645,192	\$ 2,495,701,100	\$ 2,487,439,800	\$ 2,493,088,000	\$ 2,521,752,900	\$ 2,556,763,100	\$ 2,599,790,900
Debt Limit (10% of Real Property Assessed Value)	209,731,756	240,120,126	257,853,809	261,264,519	249,570,110	248,743,980	249,308,800	252,175,290	255,676,310	259,979,090
Debt Applicable to Limit	61,809,058	97,219,609	93,305,559	81,069,795	61,444,362	57,382,063	52,321,340	50,076,200	50,034,225	49,692,022
Legal Debt Margin	\$ 147,922,698	\$ 142,900,517	\$ 164,548,250	\$ 180,194,724	\$ 188,125,748	\$ 191,361,917	\$ 196,987,460	\$ 202,099,090	\$ 205,642,085	\$ 210,287,068
Total net debt applicable to the limit as a percentage of debt limit	29.5%	40.5%	36.2%	31.0%	24.6%	23.1%	21.0%	19.9%	19.6%	19.1%



Debt Policies

1. The County will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
2. The County will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and current-year (pay-as-you-go) appropriations.

3. When the County finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
4. Direct net debt as a percentage of estimated market value of taxable property should not exceed 3.5%. Direct net debt is defined as any and all debt that is tax-supported. This ratio will be measured annually.
5. The ratio of direct debt service expenditures as a percent of the total annual general fund expenditures net of interfund transfers and inclusive of the Prince George County School Board's expenditures should not exceed 10.0% with a targeted direct debt aggregate ten-year principal payout ratio of 55.0% or better for all tax supported debt. These ratios will be measured annually.
6. The County recognizes the importance of underlying and overlapping debt in analyzing financial condition. The County will regularly analyze total indebtedness including underlying and overlapping debt.
7. Where feasible, the County will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
8. The County will only issue tax anticipation debt due to unforeseen circumstances and where cash flow projections identify an absolute need, and will retire any such tax anticipation debt annually. Bond anticipation debt will be retired within six months after completion of the project or upon availability of permanent financing.

OUTSTANDING LONG-TERM DEBT OBLIGATIONS

School Related Debt

Issue	Issue Date	Retire Date	Original Issue	Balance as of 6/30/2016
Series 1997 JEJ Moore	1997	7/15/2017	\$ 14,540,000	\$ 2,235,000
Series 1997-I JEJ Moore	1997	7/15/2017	\$ 3,843,528	\$ 484,486
Literary Loan Prince George High**	1995	7/1/2015	\$ 1,000,000	\$ -
Literary Loan Beazley Elementary**	1995	7/1/2015	\$ 500,000	\$ -
Literary Loan Walton Elementary**	1995	7/1/2015	\$ 800,000	\$ -
Series 2000 Clements, Walton, Beazley	2000	7/15/2020	\$ 18,437,000	\$ 4,890,063
Series 2005 VPSA Harrison	2005	7/15/2025	\$ 4,219,161	\$ 2,368,515
Series 2005 VPSA South	2005	7/15/2025	\$ 3,540,892	\$ 1,987,758
Series 2008 North Elementary*	2008	2/1/2019	\$ 10,150,000	\$ 920,000
Series 2014 Prince George Tennis Courts	2014	2/1/2024	\$ 556,500	\$ 462,668
Series 2015A School Buses	2015	8/1/2020	\$ 1,013,000	\$ 1,013,000
Series 2015B School Roof Projects	2015	8/1/2030	\$ 1,520,000	\$ 1,520,000
Series 2016B North Literary Loan Refinance	2016	4/1/2033	\$ 7,500,000	\$ 7,500,000

* Refinanced During FY2016

** Retired During FY2016

General Government Debt

Issue	Issue Date	Retire Date	Original Issue	Balance as of 6/30/2016
Series 2006 Fire Apparatus	2006	8/1/2016	\$ 1,819,400	\$ 116,200
Series 2010 Animal Services Center	2010	2/15/2025	\$ 1,650,000	\$ 1,080,000
Series 2012A Refunding 2004 Bonds	2012	2/1/2019	\$ 5,233,000	\$ 2,309,000
Series 2012B Refund 2003B and 2009 and Human Service Building Renovation	2012	2/1/2024	\$ 9,009,000	\$ 6,062,000
Series 2014A Temple Field Lights	2014	2/1/2024	\$ 386,500	\$ 321,332
Series 2014B Carson Fire Station	2014	2/1/2029	\$ 2,257,000	\$ 2,022,000
Series 2014C Courthouse HVAC Upgrades	2014	8/1/2024	\$ 1,218,000	\$ 1,110,000
Series 2014E Emergency Vehicles	2014	8/1/2019	\$ 1,625,000	\$ 1,447,000
Series 2015A Police Vehicles	2015	8/1/2020	\$ 405,000	\$ 405,000
Series 2015B Courthouse Basement Renovation	2015	8/1/2030	\$ 1,925,000	\$ 1,925,000
Series 2015B Fire Station Property Acquisition	2015	8/1/2030	\$ 506,000	\$ 506,000

Stormwater Debt

Issue	Issue Date	Retire Date	Original Issue	Balance as of 6/30/2016
Series 2014D Stormwater Projects	2014	8/1/2019	\$ 2,130,000	\$ 1,719,000

Economic Development Debt

Issue	Issue Date	Retire Date	Original Issue	Balance as of 6/30/2016
Series 2008 Crosspointe Center*	2008	2/1/2018	\$ 7,350,000	\$ 385,000
Series 2016A (2008 Crosspointe Center Refinance)	2016	2/1/2031	\$ 4,457,000	\$ 4,457,000

* Refinanced During FY2016

Utilities (Water and Sewer Fund) debt is shown in the Utilities section of this document.

DEBT SERVICE FUNDING REQUIREMENTS

Each year, the Operating Budget includes transfers from the General Fund to the Debt Service fund for the amount of debt service needed to be paid during the fiscal year. A summary of the FY 14 Actual, FY15 Actual, FY16 Actual, FY17 Adopted Budget, and FY18 Adopted Budget are shown below. Transfers from the Stormwater and Economic Development Funds are also made to the Debt Service fund to cover debt service payments for capital projects originating in these dedicated special revenue funds.

Revenues:

FUND 401 - DEBT SERVICE		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0401-10-505-8111-00000-000-000-000-315102-	INTEREST ON INVESTMENTS	-	-	-	-	-	-
0401-10-508-8114-00000-000-000-000-319213	CONTRIBUTION FROM DINWIDDIE	-	-	-	183,000	-	(183,000)
USE OF MONEY & PROPERTY		-	-	-	183,000	-	(183,000)
0401-30-600-8200-00000-000-000-000-333506-	FEDERAL SUBSIDY	20,921	20,809	19,202	-	-	-
CATEGORICAL AID		20,921	20,809	19,202	-	-	-
0401-90-901-8207-00000-000-000-000-399100-	TRANS.FR.GEN FD FOR DEBT	6,979,080	6,286,895	6,579,828	6,904,889	7,223,095	637,206
	TRANS FOR BUREN / UTILITY PMT	-	-	-	-	-	-
0401-90-901-8207-00000-000-000-000-399103-	TRANS FR ECON DEV FD	200,000	397,000	468,320	387,767	386,279	(1,488)
0401-90-901-8207-00000-000-000-000-399102-	TRANS FR CASH PROFFER	-	-	-	-	-	-
0401-90-901-8207-00000-000-000-000-399105-	TRANS FR STORMWATER	-	-	441,500	442,000	441,804	(196)
TRANSFERS AND FUND BALANCE		7,179,080	6,683,895	7,489,648	7,734,656	8,051,178	635,522
TOTAL DEBT SERVICE FUND		7,200,001	6,704,704	7,508,850	7,917,656	8,051,178	452,522

Expenditures - Summary

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
	Activity	Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Debt Service Fund (Fund 0401):							
4000	County Debt service	2,784,759	2,267,174	3,106,650	3,375,100	3,549,065	173,965
4001	Schools Debt Service	4,025,286	4,040,529	3,933,882	4,154,789	4,115,834	(38,955)
2152	Economic Development Debt Service	389,956	397,000	468,319	387,767	386,279	(1,488)
Total Debt Service		7,200,001	6,704,704	7,508,850	7,917,656	8,051,178	133,522

Expenditures - Detail

Schools Debt Service

Schools Debt Service								
Location Code	4001							
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0401-09-401-4001-	43101	PROFESSIONAL SERVICES	500	1,650	1,650	3,078	3,078	-
0401-09-401-4001-	49110	1997B SUBSIDIZED LOAN	217,836	224,332	231,175	238,414	246,072	7,658
0401-09-401-4001-	49111	1997A VPSA BOND PRINCIPAL	930,000	980,000	1,035,000	1,090,000	1,145,000	55,000
0401-09-401-4001-	49112	2000 VPSA - PRINCIPAL	817,119	846,703	877,048	908,198	940,193	31,995
0401-09-401-4001-	49113	STATE LITERARY LOAN PRINCIPAL	115,000	115,000	-	-	-	-
0401-09-401-4001-	49117	2005 VPSA PRINCIPAL	358,845	366,506	375,489	385,000	394,889	9,889
0401-09-401-4001-	49120	2008A NORTH/CROSSPOINTE PRINCIPAL	295,000	305,000	315,000	325,000	335,000	10,000
0401-09-401-4001-	49125	2013 SCHOOL PRINCIPAL	-	-	-	-	-	-
0401-09-401-4001-	49127	DEBT 2014A PRINCIPAL	-	41,310	52,522	54,000	54,883	883
0401-09-401-4001-	49130	1997B SUBSIDIZED INTEREST	54,665	43,168	31,325	19,200	6,429	(12,771)
0401-09-401-4001-	49131	1997A VPSA INTEREST	245,739	196,079	143,689	88,305	29,914	(58,391)
0401-09-401-4001-	49132	VPSA 2000 - INTEREST	358,691	315,714	271,758	226,500	179,101	(47,399)
0401-09-401-4001-	49133	STATE LITERARY LOAN INTEREST	4,600	2,300	-	-	-	-
0401-09-401-4001-	49137	2005 VPSA INTEREST	262,291	244,692	225,771	207,000	186,495	(20,505)
0401-09-401-4001-	49140	2008A NORTH/CROSSPOINTE INTEREST	365,000	352,094	343,988	33,094	22,125	(10,969)
0401-09-401-4001-	49145	2013 SCHOOL INTEREST	-	-	-	-	-	-
0401-09-401-4001-	49147	SERIES 2014A INTEREST	-	5,982	11,077	10,000	8,793	(1,207)
0401-09-401-4001-	49232	2015A PRINCIPAL	-	-	-	197,000	199,000	2,000
0401-09-401-4001-	49252	2015A INTEREST	-	-	5,360	14,000	10,748	(3,252)
0401-09-401-4001-	49233	2015B PRINCIPAL	-	-	-	85,000	87,000	2,000
0401-09-401-4001-	49253	2015B INTEREST	-	-	13,030	36,000	33,814	(2,186)
0401-09-401-4001-	49236	2016B PRINCIPAL - LITERARY LOAN	-	-	-	85,000	85,000	-
0401-09-401-4001-	49256	2016B INTEREST - LITERARY LOAN	-	-	-	150,000	148,300	(1,700)
			4,025,286	4,040,529	3,933,882	4,154,789	4,115,834	(38,955)

County Debt Service (Includes Stormwater)

County Debt Service								
Location Code		4000						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0401-09-401-4000-	43101	PROFESSIONAL SERVICES	1,925	925	2,184	2,500	2,500	-
0401-09-401-4000-	49149	BOND ISSUANCE COSTS	29,000	-	-	-	-	-
0401-09-401-4000-	43102	DEBT INTEREST & ADMIN FEES	1,375	1,830	1,140	-	-	-
0401-09-401-4000-	49114	2002 REF BONDS PRINCIPAL	660,625	-	-	-	-	-
0401-09-401-4000-	49119	2006B FIRE APP PRINCIPAL	191,900	199,700	207,800	116,200	-	(116,200)
0401-09-401-4000-	49122	2010 ANIMAL SHELTER PRINCIPAL	95,000	100,000	100,000	105,000	110,000	5,000
0401-09-401-4000-	49123	2012A PRINCIPAL	719,000	731,000	744,000	756,000	770,000	14,000
0401-09-401-4000-	49124	2012B PRINCIPAL	715,000	728,000	744,000	762,000	779,000	17,000
0401-09-401-4000-	49126	BUREN PRINCIPAL	-	-	-	-	-	-
0401-09-401-4000-	49127	2014A PRINCIPAL	-	28,690	36,478	37,500	38,118	618
0401-09-401-4000-	49128	2014B PRINCIPAL	-	104,000	131,000	134,000	138,000	4,000
0401-09-401-4000-	49134	2002 GO BONDS INTEREST	12,825	-	-	-	-	-
0401-09-401-4000-	49139	2006B FIRE APP INTEREST	28,600	20,760	12,717	4,400	-	(4,400)
0401-09-401-4000-	49142	2010 ANIMAL SHELTER INTEREST	67,356	64,234	60,172	60,000	55,281	(4,719)
0401-09-401-4000-	49143	2012A INTEREST	76,551	64,328	51,901	40,000	26,401	(13,599)
0401-09-401-4000-	49144	2012B INTEREST	185,603	169,515	153,135	140,000	119,250	(20,750)
0401-09-401-4000-	49146	BUREN INTEREST	-	-	-	-	-	-
0401-09-401-4000-	49147	2014A INTEREST	-	27,108	7,689	7,000	6,107	(893)
0401-09-401-4000-	49148	2014B INTEREST	-	27,084	51,665	49,000	45,312	(3,688)
0401-09-401-4000-	49249	2014C COURTHOUSE HVAC INTEREST	-	-	26,729	22,000	18,854	(3,146)
0401-09-401-4000-	49229	2014C COURTHOUSE HVAC PRINCIPAL	-	-	108,000	114,000	116,000	2,000
0401-09-401-4000-	49250	2014D STORMWATER INTEREST	-	-	30,227	21,000	14,804	(6,196)
0401-09-401-4000-	49230	2014D STORMWATER PRINCIPAL	-	-	411,000	421,000	427,000	6,000
0401-09-401-4000-	49251	2014E EMERGENCY VEHICLES INTEREST	-	-	25,831	20,000	14,068	(5,932)
0401-09-401-4000-	49231	2014E EMERGENCY VEHICLES PRINCIPAL	-	-	178,000	285,000	410,000	125,000
0401-09-401-4000-	49232	2015A POLICE VEHICLES PRINCIPAL	-	-	-	79,000	80,000	1,000
0401-09-401-4000-	49252	2015A POLICE VEHICLES INTEREST	-	-	2,143	5,500	4,290	(1,210)
0401-09-401-4000-	49233	2015B COURTHOUSE RENO PRINCIPAL	-	-	-	136,000	139,000	3,000
0401-09-401-4000-	49253	2015B COURTHOUSE RENO INTEREST	-	-	20,840	58,000	54,080	(3,920)
0401-09-401-4000-	492	2017 SERIES 2017 ISSUE - SPRING 2017 IN	-	-	-	-	181,000	181,000
			2,784,759	2,267,174	3,106,650	3,375,100	3,549,065	173,965

Economic Development Debt Service

Economic Development Debt Service								
Location Code		2152						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0401-09-401-2152-	49120	2008A NORTH/SROSSPTE PRINCIPAL	100,000	105,000	180,000	190,000	195,000	5,000
0401-09-401-2152-	49140	2008A NORTH/SROSSPTE INTEREST	289,956	292,000	288,319	13,237	6,825	(6,412)
0401-09-401-2152-	49235	SERIES 2016A REFINANCE CROSSPOINTE PRINCIPAL	-	-	-	84,000	83,000	(1,000)
0401-09-401-2152-	49255	SERIES 2016A REFINANCE CROSSPOINTE INTEREST	-	-	-	100,530	101,454	924
			389,956	397,000	468,319	387,767	386,279	(1,488)

WATER/SEWER FUND

The Prince George County Water and Sewer Department is charged with the service of providing water and wastewater services to the populated areas of the county. The Utilities fund is a self-supporting enterprise fund. Utilities Revenues collected cover anticipated expenditures without General Fund support.

The Engineering and Utilities Department provides the following services:

- Handles inquiries pertaining to water and wastewater lines
- Handles future industrial and residential development inquiries
- Reviews site plan review for new commercial projects
- Administers capital improvement projects for utilities
- Handles water and wastewater utilities
- Responsible for new service and terminating service
- Handles inquiries for high water consumption
- Handles muddy water and low-pressure complaints
- Handles billing problems and water leaks
- Administers pumping stations, water systems and elevated storage tanks.

Overall, the Utilities Water and Sewer Fund budget increased by \$1.47M in FY2018 largely due to planned capital improvements on existing infrastructure. The board approved a recommended 10 percent increase in water fees and a 20 percent increase in sewer fees to properly align revenues with annual operating and capital expenditures.

\$1,300,000 is budgeted for projects related to renewal of existing utility infrastructure as follows:

- Food Lion Water System
- Meter Replacements
- Sewer Pump Station Improvements

Despite the increase in water and sewer fees, the adopted budget calls for the use of \$911,530 of Utilities fund balance.

Revenues - Summary:

ACCOUNT	TITLE	FY 2013-14 RECEIPTS	FY 2014-15 RECEIPTS	FY 2015-16 RECEIPTS	FY 2016-17 ADOPTED BUDGET	FY 2017-18 ADOPTED	FY2017-18 INCREASE (DECREASE)
FUND 600: UTILITIES OPERATIONS		3,948,813	4,515,077	5,127,126	5,483,957	5,536,227	52,270
FUND 610: UTILITIES REPLACEMENT RESERVES		-	-	-	205,000	185,000	(20,000)
FUND 620: UTILITIES CAPITAL		908,896	383,249	549,641	391,361	1,828,731	1,437,370
UTILITIES REVENUE TOTALS		4,857,709	4,898,326	5,676,767	6,080,318	7,549,958	1,469,640

Revenues - Detail:

FUND 60 - UTILITIES OPERATING		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0600-10-505-8112-00000-000-000-000-315201-	RENTAL OF GEN. PROPERTY	47,560	55,349	52,536	52,000	20,000	(32,000)
0600-10-505-8111-00000-000-000-000-315104-	INTEREST REVENUE				-	-	-
USE OF MONEY & PROPERTY		47,560	55,349	52,536	52,000	20,000	(32,000)
0600-10-506-8113-00000-000-000-000-316901-	WATER SERVICE	1,362,921	1,532,945	1,621,036	1,600,000	1,760,000	160,000
0600-10-506-8113-00000-000-000-000-316902-	SEWER SERVICE CHARGES	2,433,130	2,795,989	3,134,749	2,856,000	3,427,200	571,200
0600-10-506-8113-00000-000-000-000-316903-	PENALTIES	45,035	53,701	66,540	66,500	66,500	-
0600-10-506-8113-00000-000-000-000-316904-	RECONNECTION CHARGES	24,855	20,140	14,520	20,000	20,000	-
0600-10-506-8113-00000-000-000-000-316905-	MISCELLANEOUS	35,312	56,641	237,745	50,000	30,000	(20,000)
0600-10-507-8115-00000-000-000-000-318953-	MISCELLANEOUS REVENUE	-	311	-	-	-	-
CHARGES FOR SERVICES		3,901,253	4,459,728	5,074,589	4,592,500	5,303,700	711,200
0600-40-900-8208-00000-000-000-000-399999-	FUND BALANCE	-	-	-	382,313	212,527	(169,786)
0600-40-900-8209-00000-000-000-000-341112	CUDDIHY SETTLEMENT				29,639	-	(29,639)
	CAPACITY RESERVES	-	-	-	-	-	-
0600-90-901-8207-00000-000-000-000-399100-	TRANS.FR GEN FD/OPERATING	-	-	-	277,700	-	(277,700)
0600-90-901-8207-00000-000-000-000-399101	TRANSFER FROM TOURISM FUND				149,805	-	(149,805)
FUND BALANCE AND TRANSFERS		-	-	-	839,457	212,527	(626,930)
TOTAL UTILITIES OPERATING FUND		3,948,813	4,515,077	5,127,126	5,483,957	5,536,227	52,270

Revenues (continued):

FUND 0610 - REPLACEMENT RESERVES		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0610-90-901-8207-00000-000-000-399106-	TRANS.FROM UTILITIES OPERATING REHAB/REPL RESERVE	-	-	-	205,000	185,000	(20,000)
FUND BALANCE AND TRANSFERS		-	-	-	205,000	185,000	(20,000)
TOTAL REPLACEMENT RESERVES		-	-	-	205,000	185,000	(20,000)

FUND 0620 - UTILITIES CAPITAL		FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2017-18
ACCOUNT	TITLE	RECEIPTS	RECEIPTS	RECEIPTS	ADOPTED	ADOPTED	INCREASE (DECREASE)
0620-10-505-8111-00000-000-000-315104-	INTEREST ON LOAN	12,770	25,116	27,042	-	-	-
0620-40-900-8209-00000-000-000-341112	CUDDIHY WATER STLMNT	-	3,000	73,968	58,361	20,000	(38,361)
USE OF MONEY & PROPERTY		12,770	28,116	101,010	58,361	20,000	(38,361)
0620-10-508-8114-00000-000-000-316906-	WATER CONNECTION CHARGES	476,686	88,570	107,637	145,000	185,000	40,000
0620-10-508-8114-00000-000-000-316907-	SEWER CONNECTION CHARGES	262,340	108,564	182,994	188,000	150,000	(38,000)
CHARGES FOR SERVICES		739,026	197,133	290,631	333,000	335,000	2,000
0620-40-900-8208-00000-000-000-399999-	FUND BALANCE	-	-	-	-	699,003	699,003
0620-90-901-8207-00000-000-000-399106-	TRANS.FROM UTILITIES OPERATING	-	-	-	-	-	-
0620-90-901-8207-00000-000-000-399107-	WATER CAPACITY SURCHARGE - XFER FROM 0600	-	-	-	-	286,000	286,000
0620-90-901-8207-00000-000-000-399108-	SEWER CAPACITY SURCHARGE - XFER FROM 0600	-	-	-	-	340,000	340,000
0620-90-901-8207-00000-000-000-399101-	TRANS. FR. TOURISM FD	157,100	158,000	158,000	-	148,728	148,728
0600-90-901-8207-399100	TRANS FR GEN FD/OPERATING	-	-	-	-	-	-
FUND BALANCE AND TRANSFERS		157,100	158,000	158,000	-	1,473,731	1,473,731
TOTAL CAPITAL FUND		908,896	383,249	549,641	391,361	1,828,731	1,437,370

Expenditures:

		FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY17-18
Activity		Expended	Expended	Expended	Adopted Budget	Adopted Budget	Increase (Decrease)
Water & Sewer Fund:							
Utilities Operating:							
7000	Utility Maintenance	3,389,305	1,029,505	1,002,808	1,386,059	1,129,072	(256,987)
7001	Utilities Payroll	837,786	921,274	1,011,771	1,070,104	1,072,155	2,052
7002	Capital Outlay- Operating	-	-	-	-	-	-
0600.7004	Utilities Transfer to Capital	-	-	-	-	-	-
7005	Utility Maintenance Operations - SEWER HOPEWELL	-	1,170,348	1,425,055	1,572,000	2,032,000	460,000
7006	Utility Maintenance Operations - SEWER PETERSBURG/S	-	554,348	714,306	710,200	570,000	(140,200)
7007	Utility Maintenance Operations - WATER CENTRAL SYST	76,613	616,936	570,547	696,694	692,000	(4,694)
7008	Utility Maintenance Operations - WATER BEECHWOOD M	-	66,187	24,501	25,400	17,800	(7,600)
7009	Utility Maintenance Operations - WATER RIVER'S EDGE S	-	8,908	2,503	3,600	3,600	-
7010	Utility Maintenance Operations - WATER CEDARWOOD S	-	6,556	3,602	3,300	3,500	200
7011	Utility Maintenance Operations - WATER PRINCE GEORG	-	965	740	900	900	-
7012	Utility Maintenance Operations - WATER FOOD LION/IND	-	14,111	10,146	9,600	11,600	2,000
7013	Utility Maintenance Operations - WATER RT 301 SYSTEM	357	6,442	2,767	6,100	3,600	(2,500)
Total W&S Operating		4,304,061	4,395,582	4,768,746	5,483,957	5,536,227	52,271
Utilities Replacement Reserve							
7002	Capital Outlay- Operating	74,876	45,790	60,989	205,000	185,000	(20,000)
Total W&S Replacement Reserve		74,876	45,790	60,989	205,000	185,000	(20,000)
Utilities Capital:							
7003	Non- Operating Expense	130,921	117,405	66,708	20,000	5,000	(15,000)
7004	Water & Sewer Debt Fund	41,919	36,791	163,228	371,361	523,731	152,370
7014	Utility Capital Projects - 2015 Bonds	-	300,874	1,350	-	-	-
7016	Utility Capital Projects - NEW	-	-	-	-	1,300,000	1,300,000
7015	Utility Sewer Capital Expansion	-	-	-	-	-	-
	Transfer to Utility Capital Projects	-	-	-	-	-	-
Total W&S Capital		172,841	455,070	231,286	391,361	1,828,731	1,437,370
TOTAL UTILITIES EXPENDITURES		4,551,778	4,896,441	5,061,020	6,080,318	7,549,958	1,469,641

Expenditures (Continued):

Utility Maintenance Operations - UNSPECIFIED								
Location Code		7000						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7000-	410632	UTIL MAINT WATER PUMPING STATI	505,253		-		-	-
0600-04-104-7000-	410633	UTIL MAINT WATER SERVICE	1,608		-		-	-
0600-04-104-7000-	420620	UTIL MAINT WATER PUMPING ELECT	818		-		-	-
0600-04-104-7000-	420631	UTIL MAINT POWER PURCH. FOR PU	25,257		-		-	-
0600-04-104-7000-	430620	UTIL MAINT WATER TREATMENT EXP	2,650		-		-	-
0600-04-104-7000-	43101	UTIL MAINT PROF SERVICES		2,782	1,962	25,000	7,000	(18,000)
0600-04-104-7000-	43120	UTIL MAINT ACNT & AUDIT SRVC		15,000	15,000	15,000	15,000	-
0600-04-104-7000-	43311	UTIL MAINT CONTRACT FEES/ADMIN		82,110	56,040	90,000	65,000	(25,000)
0600-04-104-7000-	43320	MAINTENANCE SVS CONTRACTS		(40)	-		-	-
0600-04-104-7000-	43326	UTIL MAINT SANITATION SVC DUMP		1,363	680	480	480	-
0600-04-104-7000-	43600	ADVERTISING	1,320	1,425	1,875	1,400	2,000	600
0600-04-104-7000-	43611	UTIL MAINT FIRST AID/SAFETY		2,742	1,952	2,000	2,500	500
0600-04-104-7000-	440614	UTIL MAINT MAINT. HYDRANTS & A	135		-			-
0600-04-104-7000-	440620	UTIL MAINT WATER DISTRIBUTION	49,632		-			-
0600-04-104-7000-	44200	AUTOMOTIVE/MOTOR POOL		4,295	4,824	5,000	5,000	-
0600-04-104-7000-	450620	UTIL MAINT SEWER COLLECTION SY	5,386		-			-
0600-04-104-7000-	45113	UTIL MAINT HEATING			-			-
0600-04-104-7000-	45114	UTIL MAINT ELECTRICAL	321	4,014	3,481	3,500	3,500	-
0600-04-104-7000-	45130	E- UTILITIES GARAGE	1,208		-			-
0600-04-104-7000-	45198	UTIL MAINT WATER SERVICE			-			-
0600-04-104-7000-	45210	UTIL MAINT POSTAL SERVICE		21,838	18,465	22,000	22,000	-
0600-04-104-7000-	45230	UTIL MAINT TELEPHONE	10	11,652	13,450	9,000	15,000	6,000
0600-04-104-7000-	45305	UTIL MAINT MTR VEH INSURANCE		4,096	4,571	5,431	6,000	569
0600-04-104-7000-	45420	UTIL MAINT LEASE/RENT OF BUILD	51,992	51,992	51,992	51,992	51,992	-
0600-04-104-7000-	45540	UTIL MAINT CONVENTION & ED		5,430	7,345	9,500	8,100	(1,400)
0600-04-104-7000-	45810	UTIL MAINT DUES AND MEMBERSHIP		884	1,088	1,500	1,200	(300)
0600-04-104-7000-	45890	UTIL MAINT DEPRECIATION EXPENS	656,255	668,162	684,561	685,000	-	(685,000)
0600-04-104-7000-	46001	UTIL MAINT OFFICE SUPPLIES		18,550	4,972	4,500	4,500	-
0600-04-104-7000-	46002	UTIL MAINT FOOD SUPPLIES		1,270	1,854	800	800	-
0600-04-104-7000-	46007	UTIL MAINT REPAIR & MAINT SUPP			-			-
0600-04-104-7000-	46008	UTIL MAINT VEHICLE/EQUIP FUEL		31,891	19,664	30,000	25,000	(5,000)
0600-04-104-7000-	46009	UTIL MAINT VEHICLE EQUIP. SUP		251	-			-
0600-04-104-7000-	46011	UTIL MAINT UNIFORM/APPAREL		6,264	7,351	7,000	7,000	-
0600-04-104-7000-	46012	UTIL MAINT BOOKS & SUBS		171	-			-
0600-04-104-7000-	46014	UTIL MAINT OTHER OPERATING SUPP	707	981	-			-
0600-04-104-7000-	46052	UTIL MAINT CHEMICALS		9,588	11,135	6,000	6,000	-
0600-04-104-7000-	46053	UTIL MAINT OPERATING SUPPLIES		39,150	42,659	50,000	40,000	(10,000)
0600-04-104-7000-	46054	UTIL MAINT EQUIP PRT & SUPP		27,602	32,917	10,000	15,000	5,000
0600-04-104-7000-	46055	UTIL MAINT BUILDING SUPPLIES		651	1,662	2,000	2,000	-
0600-04-104-7000-	46056	UTIL MT PERMITS LICENSES RNWLS		15,872	11,628	10,000	10,000	-
0600-04-104-7000-	460620	UTIL MAINT SEWER PUMPING STATI	48,497		-			-
0600-04-104-7000-	460631	UTIL MAINT SEWER PUMPING STATI	55,498		-			-
0600-04-104-7000-	460634	UTIL MAINT SEWAGE PUMPING CHAR	14,140		-			-
0600-04-104-7000-	470633	UTIL MAINT SEWAGE WASTEWATER D	1,635,582		-			-
0600-04-104-7000-	480620	UTIL MAINT BILLING SUPPLIES AN	7,353	(482)	1,679	7,400	3,000	(4,400)
0600-04-104-7000-	480660	UTIL MAINT BILLING POSTAGE	17,753		-			-
0600-04-104-7000-	490621	UTIL MAINT ADMINISTRATION OFFI	5,645		-			-
0600-04-104-7000-	490629	UTIL MAINT ADMINISTRATION OPER	6,884		-			-
0600-04-104-7000-	490660	UTIL MAINT ADMINISTRATION POST	285		-			-
0600-04-104-7000-	490661	UTIL MAINT ADMINISTRATION TELE	9,138		-			-
0600-04-104-7000-	490669	UTIL MAINT INSURANCE PREMIUMS	4,525		-			-
0600-04-104-7000-	490670	UTIL MAINT VEHICLE EXPENSES	62,642		-			-
0600-04-104-7000-	490679	UTIL MAINT MISCELL ADMN & GEN	18,374		-			-
0600-04-104-7000-	490680	UTIL MAINT SAFETY EQUIPMENT	5,005		-			-
0600-04-104-7000-	490681	UTIL MAINT EDUCATION & TRAININ	970		-			-
0600-04-104-7000-	490690	UTIL MAINT COUNTY ACCOUNTING S	15,000		-			-
0600-04-104-7000-	490691	UTIL MAINT UTILITY DEPT COST O	7,500		-			-
0600-04-104-7000-	490692	UTIL MAINT ALL CONTRACTUAL SER	171,964		-			-
0600-04-104-7000-	49199	UTIL MAINT CONTINGENCIES			-	126,556		(126,556)
0600-04-104-7000-	49178	TRANS TO UTIL CAP RESERVES			-	-		-
0600-04-104-7000-	49181	TRANS TO UTIL REPL RESERVES (0610-7002)			-	205,000	185,000	(20,000)
0600-04-104-7000-	49184	WATER CAP SURCH TR TO CAPITAL			-		286,000	286,000
0600-04-104-7000-	49185	SEWER CAP SURCH TR TO CAPITAL			-		340,000	340,000
			3,389,305	1,029,505	1,002,808	1,386,059	1,129,072	(256,987)

Expenditures (Continued):

Utilities- Payroll								
Location Code			7001					
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7001-	41075	UTIL PAYROLL UTILITY MECHANICS	285,596	-	-	-	-	-
0600-04-104-7001-	41076	UTIL PAYROLL OVERTIME MECHANIC	13,403	-	-	-	-	-
0600-04-104-7001-	41100	UTIL PAYROLL SAL & WAGE	310,286	613,061	689,015	718,213	718,001	(213)
0600-04-104-7001-	41200	UTIL PAYROLL OVERTIME	6,923	17,885	9,730	20,000	15,000	(5,000)
0600-04-104-7001-	41300	UTIL PAYROLL PART-TIME SALARIE	8,029	43,793	21,113	15,000	10,000	(5,000)
0600-04-104-7001-	41400	UTIL PAYROLL CAREER DEVELOPMENT	-	-	-	-	10,000	10,000
0600-04-104-7001-	42100	UTIL PAYROLL FICA	44,458	48,676	52,653	57,621	57,605	(16)
0600-04-104-7001-	42210	UTIL PAYROLL RETIREMENT-VRS	91,059	93,782	92,860	103,997	105,415	1,417
0600-04-104-7001-	42300	UTIL PAYROLL HOSPITAL/MEDICAL	63,570	88,499	120,614	127,963	128,544	581
0600-04-104-7001-	42400	UTIL PAYROLL GROUP LIFE INSUR	6,710	7,095	8,049	9,409	9,537	128
0600-04-104-7001-	42500	UTIL PAYROLL DISABILITY INSUR	-	84	350	400	554	154
0600-04-104-7001-	42700	UTIL PAYROLL WORKER'S COMP	7,753	8,400	17,387	17,500	17,500	-
0600-04-104-7001-	49199	UTIL PAYROLL CONTINGENCY	-	-	-	-	-	-
			837,786	921,274	1,011,771	1,070,104	1,072,155	2,052

Utility Maintenance Operations - SEWER HOPEWELL								
Location Code			7005					
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7005-	45114	SWR HOPE ELECTRICAL	-	18,182	17,739	19,000	19,000	-
0600-04-104-7005-	43311	WTR CNTRL CONTRACT FEES/ADMIN	-	-	7,445	50,000	10,000	(40,000)
0600-04-104-7005-	46053	SWR HOPE OPERATING SUPPLIES	-	2,731	2,836	3,000	3,000	-
0600-04-104-7005-	460634	SWR HOPE CHG PD TO	-	1,149,436	1,397,036	1,500,000	2,000,000	500,000
			-	1,170,348	1,425,055	1,572,000	2,032,000	460,000

Utility Maintenance Operations - SEWER PETERSBURG/SCWWA								
Location Code			7006					
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7006-	43311	SEWR PETE CONTRACT FEES/ADMIN	-	10,032	17,868	60,000	20,000	(40,000)
0600-04-104-7006-	45114	SEWR PETE ELECTRICAL	-	32,490	29,189	30,000	30,000	-
0600-04-104-7006-	46053	SEWR PETE OPERATING SUPPLIES	-	19,119	9,250	20,000	10,000	(10,000)
0600-04-104-7006-	46055	SEWR PETE BUILDING SUPPLIES	-	50	-	200	-	(200)
0600-04-104-7006-	460634	SEWAGE PUMPING PETERSBURG	-	492,657	657,999	600,000	510,000	(90,000)
			-	554,348	714,306	710,200	570,000	(140,200)

Utility Maintenance Operations - WATER CENTRAL SYSTEM								
Location Code			7007					
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7007-	410632	WATER PUMPING STATION SUPPL	76,613	592,602	543,686	671,694	670,000	(1,694)
0600-04-104-7007-	43311	WTR CNTRL CONTRACT FEES/ADM	-	3,546	2,906	-	-	-
0600-04-104-7007-	45114	CNTRL ELECTRICAL	-	16,526	20,896	20,000	21,000	1,000
0600-04-104-7007-	46007	OPERATING SUPPLIES	-	-	-	5,000	-	(5,000)
0600-04-104-7007-	46053	WTR CNTRL OPERATING SUPPLIES	-	4,262	3,059	-	1,000	1,000
			76,613	616,936	570,547	696,694	692,000	(4,694)

Expenditures (Continued):

Utility Maintenance Operations - WATER BEECHWOOD MANOR/JORDAN ON THE JAMES SYSTEM								
Location Code		7008						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7008-00	43311	WTR BCH JRDN CONTRT FEES/ADMIN	-	20,865	4,167	-	800	800
0600-04-104-7008-00	45114	WTR BCH JRDN ELECTRICAL	-	12,382	12,715	13,000	13,000	-
0600-04-104-7008-00	46052	WTR BCH JRDN CHEMICALS	-	1,322	-	1,400	-	(1,400)
0600-04-104-7008-00	46053	WTR BCH JRDN OPERATING SUPP	-	27,996	7,547	10,000	3,000	(7,000)
0600-04-104-7008-00	46055	WTR BCH JRDN BUILDING SUPPLIES	-	3,622	72	1,000	1,000	-
			-	66,187	24,501	25,400	17,800	(7,600)

Utility Maintenance Operations - WATER RIVER'S EDGE SYSTEM								
Location Code		7009						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7009-	43311	WTR RVR EDG CONTRT FEES/ADM	-	4,992	-	-	-	-
0600-04-104-7009-	45114	WTR RVR EDG ELECTRICAL	-	2,924	2,503	3,000	3,000	-
0600-04-104-7009-	46053	WTR RVR EDG OPERATING SUPPL	-	754	-	300	300	-
0600-04-104-7009-	46055	WTR RVR EDG BUILDING SUPPLIES	-	238	-	300	300	-
			-	8,908	2,503	3,600	3,600	-

Utility Maintenance Operations - WATER CEDARWOOD SYSTEM								
Location Code		7010						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7010-	43311	WTR CEDR CONTRACT FEES/ADM	-	3,466	-	-	-	-
0600-04-104-7010-	45114	WTR CEDR ELECTRICAL	-	2,693	2,253	3,000	3,000	-
0600-04-104-7010-	46053	WTR CEDR OPERATING SUPPLIES	-	397	1,256	300	300	-
0600-04-104-7010-	46054	WTR CEDR PARTS & SUPPLIES	-	-	-	-	200	200
0600-04-104-7010-	46055	WTR CEDR BUILDING SUPPLIES	-	-	93	-	-	-
			-	6,556	3,602	3,300	3,500	200

Utility Maintenance Operations - WATER PRINCE GEORGE WOODS SYSTEM								
Location Code		7011						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7011-	45114	WTR PG WDS ELECTRICAL	-	608	657	700	700	-
0600-04-104-7011-	46053	WTR PG WOODS OPER SUPPLIES	-	356	83	200	200	-
			-	965	740	900	900	-

Utility Maintenance Operations - WATER FOOD LION/IND SYSTEM								
Location Code		7012						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7012-	43311	WTR FD LION CONTRT FEES/ADMIN	-	3,200	-	-	-	-
0600-04-104-7012-	45114	WTR FD LION ELECTRICAL	-	8,227	10,146	9,000	11,000	2,000
0600-04-104-7012-	46053	WTR FD LION OPERATING SUPPLIES	-	1,110	-	300	300	-
0600-04-104-7012-	46055	WTR FD LION BUILDING SUPPLIES	-	1,574	-	300	300	-
			-	14,111	10,146	9,600	11,600	2,000

Expenditures (Continued):

Utility Maintenance Operations - WATER RT 301 SYSTEM								
Location Code		7013						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0600-04-104-7013-	45114	WTR 301 ELECTRICAL	357	5,005	2,557	5,500	3,000	(2,500)
0600-04-104-7013-	46052	WTR 301 CHEMICALS	-	232	-	300	300	-
0600-04-104-7013-	46053	WTR 301 OPERATING SUPPLIES	-	1,205	210	300	300	-
			357	6,442	2,767	6,100	3,600	(2,500)

Capital Outlay- Fund 0610								
Location Code		7002						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0610-04-104-7002-	410303	CAP WTR SWR STCTR IMPROV	-	-	-	20,000	95,000	75,000
0610-04-104-7002-	410311	CAP WTR PUMP SUPPLY	-	-	11,445	40,000	-	(40,000)
0610-04-104-7002-	410315	CAP WTR SERVICES	-	-	-	-	-	-
0610-04-104-7002-	410316	CAP WTR METERS	15,389	10,831	20,069	50,000	30,000	(20,000)
0610-04-104-7002-	410318	CAP SWR SERVICES	853	20,334	15,253	-	20,000	20,000
0610-04-104-7002-	410323	CAP OTHER EQUIP	-	9,668	12,448	10,000	5,000	(5,000)
0610-04-104-7002-	43101	UTILITIES PROFESSIONAL SERVICE	57,604	2,657	-	-	-	-
0610-04-104-7002-	46024	UTIL CAPTL DATA PROC SUPPLIES	1,030	2,300	1,774	10,000	3,000	(7,000)
0610-04-104-7002-	460635	CAP INFLOW/INFILTRATION	-	-	-	-	-	-
0610-04-104-7002-	48105	MOTOR VEHICLES - REPLACEMENT	-	-	-	75,000	32,000	(43,000)
			74,876	45,790	60,989	205,000	185,000	(20,000)

Non- Operating Expense Fund 0620								
Location Code		7003						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0620-04-104-7003-	411636	PTSBG.SEWER LINE PAYMENT	-	-	-	-	-	-
0620-04-104-7003-	411637	SOUTH CENTRAL CAPITAL INV	130,921	-	-	-	-	-
0620-04-104-7003-	411638	SOUTH CENTRAL NUTRIENT CR.	-	-	-	-	-	-
0620-04-104-7003-	43101	PROFESSIONAL SERVICES	-	117,405	66,708	20,000	5,000	(15,000)
0620-04-104-7003-	411639	CAPACITY PURCHASE - PETERSBURG	-	-	-	-	-	-
			130,921	117,405	66,708	20,000	5,000	(15,000)

Water & Sewer Debt Fund - Fund 0620								
Location Code		7004						
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0620-04-104-7004-	49118	DEBT 2006 EXIT 45 PRINCIPAL	-	-	-	-	-	-
0620-04-104-7004-	49134	2002 GO BONDS INTEREST	693	-	-	-	-	-
0620-04-104-7004-	49138	2006 EXIT 45 INTEREST	41,226	36,791	21,549	-	-	-
0620-04-104-7004-	49178	TRANS TO UTILITIES CAP	-	-	-	-	-	-
0620-09-401-4000-	49149	BOND ISSUANCE COSTS	-	-	15,320	-	-	-
0620-04-104-7004-	49232	2015A PRINCIPAL	-	-	-	138,000	139,000	1,000
0620-04-104-7004-	49252	2015A INTEREST	-	-	4,530	11,805	9,728	(2,078)
0620-04-104-7004-	49233	2015B PRINCIPAL	-	-	-	89,000	91,000	2,000
0620-04-104-7004-	49253	2015B INTEREST	-	-	13,630	37,556	35,369	(2,187)
0620-04-104-7004-	49254	2016 ARWA CIP DEBT SERVICE	-	-	108,200	95,000	248,635	153,635
			41,919	36,791	163,228	371,361	523,731	152,370

Expenditures (Continued):

Capital Projects - 2015 Bonds - Fund 0620								
Location Code								
7014								
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0620-04-104-7014-	48201	UTIL MACH & EQUIP ADD	-	84,000	1,350	-	-	-
0620-04-104-7014-		EMERGENCY GENERATOR & ATS SPS #1	-	-	-	-	-	-
0620-04-104-7014-		SCADA ADDITION PHASE I	-	-	-	-	-	-
0620-04-104-7014-	48400	SEWER REHAB/REPLACE HPWL	-	-	-	-	-	-
0620-04-104-7014-	48401	SEWER REHAB/REPLACE PTRSBRG	-	216,874	-	-	-	-
0620-04-104-7014-		UPPER BLACKWATER SEWER REHAB/RE	-	-	-	-	-	-
0620-04-104-7014-	48402	SEWER PUMP STATION IMPROVEMENTS	-	-	-	-	-	-
0620-04-104-7014-	48403	WATER METER REPLACEMENT	-	-	-	-	-	-
			-	300,874	1,350	-	-	-

Capital Projects - NEW PROJECTS Fund 0620								
Location Code								
7016								
Org.	Acct.	Account Description	FY13-14 Expended	FY14-15 Expended	FY15-16 Expended	FY16-17 Adopted Budget	FY17-18 Adopted Budget	FY17-18 Increase (Decrease)
0620-04-104-7016-	48407	SPS REHAB/REPL	-	-	-	-	700,000	700,000
0620-04-104-7016-	48406	WATER FACILITY IMPROVEMENTS	-	-	-	-	400,000	400,000
0620-04-104-7016-	48403	WATER METER REPLACEMENT	-	-	-	-	200,000	200,000
			-	-	-	-	1,300,000	1,300,000

Utilities Positions

Department	Title	Status	FUNDED POSITIONS		
			FY2016-17	FY2017-18	Change
Utilities	Director of Engineering & Utilities	FT	1	1	0
Utilities	Utility Operations Manager	FT	1	1	0
Utilities	Utility Office Manager	FT	1	1	0
Utilities	Utility Supervisor	FT	1	1	0
Utilities	Senior Utility Worker	FT	2	2	0
Utilities	Maintenance Worker III	FT	2	2	0
Utilities	Maintenance Worker I	FT	3	3	0
Utilities	Customer Service Agent II	FT	2	2	0
Utilities	Customer Service Agent I	FT	1	1	0
			14	14	0

Utilities Outstanding Long-Term Debt Obligations:

Issue	Issue Date	Retire Date	Original Issue	Balance as of 6/30/2016
2015A Refunding of 2006C Exit 45*	2015	8/1/2021	\$ 856,000	\$ 856,000
2015B Sewer Rehab Project	2015	8/1/2030	\$ 1,590,000	\$ 1,590,000

* Refinanced during FY2015

POSITION CONTROL CHART - INTRODUCTION

Prince George County maintains a Position Control Chart that outlines the authorized positions working each department / agency. For FY2017-18, there are six (6) authorized positions that are not funded as part of the County’s Adopted FY2017-18 budget. A summary of those positions authorized, but not funded is shown below.

FY2017-18 Positions Authorized but Not Funded/Budgeted:	#
ASSESSOR [0401]	
Senior Real Estate Appraiser	1
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]	
Planner - Subdivision	1
COUNTY ADMINISTRATION [0101]	
Deputy County Administrator*	1
Project Management Specialist	1
GENERAL PROPERTIES [0504]	
Courier/ Stock Clerk	1
Deputy General Services Director	1
TOTAL POSITIONS AUTHORIZED BUT NOT FUNDED/BUDGETED - FY2017-18	6
Position Currently Filled As Director, Economic Development	

Two Position Control Charts are provided on the pages that follow. One chart depicts the **authorized** positions adopted; the other shows the **funded** positions adopted. Funded positions in each department / program are also depicted in the department/fund budget area of this document.

Summary of Position Changes in Adopted FY2017-18 Budget:	
Authorized Positions:	
Addition of 1 Full-Time Pretrial Officer - Community Corrections (Grant Funded; PT to FT see below)	1
Elimination 1 Part-Time Pretrial Officer - Community Corrections	(0.50)
Addition of Case Manager - Department of Social Services (Partially state funded)	1
Total Authorized Position Changes for Adoption - FY2017-18	1.5
Funded Positions:	
Add funding for 1 Authorized Planner I position in Community Development & Code Compliance	1
Remove funding for 1 Authorized Project Management Specialist in County Administration	-1
Addition of 1 Full-Time Pretrial Officer - Community Corrections (Grant Funded; PT to FT see below)	1
Elimination 1 Part-Time Pretrial Officer - Community Corrections	(0.50)
Addition of Case Manager - Department of Social Services (Partially state funded)	1
Total Funded Position Changes for Adoption - FY2017-18 (Net)	1.5
Title / Regrades for Adoption:	
Change Human Resources Information Specialist to Human Resources Analyst (No grade change)	
Change Human Resources Analyst to Human Resources Supervisor (1 Grade Increase)	
Change title of Community Corrections Program Coordinator to Program Manager	
Change title of Social Services Eligibility Intake Worker to Eligibility Worker	
Adopted changes are shaded in red on the Position Control Charts that follow.	

POSITION CONTROL CHART - AUTHORIZED

	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
ANIMAL CONTROL [0611]						
Animal Control Officer	3	3	3	3	3	0
Animal Control Supervisor	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0
Office Associate II	1	1	1	1	1	0
Kennel Attendant - Full-Time	1	1	1	1	1	0
Kennel Attendant - Part Time	0.5	0.5	0.5	0.5	0.5	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0
ASSESSOR [0401]						
Real Estate Appraiser I	1	0	0	0	0	0
Real Estate Appraiser II	1	2	2	2	2	0
Real Estate Assessor	1	1	1	1	1	0
Real Estate Clerk	1	0	0	0	0	0
Real Estate Technician	1	2	2	2	2	0
Senior Real Estate Appraiser	1	1	1	1	1	0
Total Employees	6	6	6	6	6	0
CIRCUIT COURT CLERK [0202]						
Office Associate I	1	1	1	1	1	0
Chief Deputy	1	1	1	1	1	0
Clerk of Circuit Court	1	1	1	1	1	0
Deputy Court Clerk I	2	2	2	2	2	0
Deputy Court Clerk II	1	1	1	1	1	0
Total Employees	6	6	6	6	6	0
CIRCUIT COURT JUDGE [0902]						
Court Administrator	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0
COMMISSIONER OF THE REVENUE [0200]						
Bus Lic Insp/Personnel Prop Auditor	1	0	0	0	0	0
Tax Compliance Auditor	0	1	1	1	1	0
Commissioner of the Revenue	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0
Deputy Commissioner of Revenue	3	3	3	3	3	0
Senior Deputy Commissioner of Revenue	1	1	1	1	1	0
Total Employees	6	6	6	6	6	0
COMMONWEALTH'S ATTORNEY [0204]						
Administrative Associate	1	1	1	1	1	0
Office Manager	1	1	1	1	1	0
Office Associate I	1	1	1	1	1	0
Asst. Commonwealth's Attorney FT	2	2	2	2	2	0
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0.5	0
Commonwealth's Attorney	1	1	1	1	1	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - AUTHORIZED

	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
COMMUNITY CORRECTIONS [2179 / 2178]						
Dir. of Community Corrections	1	1	1	1	1	0
Program Coordinator Manager	1	1	1	1	1	0
Probation Officer	4	4	3	4	4	0
Senior Probation Officer	0	0	0	0	0	0
Office Associate I	1	0	0	0	0	0
Office Associate II	0	1	1	1	1	0
Total Employees	7	7	6	7	7	0
COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]						
Office Associate II	0	0	0	0	0	0
Office Manager	1	1	1	1	1	0
Pretrial Officer	1	1	2	2	3	1
Pretrial Officer (PT)	0.5	0.5	0.5	0.5	0	-0.5
Pretrial Investigator	1	1	1	1	1	0
Senior Pretrial Officer	0	0	0	0	0	0
Total Employees	3.5	3.5	4.5	4.5	5.0	0.5
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]						
Office Manager	1	1	1	1	1	0
Deputy Director, Building Insp	1	1	1	1	1	0
Director of Community Dev./Building Official	1	1	1	1	1	0
Plans Reviewer	1	1	1	1	1	0
Permit Technician II	1	1	1	1	1	0
Permit Technician I	1	1	1	1	1	0
Environmental Program Coordinator	1	1	1	1	1	0
Senior Building Inspector	3	3	3	3	3	0
Office Associate II (PT)	0.5	0.5	0.5	0.5	0.5	0
Planner - Subdivision	1	1	1	1	1	0
Planner - Environmental & Storm Water	1	1	1	1	1	0
Planning Manager	1	1	1	1	1	0
Total Employees	13.5	13.5	13.5	13.5	13.5	0
COMPREHENSIVE SERVICES ACT						
CSA Coordinator	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
COUNTY ADMINISTRATION [0101]						
County Administrator	1	1	1	1	1	0
Deputy County Administrator	1	1	1	1	1	0
Executive Assistant/ Deputy Clerk	1	1	1	1	1	0
Project Management Specialist	1	1	1	1	1	0
Project Assistant	0	0	0	0	0	0
Administrative Associate	0	0	0	0	0	0
Total Employees	4	4	4	4	4	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - AUTHORIZED

	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
	Amended	Amended	Adopted	Amended	Adopted	Change
	<u>FY14-15</u>	<u>FY15-16</u>	<u>FY16-17</u>	<u>FY16-17</u>	<u>FY17-18</u>	<u>FY17-18</u>
COUNTY ATTORNEY [0102]						
Legal Assistant	1	1	1	1	1	0
County Attorney	1	1	1	1	1	0
County Attorney (PT)	0	0	0.5	0.5	0.5	0
Total Employees	2	2	2.5	2.5	2.5	0
COUNTY GARAGE [0502]						
Mechanic	2	2	2	2	2	0
Heavy Equipment Mechanic	0	0	0	0	0	0
Master Mechanic	1	1	1	1	1	0
Fleet Manager	1	1	1	1	1	0
Total Employees	4	4	4	4	4	0
ECONOMIC DEVELOPMENT [2151]						
Office Associate I	1	1	1	1	1	0
Specialist, Economic Development	0	0	1	1	1	0
Director, Economic Development	1	1	1	1	1	0
Total Employees	2	2	3	3	3	0
EMERGENCY COMMUNICATIONS CENTER [0603]						
Communications Officer	12	12	12	12	12	0
Communications Supervisor	2	2	2	2	2	0
Total Employees	14	14	14	14	14	0
ENGINEER						
Engineering Technician	0	0	0	0	0	0
County Engineer	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
FINANCE [0402]						
Accounting Clerk	1	1	1	1	1	0
Accounting Manager	0	0	0	0	0	0
Payroll Specialist	1	1	1	1	1	0
Deputy Director of Finance	0	0	0	0	0	0
Budget Analyst	0	0	0	0	0	0
Payroll Supervisor	1	1	1	1	1	0
Accountant	0	0	0	0	0	0
Accounting Supervisor	1	1	1	1	1	0
Financial Reporting Accountant	1	1	1	1	1	0
Sr. Accounting Clerk	0	0	0	0	0	0
Director of Finance	1	1	1	1	1	0
Procurement Officer	1	1	1	1	1	0
Total Employees	7	7	7	7	7	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - AUTHORIZED

	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
FIRE & EMS [0610 & 0613 (SAFER GRANT)]						
Office Manager	1	0	0	0	0	0
Division Chief	0	0	0	0	0	0
Director of Fire & EMS	1	1	1	1	1	0
Deputy Director of Fire & EMS	0	0	0	0	0	0
Revenue Recovery Program Manager	1	0	0	0	0	0
Fire & EMS Business Manager	0	1	1	1	1	0
Captain	0	3	3	3	3	0
Lieutenant	0	6	6	6	6	0
EMT/Intermediate/Firefighter	11	3	3	4	4	0
EMT/Paramedic/Firefighter	2	4	4	3	3	0
EMT/Paramedic/Firefighter Sup.	3	0	0	0	0	0
Office Associate II	0	1	1	1	1	0
Office Associate I	1	0	0	0	0	0
Volunteer Coordinator	0	0	0	0	0	0
Total Employees	20	19	19	19	19	0
GENERAL PROPERTIES [0504]						
Office Associate II	0	0	0	0	0	0
Administrative Associate	1	1	1	1	1	0
Building Maintenance Mechanic	2	3	3	3	3	0
Building Maint/ Conv Station Sup.	0	0	0	0	0	0
Buildings & Grounds Maint Mech	1	1	1	1	1	0
Senior Building Maintenance Mechanic	1	1	1	1	1	0
Courier/ Stock Clerk	1	1	1	1	1	0
Deputy General Services Director	1	1	1	1	1	0
General Services Director	1	1	1	1	1	0
Total Employees	8	9	9	9	9	0
GENERAL SERVICES						
General Services Manager	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
GIS						
GIS Coordinator	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
HUMAN RESOURCES [0103]						
Human Resources Analyst	1	1	1	1	1	0
Human Resources Supervisor	0	0	0	0	1	1
Human Res Technician	1	0	0	0	0	0
Human Resources Information Specialist	0	1	1	1	0	-1
Dir. of Human Resources	1	1	1	1	1	0
Total Employees	3	3	3	3	3	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - AUTHORIZED

	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
INFORMATION TECHNOLOGY [0403]						
Information Systems Support Tech	0	0	0	0	0	0
Director of Information Technology	1	1	1	1	1	0
Network Administrator	0	0	0	0	0	0
Applications Specialist	1	1	1	1	1	0
GIS Technician	1	1	1	1	1	0
GIS Coordinator	1	1	1	1	1	0
Information Systems Business Process	1	1	1	1	1	0
Information Systems System Engineer	1	1	1	1	1	0
Info Systems/Public Safety Specialist	0	0	0	0	0	0
Total Employees	6	6	6	6	6	0
PLANNING						
Office Associate II	0	0	0	0	0	0
Planning Technician	0	0	0	0	0	0
Planner I	0	0	0	0	0	0
Senior Planner	0	0	0	0	0	0
Zoning Administrator	0	0	0	0	0	0
Dir. of Planning	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
POLICE [0601]						
Administrative Associate	1	1	1	1	1	0
Chief of Police	1	1	1	1	1	0
Police Sergeant	5	5	5	6	6	0
Police Captain	3	3	2	2	2	0
Police Officer	31	31	33	41	41	0
Police Officer (Detective)	9	9	9	0	0	0
Office Associate I	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	0
Public Safety Information System Specialist	1	1	1	1	1	0
Police Lieutenant	5	5	5	6	6	0
Total Employees	58	58	59	60	60	0
RECREATION [0505]						
Sr. Grounds Maintenance Wkr	1	1	1	2	2	0
Assistant Athletic Coordinator	1	1	1	1	1	0
Athletic Coordinator	1	1	1	1	1	0
Dir. of Parks and Recreation	1	1	1	1	1	0
Grounds Maintenance Worker	1	1	1	0	0	0
Special Activities Coordinator	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	0
Total Employees	7	7	7	7	7	0
REFUSE DISPOSAL						
Gate Attendant	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - AUTHORIZED

	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
REGISTRAR [0901]						
Deputy Registrar	1	1	1	1	1	0
Deputy Registrar; PTR	0.5	0.5	0.5	0.5	0.5	0
General Registrar	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0
Total Employees	2.5	2.5	2.5	2.5	2.5	0
SHERIFF [0203]						
Chief Deputy	1	1	1	1	1	0
Deputy Sheriff - FT	5	5	5	5	5	0
Deputy Sheriff - PT	0.5	0.5	0.5	0.5	0.5	0
Administrative Associate	1	1	1	1	1	0
Lieutenant	1	1	1	1	1	0
Sergeant	1	1	1	1	1	0
Sheriff	1	1	1	1	1	0
Total Employees	10.5	10.5	10.5	10.5	10.5	0
SOCIAL SERVICES [0701]						
Administrative Manager	1	1	1	1	1	0
Dir. of Social Services	1	1	1	1	1	0
Office Associate III (Screener)	0	0	0	0	0	0
Eligibility Intake Worker	5	6	6	6	6	0
Eligibility Supervisor	1	1	1	1	1	0
Employment Services Worker	0	0	0	0	0	0
Social Services Office Associate I	0	0	0	0	0	0
Social Services Office Associate II	4	4	4	4	4	0
Administrative Associate	1	1	1	1	1	0
Case Manager [Social Worker] - FT	6	7	7	7	8	1
Case Manager [Social Worker] - PT	0.5	0.5	0.5	0.5	0.5	0
Senior Case Manager [Social Worker]	2	2	1	1	1	0
Case Manager Supervisor [Social Worker]	1	1	1	1	1	0
Total Employees	22.5	24.5	23.5	23.5	24.5	1
TREASURER [0201]						
Deputy Treasurer - FT	4	4	4	4	4	0
Deputy Treasurer - PT	0.5	0.5	0.5	0.5	0.5	0
Chief Deputy Treasurer	1	1	1	1	1	0
Treasurer	1	1	1	1	1	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0
VICTIM WITNESS [0906]						
Victim Witness Program Coord.	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0
VJCCCA [0909]						
Probation Officer	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - AUTHORIZED

	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
UTILITIES [7001]						
Building Maintenance Mechanic	0	0	0	0	0	0
Utility Billing Clerk	0	0	0	0	0	0
Customer Service Agent II	2	2	2	2	2	0
Customer Service Agent I	0	1	1	1	1	0
Utility Billing Manager	0	0	0	0	0	0
Utility Office Manager	1	1	1	1	1	0
Utility Maintenance Worker	0	0	0	0	0	0
Maintenance Worker I	3	3	3	3	3	0
Maintenance Worker II	1	0	0	0	0	0
Maintenance Worker III	1	2	2	2	2	0
Utility Maintenance Mechanic	0	0	0	0	0	0
Utility Supervisor	1	1	1	1	1	0
Senior Utility Maintenance Worker	0	0	0	0	0	0
Senior Utility Worker	2	2	2	2	2	0
Dir. Of Engineering & Utilities	1	1	1	1	1	0
Engineering Technician	0	0	0	0	0	0
Operations Manager	1	1	1	1	1	0
Total Employees	13	14	14	14	14	0
Total	248.0	251.0	252.5	254.5	256.0	1.5
FULL-TIME	244.0	247.0	248.0	250.0	252.0	2.0
PART-TIME	4.00	4.00	4.50	4.50	4.00	(0.50)

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - FUNDED

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
ANIMAL CONTROL [0611]						
Animal Control Officer	3	3	3	3	3	0
Animal Control Supervisor	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0
Office Associate II	1	1	1	1	1	0
Kennel Attendant - Full-Time	1	1	1	1	1	0
Kennel Attendant - Part Time	0.5	0.5	0.5	0.5	0.5	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0
ASSESSOR [0401]						
Real Estate Appraiser I	1	0	0	0	0	0
Real Estate Appraiser II	1	2	2	2	2	0
Real Estate Assessor	1	1	1	1	1	0
Real Estate Clerk	1	0	0	0	0	0
Real Estate Technician	1	2	2	2	2	0
Senior Real Estate Appraiser	0	0	0	0	0	0
Total Employees	5	5	5	5	5	0
CIRCUIT COURT CLERK [0202]						
Office Associate I	1	1	1	1	1	0
Chief Deputy	1	1	1	1	1	0
Clerk of Circuit Court	1	1	1	1	1	0
Deputy Court Clerk I	2	2	2	2	2	0
Deputy Court Clerk II	1	1	1	1	1	0
Total Employees	6	6	6	6	6	0
CIRCUIT COURT JUDGE [0902]						
Court Administrator	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0
COMMISSIONER OF THE REVENUE [0200]						
Bus Lic Insp/Personnel Prop Auditor	1	0	0	0	0	0
Tax Compliance Auditor	0	1	1	1	1	0
Commissioner of the Revenue	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0
Deputy Commissioner of Revenue	3	3	3	3	3	0
Senior Deputy Commissioner of Revenue	1	1	1	1	1	0
Total Employees	6	6	6	6	6	0
COMMONWEALTH'S ATTORNEY [0204]						
Administrative Associate	1	1	1	1	1	0
Office Manager	1	1	1	1	1	0
Office Associate I	1	1	1	1	1	0
Asst. Commonwealth's Attorney FT	2	2	2	2	2	0
Asst. Commonwealth's Attorney PT	0.5	0.5	0.5	0.5	0.5	0
Commonwealth's Attorney	1	1	1	1	1	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - FUNDED

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
COMMUNITY CORRECTIONS [2179 / 2178]						
Dir. of Community Corrections	1	1	1	1	1	0
Program Coordinator Coordinator Manager	1	1	1	1	1	0
Probation Officer	4	4	3	4	4	0
Senior Probation Officer	0	0	0	0	0	0
Office Associate I	1	0	0	0	0	0
Office Associate II	0	1	1	1	1	0
Total Employees	7	7	6	7	7	0
COMMUNITY CORRECTIONS (PRETRIAL) [2174 / 2178 / 2179]						
Office Associate II	0	0	0	0	0	0
Office Manager	1	1	1	1	1	0
Pretrial Officer	1	1	2	2	3	1
Pretrial Officer (PT)	0.5	0.5	0.5	0.5	0	-0.5
Pretrial Investigator	1	1	1	1	1	0
Senior Pretrial Officer	0	0	0	0	0	0
Total Employees	3.5	3.5	4.5	4.5	5	0.5
COMMUNITY DEVELOPMENT AND CODE COMPLIANCE [0300]						
Office Manager	1	1	1	1	1	0
Deputy Director, Building Insp	1	1	1	1	1	0
Director of Community Dev./Building Official	1	1	1	1	1	0
Plans Reviewer	1	1	1	1	1	0
Permit Technician II	1	1	1	1	1	0
Permit Technician I	1	1	1	1	1	0
Environmental Program Coordinator	1	1	1	1	1	0
Senior Building Inspector	3	3	3	3	3	0
Office Associate II (PT)	0.5	0.5	0.5	0.5	0.5	0
Planner - Subdivision	0	0	0	0	0	0
Planner - Environmental & Storm Water	0	0	0	0	1	1
Planning Manager	1	1	1	1	1	0
Total Employees	13.5	11.5	11.5	11.5	12.5	1
COMPREHENSIVE SERVICES ACT						
CSA Coordinator	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
COUNTY ADMINISTRATION [0101]						
County Administrator	1	1	1	1	1	0
Deputy County Administrator	0	0	0	0	0	0
Executive Assistant/ Deputy Clerk	1	1	1	1	1	0
Project Management Specialist	1	1	1	1	0	-1
Project Assistant	0	0	0	0	0	0
Administrative Associate	0	0	0	0	0	0
Total Employees	3	3	3	3	2	-1

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - FUNDED

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
COUNTY ATTORNEY [0102]						
Legal Assistant	1	1	1	1	1	0
County Attorney	1	1	1	1	1	0
County Attorney (PT)	0	0	0.5	0.5	0.5	0
Total Employees	2	2	2.5	2.5	2.5	0
COUNTY GARAGE [0502]						
Mechanic	2	2	2	2	2	0
Heavy Equipment Mechanic	0	0	0	0	0	0
Master Mechanic	1	1	1	1	1	0
Fleet Manager	1	1	1	1	1	0
Total Employees	4	4	4	4	4	0
ECONOMIC DEVELOPMENT [2151]						
Office Associate I	1	1	1	1	1	0
Specialist, Economic Development	0	0	1	1	1	0
Director, Economic Development	1	1	1	1	1	0
Total Employees	2	2	3	3	3	0
EMERGENCY COMMUNICATIONS CENTER [0603]						
Communications Officer	12	12	12	12	12	0
Communications Supervisor	2	2	2	2	2	0
Total Employees	14	14	14	14	14	0
ENGINEER						
Engineering Technician	0	0	0	0	0	0
County Engineer	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
FINANCE [0402]						
Accounting Clerk	1	1	1	1	1	0
Accounting Manager	0	0	0	0	0	0
Payroll Specialist	1	1	1	1	1	0
Deputy Director of Finance	0	0	0	0	0	0
Budget Analyst	0	0	0	0	0	0
Payroll Supervisor	1	1	1	1	1	0
Accountant	0	0	0	0	0	0
Accounting Supervisor	1	1	1	1	1	0
Financial Reporting Accountant	1	1	1	1	1	0
Sr. Accounting Clerk	0	0	0	0	0	0
Director of Finance	1	1	1	1	1	0
Procurement Officer	1	1	1	1	1	0
Total Employees	7	7	7	7	7	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - FUNDED

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
FIRE & EMS [0610 & 0613 (SAFER GRANT)]						
Office Manager	1	0	0	0	0	0
Division Chief	0	0	0	0	0	0
Director of Fire & EMS	1	1	1	1	1	0
Deputy Director of Fire & EMS	0	0	0	0	0	0
Revenue Recovery Program Manager	1	0	0	0	0	0
Fire & EMS Business Manager	0	1	1	1	1	0
Captain	0	3	3	3	3	0
Lieutenant	0	6	6	6	6	0
EMT/Intermediate/Firefighter	11	3	3	4	4	0
EMT/Paramedic/Firefighter	2	4	4	3	3	0
EMT/Paramedic/Firefighter Sup.	3	0	0	0	0	0
Office Associate II	0	1	1	1	1	0
Office Associate I	1	0	0	0	0	0
Volunteer Coordinator	0	0	0	0	0	0
Total Employees	20	19	19	19	19	0
GENERAL PROPERTIES [0504]						
Office Associate II	0	0	0	0	0	0
Administrative Associate	1	1	1	1	1	0
Building Maintenance Mechanic	2	3	3	3	3	0
Building Maint/ Conv Station Sup.	0	0	0	0	0	0
Buildings & Grounds Maint Mech	1	1	1	1	1	0
Senior Building Maintenance Mechanic	1	1	1	1	1	0
Courier/ Stock Clerk	0	0	0	0	0	0
Deputy General Services Director	0	0	0	0	0	0
General Services Director	1	1	1	1	1	0
Total Employees	6	7	7	7	7	0
GENERAL SERVICES						
General Services Manager	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
GIS						
GIS Coordinator	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
HUMAN RESOURCES [0103]						
Human Resources Analyst	1	1	1	1	1	0
Human Resources Supervisor	0	0	0	0	1	1
Human Res Technician	1	0	0	0	0	0
Human Resources Information Specialist	0	1	1	1	0	-1
Dir. of Human Resources	1	1	1	1	1	0
Total Employees	3	3	3	3	3	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - FUNDED

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
INFORMATION TECHNOLOGY [0403]						
Information Systems Support Tech	0	0	0	0	0	0
Director of Information Technology	1	1	1	1	1	0
Network Administrator	0	0	0	0	0	0
Applications Specialist	1	1	1	1	1	0
GIS Technician	1	1	1	1	1	0
GIS Coordinator	1	1	1	1	1	0
Information Systems Business Process	1	1	1	1	1	0
Information Systems System Engineer	1	1	1	1	1	0
Info Systems/Public Safety Specialist	0	0	0	0	0	0
Total Employees	6	6	6	6	6	0
PLANNING						
Office Associate II	0	0	0	0	0	0
Planning Technician	0	0	0	0	0	0
Planner I	0	0	0	0	0	0
Senior Planner	0	0	0	0	0	0
Zoning Administrator	0	0	0	0	0	0
Dir. of Planning	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0
POLICE [0601]						
Administrative Associate	1	1	1	1	1	0
Chief of Police	1	1	1	1	1	0
Police Sergeant	5	5	5	6	6	0
Police Captain	3	3	2	2	2	0
Police Officer	31	31	33	41	41	0
Police Officer (Detective)	9	9	9	0	0	0
Office Associate I	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	0
Public Safety Information System Specialist	1	1	1	1	1	0
Police Lieutenant	5	5	5	6	6	0
Total Employees	58	58	59	60	60	0
RECREATION [0505]						
Sr. Grounds Maintenance Wkr	1	1	1	2	2	0
Assistant Athletic Coordinator	1	1	1	1	1	0
Athletic Coordinator	1	1	1	1	1	0
Dir. of Parks and Recreation	1	1	1	1	1	0
Grounds Maintenance Worker	1	1	1	0	0	0
Special Activities Coordinator	1	1	1	1	1	0
Office Associate II	1	1	1	1	1	0
Total Employees	7	7	7	7	7	0
REFUSE DISPOSAL						
Gate Attendant	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - FUNDED

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended	Amended	Adopted	Amended	Adopted	Change
	FY14-15	FY15-16	FY16-17	FY16-17	FY17-18	FY17-18
REGISTRAR [0901]						
Deputy Registrar	1	1	1	1	1	0
Deputy Registrar; PTR	0.5	0.5	0.5	0.5	0.5	0
General Registrar	1	1	1	1	1	0
Office Associate I	0	0	0	0	0	0
Total Employees	2.5	2.5	2.5	2.5	2.5	0
SHERIFF [0203]						
Chief Deputy	1	1	1	1	1	0
Deputy Sheriff - FT	5	5	5	5	5	0
Deputy Sheriff - PT	0.5	0.5	0.5	0.5	0.5	0
Administrative Associate	1	1	1	1	1	0
Lieutenant	1	1	1	1	1	0
Sergeant	1	1	1	1	1	0
Sheriff	1	1	1	1	1	0
Total Employees	10.5	10.5	10.5	10.5	10.5	0
SOCIAL SERVICES [0701]						
Administrative Manager	1	1	1	1	1	0
Dir. of Social Services	1	1	1	1	1	0
Office Associate III (Screener)	0	0	0	0	0	0
Eligibility Intake Worker	5	6	6	6	6	0
Eligibility Supervisor	1	1	1	1	1	0
Employment Services Worker	0	0	0	0	0	0
Social Services Office Associate I	0	0	0	0	0	0
Social Services Office Associate II	4	4	4	4	4	0
Administrative Associate	1	1	1	1	1	0
Case Manager [Social Worker] - FT	6	7	7	7	8	1
Case Manager [Social Worker] - PT	0.5	0.5	0.5	0.5	0.5	0
Senior Case Manager [Social Worker]	2	2	1	1	1	0
Case Manager Supervisor [Social Worker]	1	1	1	1	1	0
Total Employees	22.5	24.5	23.5	23.5	24.5	1
TREASURER [0201]						
Deputy Treasurer - FT	4	4	4	4	4	0
Deputy Treasurer - PT	0.5	0.5	0.5	0.5	0.5	0
Chief Deputy Treasurer	1	1	1	1	1	0
Treasurer	1	1	1	1	1	0
Total Employees	6.5	6.5	6.5	6.5	6.5	0
VICTIM WITNESS [0906]						
Victim Witness Program Coord.	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0
VJCCA [0909]						
Probation Officer	1	1	1	1	1	0
Total Employees	1	1	1	1	1	0

CHANGED FOR FY2018

Authorized but not funded

POSITION CONTROL CHART - FUNDED

	Funded	Funded	Funded	Funded	Funded	Funded
	Amended	Amended	Adopted	Amended	Adopted	Change
	<u>FY14-15</u>	<u>FY15-16</u>	<u>FY16-17</u>	<u>FY16-17</u>	<u>FY17-18</u>	<u>FY17-18</u>
UTILITIES [7001]						
Building Maintenance Mechanic	0	0	0	0	0	0
Utility Billing Clerk	0	0	0	0	0	0
Customer Service Agent II	2	2	2	2	2	0
Customer Service Agent I	0	1	1	1	1	0
Utility Billing Manager	0	0	0	0	0	0
Utility Office Manager	1	1	1	1	1	0
Utility Maintenance Worker	0	0	0	0	0	0
Maintenance Worker I	3	3	3	3	3	0
Maintenance Worker II	1	0	0	0	0	0
Maintenance Worker III	1	2	2	2	2	0
Utility Maintenance Mechanic	0	0	0	0	0	0
Utility Supervisor	1	1	1	1	1	0
Senior Utility Maintenance Worker	0	0	0	0	0	0
Senior Utility Worker	2	2	2	2	2	0
Dir. Of Engineering & Utilities	1	1	1	1	1	0
Engineering Technician	0	0	0	0	0	0
Operations Manager	1	1	1	1	1	0
Total Employees	13	14	14	14	14	0
Total	244.0	245.0	246.5	248.5	250.0	1.5
FULL-TIME	240.0	241.0	242.0	244.0	246.0	2.0
PART-TIME	4.00	4.00	4.50	4.50	4.00	(0.50)

CHANGED FOR FY2018

Authorized **but not funded**

COST OF POSITION CHANGES FY2018

New Positions and Newly Funded Positions - FY2018						
Department	Position	Status	Notes	Estimated Salary	Estimated Salary + Benefits	Funding Source
Social Services	Case Manager	FT (1 FTE)	New FTE	\$ 53,203	\$ 74,387	General (Federal/State Reimbursable at approx 70%)
Community Corrections	Pretrial Officer	FT (1 FTE)	New FTE	\$ 46,140	\$ 65,627	State & Local between 3 localities
Community Development & Code Compliance	Planner I	FT (1 FTE)	Newly Funded*	\$ 65,812	\$ 90,027	Local General Fund (CDCC Collects permits and fees to partially offset operating costs)
		+3 FTE		\$ 165,155	\$ 230,041	
Eliminated Positions and Positions for Which Funding was Eliminated - FY2018						
Community Corrections	Pretrial Officer	PT (-0.5 FTE)	Eliminated FTE	\$ (39,294)	\$ (42,300)	State & Local between 3 localities
County Administration	Project Management Specialist	FT (-1 FTE)	Funding Eliminated	\$ (51,789)	\$ (72,634)	Local General Fund
		-1.5 FTE		\$ (91,083)	\$ (114,934)	
NET CHANGE IN FUNDED POSITIONS		1.5		\$ 74,072	\$ 115,107	
			*Previously Authorized, but not funded			

**PRINCE GEORGE COUNTY
GRADE ASSIGNMENTS 2017-18**

Classification Title:	Grade:	FLSA Status:
Accountant	12	Exempt
Accounting Clerk	10	Non-Exempt
Accounting Supervisor	14	Exempt
Administrative Associate	7	Non-Exempt
Administrative Manager	12	Exempt
Animal Control Officer	7	Non-Exempt
Animal Control Supervisor	11	Non-Exempt
Assistant Athletic Coordinator	10	Non-Exempt
Assistant Commonwealth's Attorney	16	Exempt
Athletic Coordinator	13	Exempt
Building and Grounds Maintenance Mechanic	10	Non-Exempt
Building Inspector	9	Non-Exempt
Building Maint/Conv Station Superintendent	15	Exempt
Building Maintenance Mechanic	7	Non-Exempt
Bus. Lic. Inspector/Personal Prop Auditor	9	Non-Exempt
Business Manager Fire and EMS	12	Non-Exempt
Case Manager	13	Non-Exempt
Case Manager Supervisor	15	Exempt
Chief Deputy Court Clerk	10	Non-Exempt
Chief Deputy Treasurer	10	Non-Exempt
Chief of Police	19	Exempt
Communications Officer	7	Non-Exempt
Communications Supervisor	11	Non-Exempt
Comprehensive Services Coordinator	14	Exempt
Courier/Stock Clerk	4	Non-Exempt
Court Administrator	12	Exempt
Deputy Commissioner of the Revenue	6	Non-Exempt
Deputy County Administrator	20	Exempt
Deputy Court Clerk I	5	Non-Exempt
Deputy Court Clerk II	6	Non-Exempt
Deputy Director, Fire, Emergency Medical Services & ES	15	Exempt
Deputy Director, General Services	14	Exempt
Deputy Director, Inspections & Code Compliance	16	Exempt
Deputy Registrar	5	Non-Exempt
Deputy Treasurer	6	Non-Exempt
Director, Community Corrections	18	Exempt
Director, Community Development	19	Exempt
Director, Economic Development	18	Exempt
Director, Engineering and Utilities	19	Exempt
Director, Finance	18	Exempt
Director, Fire and Emergency Medical Services	18	Exempt
Director, General Services	18	Exempt
Director, Human Resources	18	Exempt
Director, Information Technology	18	Exempt
Director, Parks & Recreation	18	Exempt
Director, Social Services	19	Exempt
Economic Development Specialist	10	Non-Exempt
Eligibility Worker	10	Non-Exempt

**PRINCE GEORGE COUNTY
GRADE ASSIGNMENTS 2017-18**

Classification Title:	Grade:	FLSA Status:
Eligibility Supervisor	13	Exempt
Employment Services Worker	9	Non-Exempt
Emergency Medical Services and Fire Captain	14	Non-Exempt
Emergency Medical Services and Fire Lieutenant	13	Non-Exempt
EMT/Intermediate/Firefighter	10	Non-Exempt
EMT/Paramedic/Firefighter	11	Non-Exempt
Erosion & Sediment Control Inspector	13	Exempt
Environmental Program Coordinator	13	Exempt
Exec Asst to County Administrator/Dep Clerk to the Board	10	Non-Exempt
Fire and EMS Business Manager	12	Non-Exempt
Financial Reporting Accountant	12	Exempt
Fleet Manager	13	Exempt
Gate Attendant	4	Non-Exempt
GIS Coordinator	14	Exempt
GIS Technician	10	Non-Exempt
Grounds Maintenance Worker	3	Non-Exempt
Human Resources Analyst	13	Exempt
Human Resources Supervisor	14	Exempt
Information Systems Application Specialist	13	Exempt
Information Systems Business Process Analyst	14	Exempt
Informations Systems Engineer	12	Exempt
Information Systems Technician	10	Non-Exempt
Kennel Attendant	3	Non-Exempt
Legal Assistant	10	Non-Exempt
Master Mechanic	8	Non-Exempt
Mechanic	7	Non-Exempt
Office Associate I	4	Non-Exempt
Office Associate II	5	Non-Exempt
Office Manager	8	Non-Exempt
Payroll Specialist	10	Non-Exempt
Payroll Supervisor	14	Exempt
Permit Technician I	4	Non-Exempt
Permit Technician II	5	Non-Exempt
Planner	15	Exempt
Planning Manager	14	Exempt
Planning/Zoning Technician	10	Non-Exempt
Plans Reviewer	11	Non-Exempt
Police Captain	15	Exempt
Police Lieutenant	13	Non-Exempt
Police Officer	10	Non-Exempt
Police Sergeant	12	Non-Exempt
Pretrial Investigator	11	Non-Exempt
Pretrial Officer	11	Non-Exempt
Probation Officer	11	Non-Exempt
Procurement Officer	15	Exempt
Program Manager	13	Exempt
Project Management Specialist	9	Non-Exempt
Public Safety Information Systems Specialist	14	Exempt

**PRINCE GEORGE COUNTY
GRADE ASSIGNMENTS 2017-18**

Classification Title:	Grade:	FLSA Status:
Real Estate Appraiser I	9	Non-Exempt
Real Estate Appraiser II	12	Non-Exempt
Real Estate Assessor	18	Exempt
Real Estate Clerk	5	Non-Exempt
Real Estate Technician	8	Non-Exempt
Senior Building Inspector	11	Non-Exempt
Senior Building Mechanic	10	Non-Exempt
Senior Case Manager	14	Non-Exempt
Senior Deputy Commissioner of the Revenue	10	Non-Exempt
Senior Grounds Maintenance Worker	7	Non-Exempt
Senior Pretrial Officer	13	Exempt
Senior Probation Officer	13	Exempt
Senior Real Estate Appraiser	14	Exempt
Senior Utility Worker	11	Non-Exempt
Sheriff Chief Deputy	14	Exempt
Sheriff Deputy	9	Non-Exempt
Sheriff Lieutenant	13	Non-Exempt
Sheriff Sergeant	12	Non-Exempt
Social Services Office Associate I	5	Non-Exempt
Social Services Office Associate II	6	Non-Exempt
Special Activities Coordinator	10	Non-Exempt
Tax Compliance Auditor	12	Exempt
Utility Customer Service Agent I	4	Non-Exempt
Utility Customer Service Agent II	6	Non-Exempt
Utility Office Manager	15	Exempt
Utility Operations Manager	15	Exempt
Utility Supervisor	13	Non-Exempt
Utility Worker I	5	Non-Exempt
Utility Worker II	7	Non-Exempt
Utility Worker III	9	Non-Exempt
Victim Witness Program Coordinator	10	Non-Exempt
Volunteer Fire & EMS Coordinator/Trainer	14	Exempt

PRINCE GEORGE COUNTY PAY SCHEDULE

Grade Adjustment: 2.0%
 Minimum Salary: \$22,061.68
 Effective Date: FY17-18

ANNUAL SALARY			
<u>Salary Grade:</u>	<u>Minimum of Salary Grade</u>	<u>Mid-point of Salary Grade</u>	<u>Maximum of Salary Grade</u>
1	\$22,062	\$28,680	\$35,299
2	\$23,716	\$30,831	\$37,946
3	\$25,495	\$33,144	\$40,792
4	\$27,407	\$35,629	\$43,851
5	\$29,463	\$38,302	\$47,140
6	\$31,672	\$41,174	\$50,676
7	\$34,048	\$44,262	\$54,477
8	\$36,601	\$47,582	\$58,562
9	\$39,347	\$51,150	\$62,954
10	\$42,298	\$54,987	\$67,676
11	\$45,470	\$59,111	\$72,752
12	\$48,880	\$63,544	\$78,208
13	\$52,546	\$68,310	\$84,074
14	\$56,487	\$73,433	\$90,379
15	\$60,724	\$78,941	\$97,158
16	\$65,278	\$84,861	\$104,444
17	\$70,174	\$91,226	\$112,278
18	\$75,437	\$98,068	\$120,699
19	\$81,094	\$105,423	\$129,751
20	\$87,176	\$113,329	\$139,482

HOURLY WAGE			
<u>Salary Grade:</u>	<u>Minimum of Salary Grade</u>	<u>Mid-point of Salary Grade</u>	<u>Maximum of Salary Grade</u>
1	\$10.61	\$13.79	\$16.97
2	\$11.40	\$14.82	\$18.24
3	\$12.26	\$15.93	\$19.61
4	\$13.18	\$17.13	\$21.08
5	\$14.16	\$18.41	\$22.66
6	\$15.23	\$19.80	\$24.36
7	\$16.37	\$21.28	\$26.19
8	\$17.60	\$22.88	\$28.15
9	\$18.92	\$24.59	\$30.27
10	\$20.34	\$26.44	\$32.54
11	\$21.86	\$28.42	\$34.98
12	\$23.50	\$30.55	\$37.60
13	\$25.26	\$32.84	\$40.42
14	\$27.16	\$35.30	\$43.45
15	\$29.19	\$37.95	\$46.71
16	\$31.38	\$40.80	\$50.21
17	\$33.74	\$43.86	\$53.98
18	\$36.27	\$47.15	\$58.03
19	\$38.99	\$50.68	\$62.38
20	\$41.91	\$54.49	\$67.06

GLOSSARY

Adoption of Budget – A formal action by the Board of Supervisors, which sets the spending priorities and limits for the fiscal year.

Budget – A financial plan for a specified period of time (fiscal year), matching all planned revenues and expenditures/expenses with various municipal services.

Balanced Budget - A balanced budget is one in which the available revenues and appropriated fund balances equal estimated expenditures for a fiscal year.

Capital Projects Fund – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

Capital Expenditures – a) Construction and/or acquisition of new assets, including buildings, land, vehicles, equipment, or hardware/software where the costs of construction or acquisition (including incidental costs) meet or exceed \$50,000 for a specific project and the useful life of the asset exceeds one year. b) Upgrades or additions to existing buildings, equipment, or other assets that increase the value or greatly extend the estimated useful life of the asset where the costs of the upgrade or addition exceed \$50,000. c) Remodeling or repair of existing assets where the costs of the remodel or repair will exceed \$100,000.

Capital Improvements Plan – A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

Component Unit – Legally separate organization for which the elected officials of the primary government are financially accountable.

Debt Service – A County's obligation to pay the principle and interest of all bonds and other debt instruments according to pre-determined payment schedule.

Debt Service Fund – Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Department – A major functional component of the County, which indicates overall management responsibility of an operation or a group of related operations. For example, the Department of General Services includes Administration, Engineering and Facility Maintenance, Facility/Utility Charges, Telecommunications, and Grounds Maintenance.

Enterprise Fund – Proprietary fund type used to report an activity for which a fee is charged to external users for goods and services.

Estimated Revenue – The amount of projected revenue to be collected during the fiscal year.

Expenditure – This term refers to the overflow of funds paid or to be paid for an asset obtained or goods or services obtained regardless of when the expense is actually paid. Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.

Fiscal Year – The time period designated by the County signifying the beginning and ending period for recording financial transactions. The County of Prince George has specified July 1st to June 30th as its fiscal year.

Fund – An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities or government functions. Commonly used funds in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

Fund Balance – Fund balance is the excess of assets over liabilities.

General Fund – The largest fund within the County, the General Fund accounts for most of the financial resources of the government. General fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenues. This fund usually includes most of the basic operating services, such as general administration, judicial services, public safety, environmental and development services, finance and planning, education, human services, general services, and community services.

Government Accounting Standards Board (GASB) – The ultimate authoritative accounting and financial reporting standard-setting body for state and local government. The GASB was established in June 1984 to replace the National Council on Governmental Accounting (NCGA).

Property Tax – Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

Reconciliation – A detailed summary of increases and decreases in expenditures from one budget year to another.

Revenue – Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

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

School Nutrition (Cafeteria) Fund – Enterprise fund for the school system where the charges for school nutrition products and services are covered by the fees the system collects.

School Operations Fund – The fund for the school component unit to collect revenues and pay expenditures related to all general school activities.

School – Federal Grants Fund (Formerly Title I) – Special Revenue fund within the school system which tracks revenues and expenditures for federal grants and programs.

School Textbook Fund – Special Revenue fund within the school system that houses activity for school textbooks.

Special Revenue Fund – Governmental fund type used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purpose.

Tax Rate – The amount of tax levied for each \$100 of assessed value.

Source: Governmental Accounting, Auditing, and Financial Reporting by Stephen Gauthier