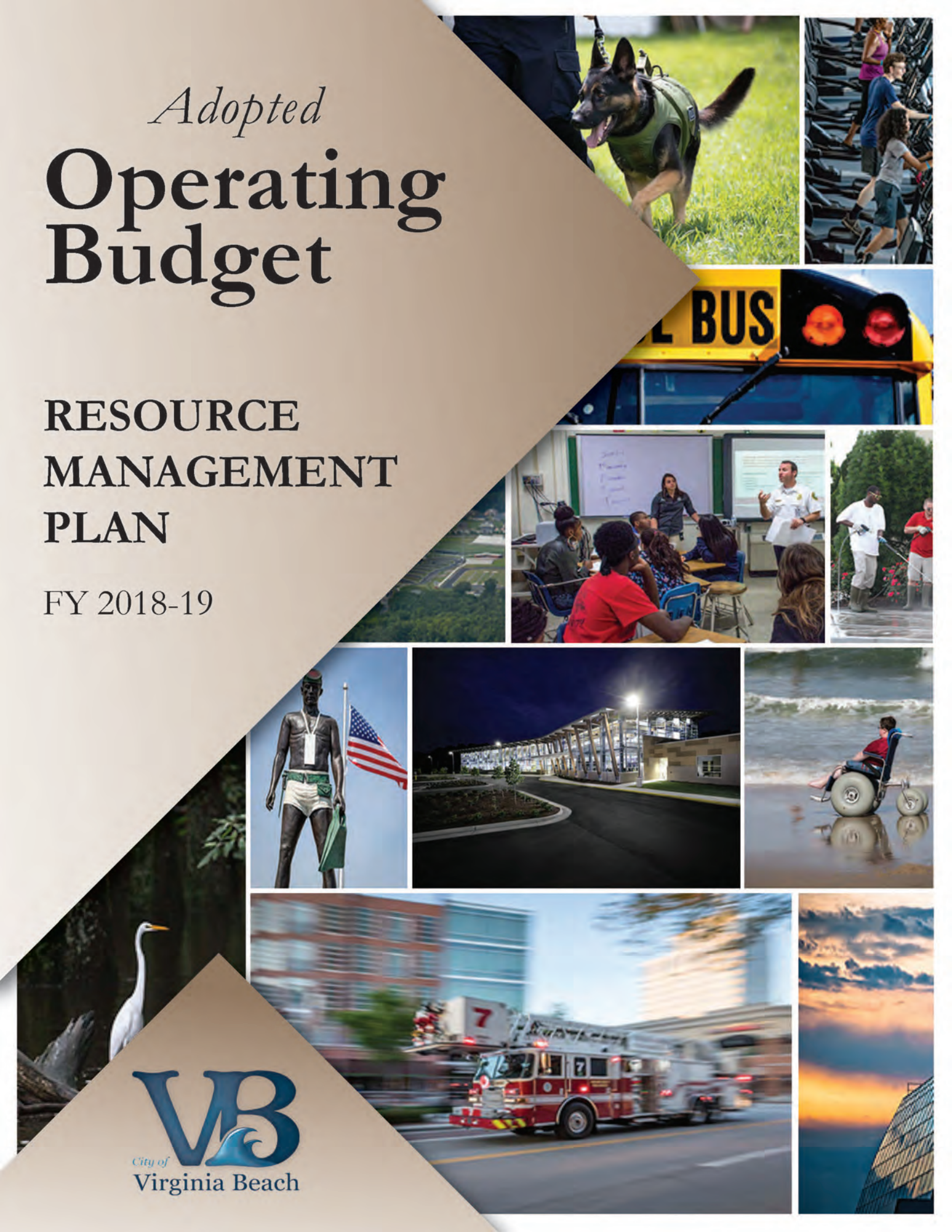
*Adopted*

# Operating Budget

## RESOURCE MANAGEMENT PLAN

FY 2018-19




City of Virginia Beach

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# HOW TO READ THE DOCUMENT

## Purpose and Document Changes

The operating budget outlines the expenditures, personnel resources, and revenues needed to finance the operations of the government, and the policies/priorities and circumstances on which allocation decisions are based. This document provides the citizens and governing body with insight to the past, present, and future services and programs of the city as well as anticipated program outcomes.

The City Council has embraced a long term vision outlined in "Virginia Beach 2040" as well as a Sustainability Plan. In addition, the City Council conducts an annual goal-setting workshop. Throughout the process, city staff align their budget and capital budget initiatives with "Virginia Beach 2040", the Sustainability Plan, and City Council's annual goals. The City Council has developed a set of "Destination Points" to define their vision of a strong, healthy, and vibrant city with a greater quality of life for everyone.

The planning process starts as the City Council assesses the current conditions of the city and articulates their priorities to city staff. City staff devises a strategy document as the official plan to implement the goals of the City Council. This plan focuses the collective efforts of city staff on City Council's priorities and those strategic issues that will help close the gap between where the city is today and the community that it strives to become. In concert with the ongoing delivery of programs and services, this plan provides a strategic focus for the next year.

During their February 2018 workshop, City Council set the following goals:

**Goal 1 – Grow the Local Economy**

*Means to Residents*

- Job opportunities with higher pay for residents to work in Virginia Beach.
- Reasonable property tax rate through a more diverse tax base resulting in more revenues for the city.
- Local economy more insulated from an economic downturn.
- Opportunities to start and grow a business in Virginia Beach.
- Greater convenience in residents' daily lives – less commute time and more time for family.

**Goal 2 – Maintain a Financially Sustainable City Providing Excellent Services**

*Means to Residents*

- City services delivered in the most cost-effective manner.
- Reliable city services that contribute to hassle-free daily living.
- Feeling safe and secure within Virginia Beach – any place, anytime.
- Timely response to an emergency call for service.
- City services that are readily accessible and are provided in a customer friendly manner.

**Goal 3 – Improve the Transportation System**

*Means to Residents*

- Greater ease of movement within Virginia Beach and the region.
- More predictable and acceptable travel times from "point A" to "point B" within Virginia Beach.
- Choices of transportation mode: car, trail system, or public transportation.
- Safer streets for automobile, pedestrians, and bike travel.
- Quality public transportation linking Town Center, Convention Center, and the Oceanfront.

**Goal 4 – Revitalize Neighborhoods and Plan for the Future**

*Means to Residents*

- Protection of residents' property values.
- Safe homes and buildings in the city.
- More attractive and inviting city.
- Upgraded older homes and buildings.
- Convenient access to commercial and retail areas.

**Goal 5 – Be a Competitive, Year-Round Destination for Residents, Businesses, and Tourists**

*Means to Residents*

- Job opportunities for residents and youth.
- Tourist amenities for use by residents and added value to the quality of life.
- New tourist dollars to the local economy.
- More choices for your leisure time.
- Quality leisure activities for families.

**Goal 6 – Be the Safest City in the Nation**

*Means to Residents*

- Residents feel safe throughout the city.
- Decreased opioid addiction.
- Increased access to quality health care.
- Increased property values.
- Increased business relocations and openings.
- Engaged citizens.

**Goal 7 – Be an Inclusive Community That Is Welcoming and Empowers All**

*Means to Residents*

- Inclusive neighborhoods and events.
- Comforting and welcoming community and neighborhoods.
- Easy access to government participation and services.

**Goal 8 – Have World Class Schools and Education Programs**

*Means to Residents*

- Opportunities for lifelong learning.
- Quality schools and libraries.
- Enhanced community workforce.
- Access to diverse arts and cultural activities.

**Goal 9 – Leverage Data and Technology to Enhance Community Livability, Prosperity, and Sustainability**

*Means to Residents*

- Transparent government.
- Access to affordable broadband and wireless connectivity.
- Increased government responsiveness.
- Increased cyber-security.
- Engaged citizens.

**Goal 10 – Modernize City Assets and Infrastructure**

*Means to Residents*

- Assets needed for daily life are reliable and accessible.
- Green spaces and parks increase quality of life.
- Decreased flooding of neighborhoods and businesses.
- Decreased cost of service due to improved maintenance over the long term.

## Format of the Budget

To assist in understanding the contents of this financial document, the following is a brief description of the main sections.

- **Introduction** – This section contains information relating to How to Read the Document with example pages provided.

- **Summaries** – Overview of the city's financial structure, expenditures and revenues, inter-fund transfers, and the relationship of the operating budget to the Capital Improvement Program.

- **Revenues** – A comprehensive review of city revenues as it relates to national, state, and local funding sources.

- **Requested But Not Funded** – A listing of items requested but not funded in the current budget.

- **Departments** – This section includes all departments that operate within the city, listed in alphabetical order. Each department section provides an introduction to the department as well as key information on how each department works to support the goals set by City Council.

- **Debt Service** – Description, analysis, and summaries of the debt service program are included in this section.

- **Ordinances** – This section contains ordinances that adopt the annual operating budget, set rates for the property taxes, and miscellaneous amendments to the City Code.

- **Appendix** – This section contains an overview of the Resource Management Process Overview, Accounting and Budgeting Basis, Summary of City Positions by Department, various policies and administrative directives, a glossary, a description of major city funds, and a list of commonly used acronyms.

The following pages provide examples of how to read and understand information contained in the departmental sections of this document.

# COMMONWEALTH'S ATTORNEY

*The Office of the Commonwealth's Attorney is responsible for reviewing and prosecuting all felony cases as well as some misdemeanors and civil matters. At the direction of the Commonwealth's Attorney, the office also prosecutes all DUI's [illegible] appeals, domestic violence cases, and other misdemeanors up[illegible] provides legal training and advice to all local law enforcement [illegible] her local officials. In addition, the office provides services and supp[illegible] sses involved in the various cases handled by the office.*

Identifies the key mission statement of the department.

## Department Overview

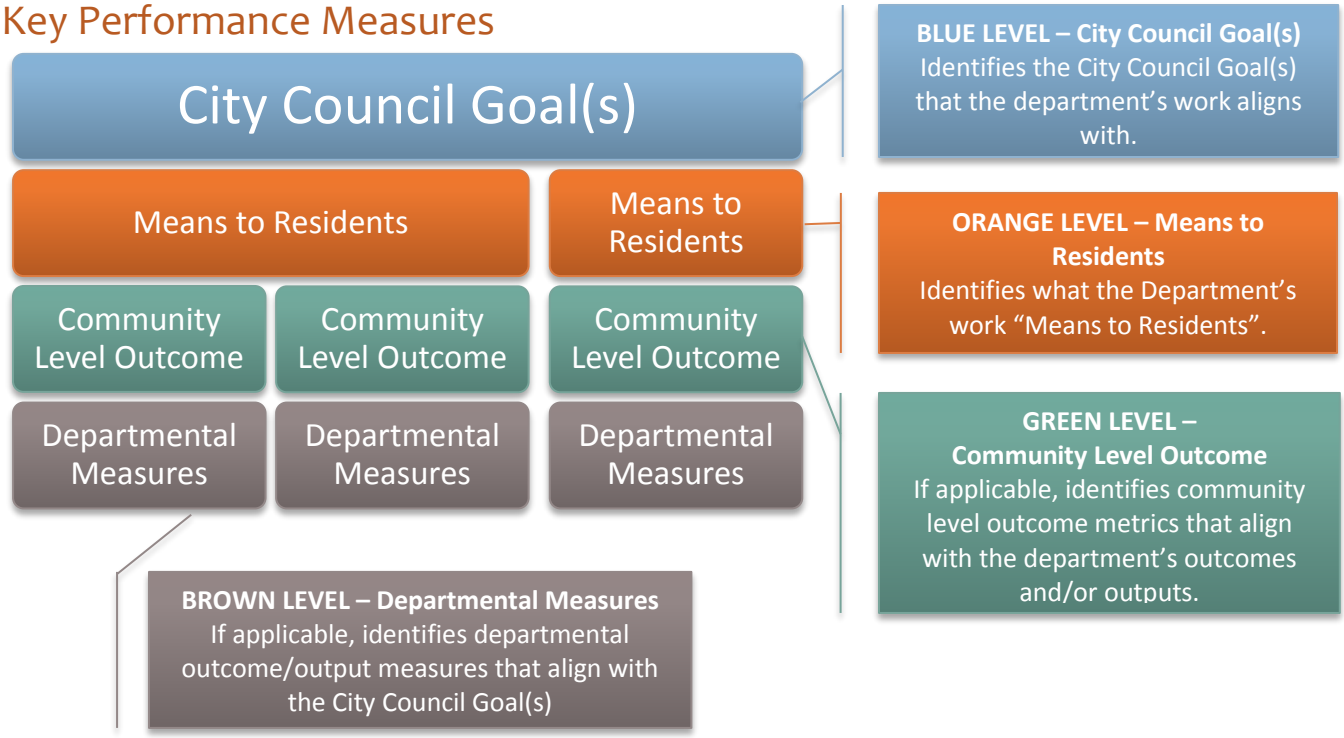
The Commonwealth's Attorney is an elected, constitutional, law enforcement official who is independent in his duties from both the city and the commonwealth. The primary responsibilities of the Commonwealth's Attorney's Office are:

- To review all felony, selec[illegible] pursue the prosecution of [illegible] sufficient evidence.
- To handle many civil matt[illegible] extraditions, and mental h[illegible]
- To handle, at the office's discretion, all city and state misdemeanor appeals, all DUI's, domestic violence cases, and complicated misdemeanor cases upon request.
- To provide, at the office's discretion, legal training and advice to local officials, law enforcement, and other public safety agencies when requested.
- To prepare the Circuit Court criminal docket and the General District Court DUI docket as well as handle preliminary hearings on felony cases in the General District and Juvenile and Domestic Relations Courts.

Identifies basic programs of the department and the Per Capita Expenditures over the last five years.

- The following graph displays some key performance measures within the department via a "Performance Pyramid". This pyramid may have multiple levels to assist the reader in understanding the alignment between department's community level metrics or specific department outcomes/outputs and how these measures align to City Council's Goals.

## Key Performance Measures



## Commonwealth's Attorney - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Proposed | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Commonwealth's Attorney | | 8,096,265 | 8,380,781 | 284,516 |
| | | 8,096,265 | 8,380,781 | 284,516 |
| Revenues | | | | |
| State | | 2,683,181 | 2,613,174 | (70,007) |
| Total Revenues | 2,615,629 | 2,683,181 | 2,613,174 | (70,007) |
| General City Support | 5,270,533 | 5,413,084 | 5,767,607 | 354,523 |
| **140 Commonwealth Attorney's Fed & State Seized Assets SRF** | | | | |
| Expenditures | | | | |
| DEA - Commonwealth's Attorney | 47,241 | 400,000 | 100,000 | (300,000) |
| Total Expenditures | 47,241 | 400,000 | 100,000 | (300,000) |
| Revenues | | | | |
| Fees | 2,583 | 0 | 0 | 0 |
| State | 182,334 | 0 | 0 | 0 |
| Fund Balance | 0 | 400,000 | 100,000 | (300,000) |
| | ,917 | 400,000 | 100,000 | (300,000) |
| | 676) | 0 | 0 | 0 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Commonwealth's Attorney - Grants | 369,434 | 782,362 | 792,808 | 10,446 |
| Total Expenditures | 369,434 | 782,362 | 792,808 | 10,446 |
| Revenues | | | | |
| State | 312,767 | 140,397 | 140,397 | 0 |
| Federal | 0 | 421,191 | 421,191 | 0 |
| Transfers | 62,192 | 220,774 | 231,220 | 10,446 |
| Total Revenues | 374,959 | 782,362 | 792,808 | 10,446 |
| General City Support | (5,525) | 0 | 0 | 0 |
| Total Department Expenditure | 8,302,837 | 9,278,627 | 9,273,589 | (5,038) |
| Total Department Revenue | 3,175,505 | 3,865,543 | 3,505,982 | (359,561) |
| Total General City Support | 5,127,332 | 5,413,084 | 5,767,607 | 354,523 |

This section identifies expenditures by fund and program unit that supports the department's desired outcome.

This section identifies the type of revenue stream provided to the department by fund.

| | | | | |
|---|---|---|---|---|
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Commonwealth's Attorney | | 82.93 | 82.91 | -0.02 |
| Total | | 82.93 | 82.91 | -0.02 |
| **183 Grants Consolidated Fund** | | | | |
| Commonwealth's Attorney - Grants | 6.50 | 11.92 | 11.92 | 0.00 |
| Total | 6.50 | 11.92 | 11.92 | 0.00 |

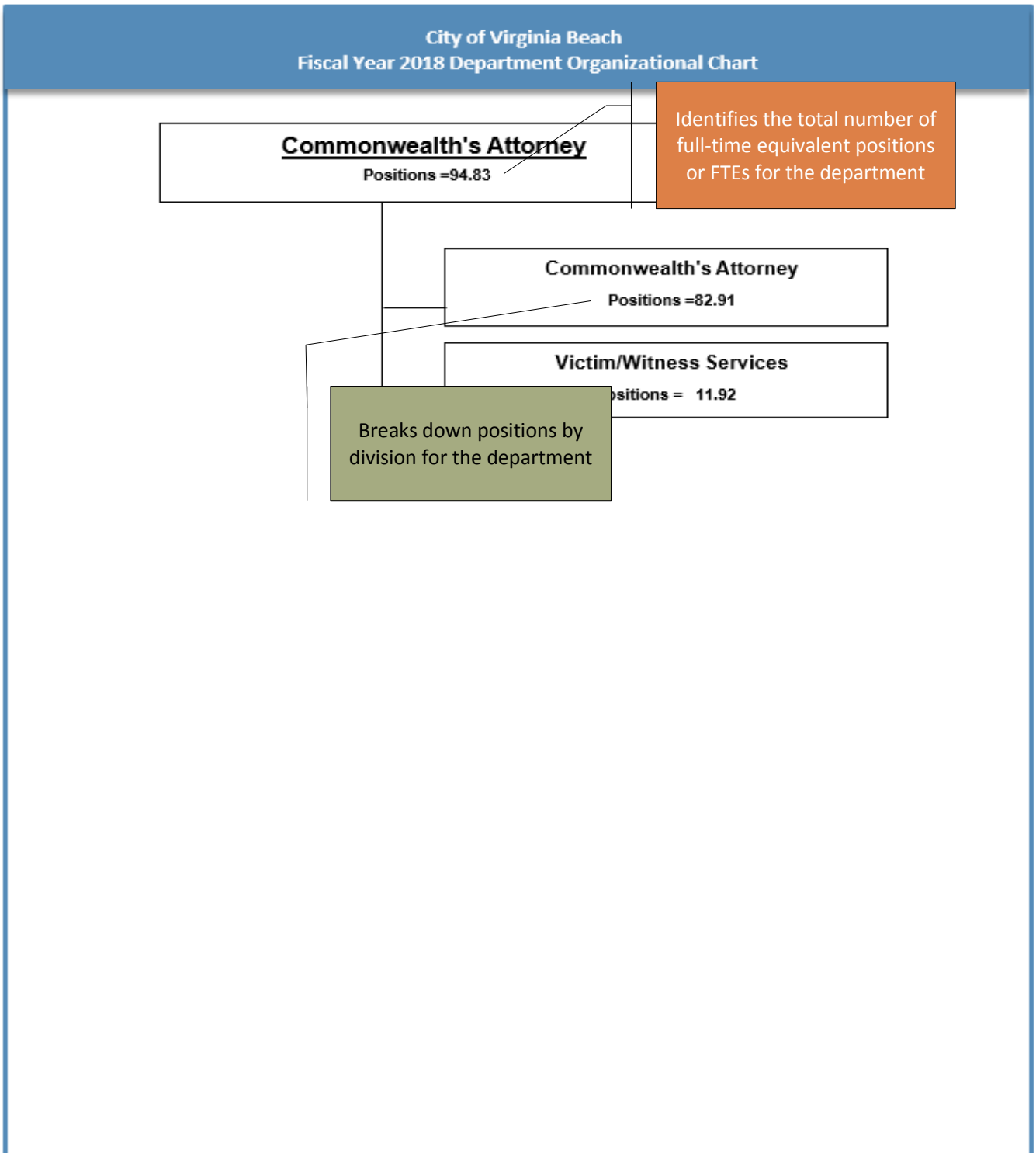
This section identifies the total personnel allocated to the department by program unit.

## Commonwealth's Attorney - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Proposed | Variance from FY 2018 |
|---|---|---|---|---|
| Total Position Summary | 87.43 | 94.85 | 94.83 | -0.02 |
| **Expenditure Category by Department** | | | | |
| Personnel | 7,840,320 | 8,431,239 | 8,482,550 | 51,311 |
| Operating | | 9,772 | 777,375 | (62,397) |
| Capital | | 7,616 | 0 | (7,616) |
| Reserves | | 0 | 13,664 | 13,664 |
| Total Expenditures: | | 8,627 | 9,273,589 | (5,038) |
| **Revenue Category by Department** | | | | |
| From the Use of Money and Property | 2,583 | 0 | 0 | 0 |
| Other Sources from the Commonwealth | 3,110,730 | 2,823,578 | 2,753,571 | (70,007) |
| Revenue from the Federal Government | 0 | 421,191 | 421,191 | 0 |
| Transfers from Other Funds | 62,192 | 220,774 | 231,220 | 10,446 |
| Specific Fund Reserves | 0 | 400,000 | 100,000 | (300,000) |
| Total Revenue: | 3,175,505 | 3,865,543 | 3,505,982 | (359,561) |

This section shows expenditures and revenues broken down by generalized categories.

- Position counts are expressed in terms of full-time equivalent or FTEs. This is the total number of hours worked divided by the number of hours for a full-time employee. This allows a more accurate count of positions by standardizing various work schedules for part-time employees.
- Once City Council adopts the Resource Management Plan, changes that affect a particular department will be documented as a council amendment in the adopted budget document.


City of Virginia Beach
Fiscal Year 2018 Department Organizational Chart
Commonwealth's Attorney
Positions =94.83
Identifies the total number of full-time equivalent positions or FTEs for the department
Commonwealth's Attorney
Positions =82.91
Victim/Witness Services
Breaks down positions by division for the department

# SUMMARIES

## Financial Structure

The City of Virginia Beach's budgetary policies conform to generally accepted accounting principles as applicable to governmental accounting. A summary of the City's financial structure follows.

The accounting system used by the city is organized and operated on a fund basis. A fund is defined as a separate, self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives. Each fund is comprised of assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. The city's resources are accounted for in individual funds based upon the purposes for which they are to be spent and controlled.

There are basically three fund categories used by the city: Governmental, Proprietary, and Fiduciary Funds.

## Governmental Funds

Most of the governmental functions of the city are financed in governmental funds. These funds focus on the sources and uses of the city's current expendable financial resources for the purpose of determining financial position. The following are the city's governmental fund types:

- General Fund – This is the chief operating fund of the city. General Fund revenues are derived from property and other local taxes, permits, privilege fees, regulatory licenses, fines and forfeitures, use of property fees, charges for services, state and federal government aids, and transfers from other funds.

- Special Revenue Funds – These funds are used to account for all resources which are restricted for specific purposes. Beginning July 1, 2010, this requirement from the Governmental Accounting Standards Board (GASB) completely changed the reporting requirements for Special Revenue Funds (Examples: Agriculture Reserve Program, Parks and Recreation Special Revenue fund, etc.) making revenues the determining factor in the budgeting of these funds. Under GASB 54, Special Revenue Funds are required to have their own unique source of revenue; transfers can no longer serve as the primary source of revenues and the actual source of the revenue must be shown.

- Capital Projects Funds – Financial resources to be used for acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds) are accounted for in these funds. Examples: School General Revenue Capital Projects Fund, General Government Capital Projects Fund, Water and Sewer Capital Projects Fund, and Storm Water Capital Projects Fund.

## Proprietary Funds

City activities that function primarily as investor-owned business enterprises are generally set up as proprietary funds. The measurement focus of these funds is to determine their net income, financial position, and changes in financial position. There are two types of proprietary funds used:

- Enterprise Funds – These funds are used to account for the operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where periodic determination of revenues earned, expenses incurred, and/or net income is deemed appropriated for capital maintenance, public policy, management control, accountability, or other purposes. Examples: Parking Enterprise Fund and Storm Water Utility Enterprise Fund.

- Internal Service Funds – These funds are used for the financing of goods or services provided by one city department or agency to other departments or agencies, or to other governments on a cost-reimbursement basis. Examples: City Garage and Risk Management Internal Service Funds.

## Fiduciary Funds

Trust and Agency Funds – These funds are used to account for assets held by the city in a trustee capacity or as an agent for individuals, private organizations, other governments, and other funds. Example: Health Insurance Trust Fund.

## Financial Management

The following policies have been employed by the government to be used as the basis for guiding short and long-term budget and Capital Improvement Program (CIP) planning:

## Resource Direction and Guidance

The city's current fiscal condition is excellent. City Council continues to improve that condition, allowing the community to look toward strategic goals from a position of strength. Indicators of our excellent fiscal condition include: a healthy fund balance, an AAA bond rating, and relatively low per capita spending. The Resource Management Plan will continue City Council's basic fiscal policies for fiscal year 2018-19:

- Maintain to the extent possible existing services, levels of service, and infrastructure.
- Position the city to withstand local and regional economic disruptions.
- Meet the demands of natural growth, decline, and change.
- Help maintain the city's ability to shape its fiscal and community future.
- Ensure that the citizens understand and support the need for fiscal sustainability and the policies through which it is achieved.
- Maintain a diverse tax structure that provides for quality basic services and minimizes the need for future real estate tax rate increases.
- Maintain and monitor the debt policies established by City Council making recommended changes as circumstances demand.
- Provide for special services and projects through special dedicated revenue generation (i.e. Tourism Investment Program Fund and Tourism Advertising Program Special Revenue Fund).

## Resource Process

The city uses a modified, zero-based budget approach centered on programs with supporting performance measures. Additional details about the processes used to develop the city's operating budget and CIP are shown in more detail in the Resource Management Process Overview in the Appendix section of this document. During the budget process, departments are provided with an annual funding target based on revenues that are forecasted to be available, given a manual and guidelines, and provided training for budget and CIP development. Departments submit their budget requests that meet the funding targets provided and also relay the need for additional resources to support increasing demand for current services and/or new and/or expanded programs.

Once budget requests are submitted to the department of Budget and Management Services, analysts audit the budget proposal for mathematical accuracy and consistency with established budgeting guidelines for certain types of costs such as internal service fund charges. Analysts make any needed adjustments to expenditures or revenues to bring the request in line with funding targets. They review budget requests to determine if the amount of funding requested is appropriate based on the following criteria: Is the request supported by the change in performance measures? Does it further a City Council goal? Does it further the city's strategic plan? Does it support Envision 2040 and the Sustainability Plan? Is it a state or federal mandate? Is it supported by other revenue sources? Is it a public safety or health issue? Will it provide savings in the future?

Once budget requests have been thoroughly reviewed a recommendation is forwarded to the Management Leadership Team (MLT) consisting of the City Manager and Deputy City Managers and the respective department director. Thereafter, budget hearings are held whereby the requesting agency, Budget and Management Services, and the MLT discuss the agency's budget request and any unfunded issues requiring further consideration. After all of the budget hearings are completed, the MLT will meet with the leadership of Budget and Management Services to work through the issues and develop a funding strategy. The MLT makes a final decision on what items are included in the proposed budget that is presented to City Council.

The Capital Improvement Program follows a similar process. In place of departmental level budget hearings, the agencies that administer the CIP present their CIP requests to a CIP caucus comprised of the MLT, directors of the CIP's managing agencies and team leaders of the remaining Strategic Issue Teams. Requests for additional funding for existing projects or new projects are prioritized by the CIP caucus and used by the MLT in making the final decision as to what to include in the proposed CIP that is presented to City Council.

## Operating Budget Policies

- The budget will be balanced on a current revenue to expenditure basis.
- Attrition will be used to cover limited overtime and contracted manpower expenses, unplanned holidays, retirement payouts, and if required due to economic conditions, to provide funding for the following years operating budget through the use of fund balance.
- Unencumbered budget appropriations, except for those for capital projects and grants, will lapse at the close of the fiscal year.
- The appropriation ordinance establishes the legal level of budgetary control. Other levels of budgetary control may be set by the City Manager (see the Ordinance section of the Operating Budget for a current copy).
- The city will seek to provide for adequate maintenance and replacement of capital equipment and facilities over time (see the Appendix section of the Operating Budget for a current copy of this policy).

- The city will seek to maintain a diversified and stable revenue system so that it can mitigate short-term fluctuations in one type or source of revenue and avoid over-dependency on any single source.

- The city will set fees and user charges for each self-supporting Enterprise Fund (i.e., Water, Sewer, Waste Management, and Storm Water) at a level that fully supports the costs of the fund to include operation, maintenance, capital replacement, indirect cost, depreciation, renewals, and debt service.

- The city will also regularly review all fees/charges, including those in the General Fund and will seek where appropriate to base fees/charges on costs and/or on the rates charged by the private sector.

- The city shall annually prepare a five-year forecast of revenues and expenditures and its implications for services and policies.

- The City Manager may include in the budget a General Fund Reserve for Contingencies of ½ or 1% of the General Fund budget.

## Fund Balance Policies

- The budget will include an estimate of the undesignated fund balance.

- The undesignated fund balance or net assets of any fund shall not be used to finance continuing expenditures except in times of economic downturns.

- Following the Government Finance Officers Association recommendation that general purpose governments maintain unreserved fund balance in their general fund of no less than 5% to 15% of regular general fund operating revenues, the city shall maintain an undesignated fund balance of 8% to 12% of the following year's projected revenues. This level equates to approximately one month of operating expenses. For additional details on fund balance policies, see Summary of Purpose and Fund Balance Policy for Funds in this document.

## Capital Improvement Program Policies

- To qualify as a capital project a project must be a major expenditure for: design and/or construction of fixed works, structures, additions, replacements, major alterations, modernizations, renovations, or purchase of land and existing structures including right-of-ways, title searches, replacement, rehabilitation or expansion of communication and information technology infrastructure, acquisition of major pieces of equipment, and similar activities. Other specialized projects may also be considered for the CIP if it is ongoing in nature or requires multi-year funding. The project should have a cost over $250,000 or be of such a significant nature as to prevent its funding through the operating budget.

- The city generally uses bond financing once all other available funding sources have been appropriated. Charter and Public Facility Bonds are allocated based on legal limits. A project is eligible for lease/purchase financing if it is considered an essential project or is a non-essential project not requiring referendum funding, and when the City Manager believes that costs are not prohibitive and that the interest of the government is served.

- The city will allocate at least 25% of the annual capital program for the water and sewer system from non-borrowed funds for the financing of capital improvements. The city will seek to increase those amounts where feasible.

- Any tax rate increases adopted in conjunction with voter-approved bond referendums or by dedicated City Council policy will be structured and used to support all costs associated with the projects including debt service and appropriate operating and maintenance costs.

- Project balances that have been closed out in the city's financial system that are supported by revenues will be reallocated as needed in the CIP.

## Debt Management Policies

- The city issues bonds for capital improvements with a cost in excess of $250,000, or which cannot be financed from current revenues.

- When the city finances capital projects by issuing bonds it will retire the debt within a period not to exceed the expected useful life of the projects. The city has not historically issued and does not anticipate issuing short-term debt in the form of tax or revenue anticipation notes. Instead, the city shall maintain sufficient cash balances. Such short term debt may be issued where normal cash flow has been disrupted due to natural disaster or unexpected delays in the receipt of federal or state revenues.

- The FY 2017-18 CIP leaves approximately $2.6 million of projected general obligation bond authorization unused.

- The threshold of debt service for general government supported debt as a percentage of general government expenditures will not exceed 10%.

- Total general obligation net debt will not exceed 3.5% of assessed value.

- Where possible, the city will develop, authorize, and issue revenue, special fees, or other self-supporting debt instruments instead of general obligation bonds.

- The debt structure of the government will be managed in a manner that results in minimal deviation from the indicators listed in this policy.

- The city will regularly evaluate its adherence to its debt policies. The city will promote effective communications with bond rating agencies and others in the marketplace based upon full disclosure.

- Total net debt per capita will not exceed $3,000 per capita. Given the city's historical record of prudent financial management, this level of debt can be supported without negatively impacting the city's bond rating.

- Net debt to income per capita should not exceed 6.5% and is comfortably below this threshold for each year.

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **002 General Fund** | | | |
| **Appropriation Units:** | | | |
| Agriculture | 749,171 | 849,007 | 886,229 |
| Benefits Administration | 635,538 | 735,538 | 735,538 |
| Board of Equalization | 1,719 | 3,004 | 2,980 |
| Budget and Management Services | 1,409,772 | 1,466,209 | 1,422,761 |
| Circuit Court | 1,086,428 | 1,113,976 | 1,134,104 |
| City Attorney | 3,969,489 | 4,303,791 | 4,459,610 |
| City Auditor | 871,537 | 866,092 | 946,303 |
| City Clerk | 616,517 | 658,341 | 640,073 |
| City Manager | 3,820,201 | 2,333,478 | 2,610,189 |
| City Real Estate Assessor | 3,045,230 | 3,304,156 | 3,337,538 |
| City Treasurer | 5,716,289 | 6,162,154 | 6,287,888 |
| Clerk of the Circuit Court | 3,385,924 | 3,476,551 | 3,628,282 |
| Commissioner of the Revenue | 4,606,697 | 4,705,745 | 4,734,280 |
| Commonwealth's Attorney | 7,832,998 | 8,538,112 | 8,896,166 |
| Communications Office | 0 | 1,639,665 | 1,798,262 |
| Community Organization Grants | 500,000 | 501,436 | 502,193 |
| Computer Replacement Program | 591,735 | 1,590,365 | 1,648,642 |
| Convention and Visitor Bureau | 8,162,856 | 10,257,027 | 10,389,654 |
| Cultural Affairs | 2,249,032 | 2,388,467 | 2,387,322 |
| Debt Service | 49,705,434 | 53,067,145 | 52,883,834 |
| Department of Aquarium and Museums | 10,961,327 | 12,809,144 | 12,795,850 |
| Economic Development | 3,749,273 | 4,268,500 | 5,889,639 |
| Emergency Communications and Citizen Services | 8,859,237 | 11,085,292 | 11,097,236 |
| Emergency Management | 390,583 | 458,395 | 548,365 |
| Emergency Medical Services | 10,855,087 | 11,750,473 | 12,119,189 |
| Employee Special Benefits | 6,483,112 | 7,928,800 | 7,750,031 |
| Finance | 4,837,313 | 5,138,719 | 5,849,653 |
| Fire | 51,769,337 | 53,307,340 | 54,301,160 |
| General District Court | 420,727 | 462,413 | 476,224 |
| Health | 3,271,548 | 3,404,567 | 3,479,663 |
| Housing and Neighborhood Preservation | 1,813,255 | 3,965,880 | 5,245,795 |
| Human Resources | 4,126,914 | 4,769,713 | 4,892,507 |
| Human Services | 106,926,521 | 117,438,938 | 118,933,300 |
| Independent Financial Services | 168,069 | 164,999 | 164,999 |
| Information Technology | 22,132,293 | 25,893,492 | 26,660,102 |
| Juvenile and Domestic Relations District Court | 140,356 | 181,768 | 181,918 |
| Juvenile Probation | 1,480,466 | 1,506,767 | 1,490,927 |
| Leases | 1,678,322 | 1,762,659 | 2,155,539 |
| Library | 17,333,316 | 18,178,933 | 18,157,684 |
| Magistrates | 61,460 | 70,483 | 64,858 |
| Municipal Council | 562,622 | 517,719 | 583,962 |
| Parks and Recreation | 13,940,537 | 14,821,314 | 14,811,944 |
| Planning | 10,978,449 | 18,410,525 | 18,221,264 |
| Police | 96,478,322 | 102,860,551 | 102,579,286 |
| Public Works | 72,312,814 | 68,442,144 | 70,554,252 |
| Regional Participation | 2,618,691 | 2,364,973 | 3,041,888 |
| Reserve for Contingencies | 0 | 1,798,535 | 7,858,640 |
| Revenue Reimbursements | 14,722,061 | 15,290,376 | 16,980,347 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **002 General Fund** | | | |
| **Appropriation Units:** | | | |
| Strategic Growth Area | 5,310 | 0 | 0 |
| Strategy, Transparency, Innovation & Resiliency Office | 273,679 | 698,276 | 599,904 |
| Transfer to Other Funds | 484,983,197 | 509,433,374 | 512,993,343 |
| Vehicle Replacements | 6,367,621 | 5,357,514 | 5,357,514 |
| Virginia Beach Living River Trust | 0 | 100,000 | 0 |
| Voter Registration & Elections | 2,443,293 | 1,828,553 | 1,727,066 |
| Fund 002 Appropriation Totals | 1,062,101,681 | 1,134,431,388 | 1,156,895,897 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Automobile License | 9,504,225 | 10,807,765 | 10,757,313 |
| Business License | 47,009,977 | 46,786,036 | 48,669,429 |
| Charges for Services | 39,029,006 | 40,774,745 | 39,598,917 |
| Cigarette Tax | 11,112,530 | 11,113,112 | 10,835,826 |
| Fines and Forfeitures | 5,474,832 | 5,800,656 | 5,546,186 |
| From the Use of Money and Property | 7,467,794 | 6,043,760 | 7,792,610 |
| General Sales Tax | 62,614,614 | 65,135,023 | 66,621,323 |
| Hotel Room Tax | 6,976,988 | 7,215,382 | 7,699,337 |
| Miscellaneous Revenue | 5,805,360 | 5,662,019 | 6,760,994 |
| Other Taxes | 16,123,045 | 19,668,372 | 11,399,109 |
| Permits, Privilege Fees, and Regulatory Licenses | 5,457,270 | 5,535,829 | 5,633,663 |
| Personal Property | 152,724,548 | 155,933,379 | 159,729,356 |
| Real Estate | 481,661,685 | 521,861,044 | 537,918,638 |
| Restaurant Meal Tax | 41,547,888 | 43,841,222 | 44,933,289 |
| Utility Tax | 44,914,521 | 41,972,385 | 49,337,837 |
| Revenue from the Commonwealth | | | |
| Other Sources from the Commonwealth | 102,728,160 | 102,814,312 | 104,193,305 |
| Revenue from the Federal Government | 22,105,930 | 20,737,501 | 22,634,684 |
| Specific Fund Reserves | 0 | 6,264,165 | 507,970 |
| Transfers from Other Funds | 24,410,059 | 16,464,681 | 16,326,111 |
| Fund 002 Revenue Totals | 1,086,668,432 | 1,134,431,388 | 1,156,895,897 |
| **098 School Reserve Special Revenue Fund** | | | |
| **Appropriation Units:** | | | |
| Transfer to Other Funds | 5,000,000 | 8,803,897 | 6,800,000 |
| Fund 098 Appropriation Totals | 5,000,000 | 8,803,897 | 6,800,000 |
| **Revenue Sources:** | | | |
| Specific Fund Reserves | 0 | 8,803,897 | 6,800,000 |
| Transfers from Other Funds | 10,000,000 | 0 | 0 |
| Fund 098 Revenue Totals | 10,000,000 | 8,803,897 | 6,800,000 |
| **104 Green Run Collegiate Charter School** | | | |
| **Appropriation Units:** | | | |
| Education | 3,339,863 | 3,763,447 | 3,803,031 |
| Fund 104 Appropriation Totals | 3,339,863 | 3,763,447 | 3,803,031 |
| **Revenue Sources:** | | | |
| Transfers from Other Funds | 3,325,976 | 3,763,447 | 3,803,031 |
| Fund 104 Revenue Totals | 3,325,976 | 3,763,447 | 3,803,031 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **107 School Equipment Replacement Special Revenue Fund** | | | |
| **Appropriation Units:** | | | |
| Reserve for Contingencies | 0 | 170,193 | 1,088,036 |
| Fund 107 Appropriation Totals | 0 | 170,193 | 1,088,036 |
| **Revenue Sources:** | | | |
| Specific Fund Reserves | 6,734 | 170,193 | 1,088,036 |
| Fund 107 Revenue Totals | 6,734 | 170,193 | 1,088,036 |
| **108 School Instructional Technology Fund** | | | |
| **Appropriation Units:** | | | |
| Instructional Technology | 0 | 79,579 | 260,244 |
| Fund 108 Appropriation Totals | 0 | 79,579 | 260,244 |
| **Revenue Sources:** | | | |
| Specific Fund Reserves | 95,873 | 79,579 | 260,244 |
| Fund 108 Revenue Totals | 95,873 | 79,579 | 260,244 |
| **109 School Vending Operations Fund** | | | |
| **Appropriation Units:** | | | |
| Vending | 133,900 | 229,702 | 150,000 |
| Fund 109 Appropriation Totals | 133,900 | 229,702 | 150,000 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Miscellaneous Revenue | 137,287 | 192,550 | 144,000 |
| Specific Fund Reserves | 0 | 37,152 | 6,000 |
| Fund 109 Revenue Totals | 137,287 | 229,702 | 150,000 |
| **112 School Communication Tower Technology Fund** | | | |
| **Appropriation Units:** | | | |
| Instructional Technology | 798,472 | 850,000 | 850,000 |
| Fund 112 Appropriation Totals | 798,472 | 850,000 | 850,000 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| From the Use of Money and Property | 521,779 | 510,000 | 510,000 |
| Specific Fund Reserves | 0 | 340,000 | 340,000 |
| Fund 112 Revenue Totals | 521,779 | 850,000 | 850,000 |
| **114 School Cafeteria Fund** | | | |
| **Appropriation Units:** | | | |
| Cafeteria | 27,774,377 | 31,679,250 | 33,733,213 |
| Fund 114 Appropriation Totals | 27,774,377 | 31,679,250 | 33,733,213 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 10,189,999 | 11,620,238 | 11,230,670 |
| From the Use of Money and Property | 39,203 | 25,750 | 50,000 |
| Miscellaneous Revenue | 721,184 | 350,000 | 673,583 |
| Revenue from the Commonwealth | | | |
| Other Sources from the Commonwealth | 651,642 | 500,000 | 500,000 |
| Revenue from the Federal Government | 18,348,393 | 18,086,468 | 19,333,672 |
| Specific Fund Reserves | 0 | 1,096,794 | 1,945,288 |
| Fund 114 Revenue Totals | 29,950,420 | 31,679,250 | 33,733,213 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **115 School Operating Fund** | | | | |
| **Appropriation Units:** | | | | |
| Debt Service | | 0 | 45,417,364 | 42,421,657 |
| Education | | 710,082,483 | 743,182,490 | 758,725,919 |
| Transfer to Other Funds | | 10,311,240 | 11,673,239 | 12,440,085 |
| | Fund 115 Appropriation Totals | 720,393,723 | 800,273,093 | 813,587,661 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 1,146,467 | 2,216,638 | 2,216,638 |
| From the Use of Money and Property | | 577,026 | 465,000 | 465,000 |
| Miscellaneous Revenue | | 1,031,297 | 836,703 | 836,703 |
| Revenue from the Commonwealth | | | | |
| Other Sources from the Commonwealth | | 258,139,567 | 273,443,481 | 272,725,078 |
| State Shared Sales Tax | | 75,228,750 | 73,718,340 | 75,344,490 |
| Revenue from the Federal Government | | 13,464,377 | 12,669,684 | 12,670,337 |
| Transfers from Other Funds | | 408,967,045 | 436,923,247 | 449,329,415 |
| | Fund 115 Revenue Totals | 758,554,528 | 800,273,093 | 813,587,661 |
| **116 School Grants Fund** | | | | |
| **Appropriation Units:** | | | | |
| Grants | | 42,635,583 | 58,856,748 | 61,486,650 |
| | Fund 116 Appropriation Totals | 42,635,583 | 58,856,748 | 61,486,650 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Miscellaneous Revenue | | 286,034 | 440,958 | 993,539 |
| Revenue from the Commonwealth | | | | |
| Other Sources from the Commonwealth | | 7,325,128 | 15,365,288 | 15,686,983 |
| Revenue from the Federal Government | | 31,895,702 | 39,736,533 | 41,193,848 |
| Transfers from Other Funds | | 3,128,719 | 3,313,969 | 3,612,280 |
| | Fund 116 Revenue Totals | 42,635,583 | 58,856,748 | 61,486,650 |
| **117 School Textbook Fund** | | | | |
| **Appropriation Units:** | | | | |
| Textbook | | 6,895,497 | 5,179,602 | 6,206,584 |
| | Fund 117 Appropriation Totals | 6,895,497 | 5,179,602 | 6,206,584 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| From the Use of Money and Property | | 32,355 | 26,611 | 29,483 |
| Miscellaneous Revenue | | 46,944 | 27,000 | 27,000 |
| Revenue from the Commonwealth | | | | |
| Other Sources from the Commonwealth | | 4,478,479 | 4,462,985 | 4,009,991 |
| Specific Fund Reserves | | 0 | 663,006 | 2,140,110 |
| | Fund 117 Revenue Totals | 4,557,778 | 5,179,602 | 6,206,584 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **119 School Athletic Special Revenue Fund** | | | | |
| **Appropriation Units:** | | | | |
| Athletic | | 4,706,793 | 5,099,823 | 5,028,774 |
| | Fund 119 Appropriation Totals | 4,706,793 | 5,099,823 | 5,028,774 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 512,825 | 499,000 | 499,000 |
| From the Use of Money and Property | | 13,315 | 5,000 | 5,000 |
| Transfers from Other Funds | | 3,856,545 | 4,595,823 | 4,524,774 |
| | Fund 119 Revenue Totals | 4,382,684 | 5,099,823 | 5,028,774 |
| **130 Law Library Fund** | | | | |
| **Appropriation Units:** | | | | |
| Library | | 201,747 | 259,784 | 219,689 |
| Reserve for Contingencies | | 0 | 10,281 | 2,400 |
| Transfer to Other Funds | | 80,416 | 40,000 | 40,000 |
| | Fund 130 Appropriation Totals | 282,163 | 310,065 | 262,089 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 242,893 | 270,065 | 255,000 |
| From the Use of Money and Property | | 4,529 | 1,000 | 1,060 |
| Miscellaneous Revenue | | 413 | 0 | 400 |
| Specific Fund Reserves | | 0 | 39,000 | 5,629 |
| | Fund 130 Revenue Totals | 247,835 | 310,065 | 262,089 |
| **140 Commonwealth Attorney's Fed & State Seized Assets SRF** | | | | |
| **Appropriation Units:** | | | | |
| Commonwealth's Attorney | | 273,205 | 100,000 | 100,000 |
| | Fund 140 Appropriation Totals | 273,205 | 100,000 | 100,000 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| From the Use of Money and Property | | 4,594 | 0 | 0 |
| Revenue from the Commonwealth | | | | |
| Other Sources from the Commonwealth | | 107,900 | 0 | 0 |
| Specific Fund Reserves | | 0 | 100,000 | 100,000 |
| | Fund 140 Revenue Totals | 112,494 | 100,000 | 100,000 |
| **141 Sheriff's Federal & State Seized Assets SRF** | | | | |
| **Appropriation Units:** | | | | |
| Sheriff and Corrections | | 63,080 | 0 | 0 |
| | Fund 141 Appropriation Totals | 63,080 | 0 | 0 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| From the Use of Money and Property | | 96 | 0 | 0 |
| | Fund 141 Revenue Totals | 96 | 0 | 0 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **142 Police Federal & State Seized Assets SRF** | | | | |
| **Appropriation Units:** | | | | |
| Police | | 828,885 | 285,915 | 285,915 |
| Transfer to Other Funds | | 11,250 | 0 | 0 |
| | Fund 142 Appropriation Totals | 840,135 | 285,915 | 285,915 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| From the Use of Money and Property | | 12,168 | 0 | 0 |
| Revenue from the Commonwealth | | | | |
| Other Sources from the Commonwealth | | 303,627 | 0 | 0 |
| Revenue from the Federal Government | | 31,506 | 0 | 0 |
| Specific Fund Reserves | | 0 | 285,915 | 285,915 |
| | Fund 142 Revenue Totals | 347,300 | 285,915 | 285,915 |
| **146 State Rental Assistance Program** | | | | |
| **Appropriation Units:** | | | | |
| Housing and Neighborhood Preservation | | 74,042 | 833,796 | 689,476 |
| Reserve for Contingencies | | 0 | 83,380 | 70,078 |
| | Fund 146 Appropriation Totals | 74,042 | 917,176 | 759,554 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| From the Use of Money and Property | | 1,122 | 0 | 0 |
| Revenue from the Commonwealth | | | | |
| Other Sources from the Commonwealth | | 503,237 | 917,176 | 759,554 |
| | Fund 146 Revenue Totals | 504,359 | 917,176 | 759,554 |
| **147 Federal Section 8 Program Special Revenue Fund** | | | | |
| **Appropriation Units:** | | | | |
| Housing and Neighborhood Preservation | | 21,104,887 | 21,235,221 | 21,976,607 |
| Reserve for Contingencies | | 0 | 0 | 26,789 |
| | Fund 147 Appropriation Totals | 21,104,887 | 21,235,221 | 22,003,396 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 2,569,762 | 2,694,500 | 3,625,000 |
| From the Use of Money and Property | | 1,870 | 0 | 0 |
| Miscellaneous Revenue | | 52,247 | 2,000 | 2,000 |
| Revenue from the Federal Government | | 18,662,922 | 18,396,900 | 18,232,670 |
| Transfers from Other Funds | | 252,053 | 141,821 | 143,726 |
| | Fund 147 Revenue Totals | 21,538,853 | 21,235,221 | 22,003,396 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **149 Sheriff's Department Special Revenue Fund** | | | |
| **Appropriation Units:** | | | |
| Reserve for Contingencies | 0 | 491,743 | 0 |
| Sheriff and Corrections | 45,745,669 | 47,424,591 | 48,142,529 |
| Fund 149 Appropriation Totals | 45,745,669 | 47,916,334 | 48,142,529 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 4,661,620 | 4,595,608 | 4,634,608 |
| From the Use of Money and Property | 11,444 | 11,000 | 11,000 |
| Miscellaneous Revenue | 4,782 | 2,000 | 2,000 |
| Revenue from the Commonwealth | | | |
| Other Sources from the Commonwealth | 18,072,622 | 18,450,000 | 19,044,683 |
| Revenue from the Federal Government | 92,669 | 140,000 | 140,000 |
| Specific Fund Reserves | 0 | 260,000 | 0 |
| Transfers from Other Funds | 23,286,310 | 24,457,726 | 24,310,238 |
| Fund 149 Revenue Totals | 46,129,448 | 47,916,334 | 48,142,529 |
| **151 Parks and Recreation Special Revenue Fund** | | | |
| **Appropriation Units:** | | | |
| Debt Service | 3,967,098 | 4,564,702 | 4,478,998 |
| Parks and Recreation | 26,555,401 | 32,229,443 | 33,054,482 |
| Public Works | 2,636,174 | 3,100,000 | 3,235,299 |
| Reserve for Contingencies | 0 | 1,188,961 | 393,499 |
| Transfer to Other Funds | 1,611,372 | 1,472,427 | 1,495,788 |
| Fund 151 Appropriation Totals | 34,770,045 | 42,555,533 | 42,658,066 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 13,841,774 | 15,099,963 | 15,284,757 |
| From the Use of Money and Property | 1,817,567 | 1,629,967 | 1,636,474 |
| Miscellaneous Revenue | -879,248 | 1,400 | 5,400 |
| Permits, Privilege Fees, and Regulatory Licenses | 7,327 | 1,000 | 1,250 |
| Real Estate | 18,277,290 | 18,841,662 | 19,418,709 |
| Revenue from the Commonwealth | | | |
| Other Sources from the Commonwealth | 10,987 | 11,000 | 11,000 |
| Specific Fund Reserves | 0 | 725,708 | 27,000 |
| Transfers from Other Funds | 4,835,565 | 6,244,833 | 6,273,476 |
| Fund 151 Revenue Totals | 37,911,263 | 42,555,533 | 42,658,066 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **152 Tourism Investment Program Fund** | | | |
| **Appropriation Units:** | | | |
| Convention and Visitor Bureau | 4,237,222 | 4,606,323 | 4,850,144 |
| Cultural Affairs | 50,500 | 50,500 | 50,500 |
| Debt Service | 22,618,015 | 23,411,427 | 22,365,740 |
| Parks and Recreation | 594,648 | 640,964 | 722,397 |
| Planning | 0 | 1,200,862 | 1,200,548 |
| Public Works | 2,280,003 | 2,732,976 | 2,908,264 |
| Reserve for Contingencies | 0 | 6,847,990 | 7,768,161 |
| Strategic Growth Area | 203,340 | 0 | 0 |
| Transfer to Other Funds | 1,334,255 | 14,873 | 1,990,873 |
| Fund 152 Appropriation Totals | 31,317,984 | 39,505,915 | 41,856,627 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Amusement Tax | 6,804,345 | 6,331,312 | 6,872,387 |
| Cigarette Tax | 793,752 | 793,794 | 773,988 |
| Fines and Forfeitures | 504,503 | 458,900 | 458,900 |
| From the Use of Money and Property | 952,010 | 802,333 | 848,172 |
| Hotel Room Tax | 15,756,045 | 17,608,079 | 18,950,087 |
| Miscellaneous Revenue | 8,250 | 3,500 | 8,250 |
| Permits, Privilege Fees, and Regulatory Licenses | 419,416 | 275,798 | 381,904 |
| Restaurant Meal Tax | 12,539,700 | 13,232,199 | 13,562,939 |
| Transfers from Other Funds | 28,392 | 0 | 0 |
| Fund 152 Revenue Totals | 37,806,413 | 39,505,915 | 41,856,627 |
| **157 Sandbridge Special Service District Spec Rev Fd** | | | |
| **Appropriation Units:** | | | |
| Public Works | 0 | 972,695 | 844,490 |
| Transfer to Other Funds | 4,423,430 | 4,235,380 | 3,997,388 |
| Fund 157 Appropriation Totals | 4,423,430 | 5,208,075 | 4,841,878 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| From the Use of Money and Property | 10,082 | 7,037 | 7,037 |
| Hotel Room Tax | 3,703,866 | 3,739,385 | 3,926,250 |
| Real Estate | 698,079 | 735,744 | 739,993 |
| Specific Fund Reserves | 0 | 635,909 | 78,598 |
| Transfers from Other Funds | 90,000 | 90,000 | 90,000 |
| Fund 157 Revenue Totals | 4,502,027 | 5,208,075 | 4,841,878 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **161 Agriculture Reserve Program Special Revenue Fund** | | | |
| **Appropriation Units:** | | | |
| Agriculture | 130,014 | 217,398 | 217,691 |
| Debt Service | 2,318,962 | 4,035,717 | 4,845,553 |
| Reserve for Contingencies | 0 | 657,253 | 0 |
| Transfer to Other Funds | 1,318,519 | 0 | 990,000 |
| Fund 161 Appropriation Totals | 3,767,495 | 4,910,368 | 6,053,244 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| From the Use of Money and Property | 67,082 | 31,917 | 31,917 |
| Real Estate | 2,944,558 | 4,878,451 | 4,966,225 |
| Revenue from the Commonwealth | | | |
| Other Sources from the Commonwealth | 505,845 | 0 | 0 |
| Specific Fund Reserves | 0 | 0 | 1,055,102 |
| Fund 161 Revenue Totals | 3,517,484 | 4,910,368 | 6,053,244 |
| **163 Tourism Advertising Program Special Revenue Fund** | | | |
| **Appropriation Units:** | | | |
| Convention and Visitor Bureau | 11,586,883 | 12,182,752 | 12,686,776 |
| Reserve for Contingencies | 0 | 1,560 | 17,500 |
| Transfer to Other Funds | 61,992 | 56,838 | 56,838 |
| Fund 163 Appropriation Totals | 11,648,875 | 12,241,150 | 12,761,114 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 42,673 | 101,600 | 53,000 |
| From the Use of Money and Property | 63,859 | 46,504 | 67,000 |
| Hotel Room Tax | 5,868,698 | 5,834,443 | 6,233,501 |
| Miscellaneous Revenue | 16,161 | 17,000 | 10,000 |
| Restaurant Meal Tax | 5,914,953 | 6,241,603 | 6,397,613 |
| Fund 163 Revenue Totals | 11,906,343 | 12,241,150 | 12,761,114 |
| **166 Sandbridge Tax Increment Financing Fund** | | | |
| **Appropriation Units:** | | | |
| Future C.I.P. Commitments | 0 | 8,000,000 | 8,000,000 |
| Reserve for Contingencies | 0 | 140,323 | 0 |
| Transfer to Other Funds | 9,926,570 | 2,114,620 | 2,352,612 |
| Fund 166 Appropriation Totals | 9,926,570 | 10,254,943 | 10,352,612 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| From the Use of Money and Property | 38,665 | 28,126 | 28,126 |
| Real Estate | 9,480,962 | 10,226,817 | 10,297,813 |
| Specific Fund Reserves | 0 | 0 | 26,673 |
| Fund 166 Revenue Totals | 9,519,626 | 10,254,943 | 10,352,612 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **169 Central Business District-South TIF (Twn Cntr) Fd** | | | |
| **Appropriation Units:** | | | |
| Debt Service | 7,744,239 | 7,814,195 | 8,193,269 |
| Transfer to Other Funds | 150,000 | 150,000 | 150,000 |
| Fund 169 Appropriation Totals | 7,894,239 | 7,964,195 | 8,343,269 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| From the Use of Money and Property | 701 | 2,000 | 2,000 |
| Hotel Room Tax | 500,000 | 500,000 | 500,000 |
| Real Estate | 6,645,270 | 7,107,950 | 7,333,268 |
| Specific Fund Reserves | 0 | 354,245 | 508,001 |
| Fund 169 Revenue Totals | 7,145,971 | 7,964,195 | 8,343,269 |
| **172 Open Space & Park Infrastructure Development & Maintenance SRF** | | | |
| **Appropriation Units:** | | | |
| Debt Service | 2,580,324 | 2,557,043 | 2,588,043 |
| Parks and Recreation | 412,859 | 406,606 | 409,266 |
| Reserve for Contingencies | 0 | 1,528,963 | 132,590 |
| Transfer to Other Funds | 0 | 1,000,000 | 2,500,000 |
| Fund 172 Appropriation Totals | 2,993,183 | 5,492,612 | 5,629,899 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| From the Use of Money and Property | 172 | 0 | 0 |
| Restaurant Meal Tax | 2,602,579 | 5,492,612 | 5,629,899 |
| Fund 172 Revenue Totals | 2,602,751 | 5,492,612 | 5,629,899 |
| **174 Town Center Special Service District** | | | |
| **Appropriation Units:** | | | |
| Parks and Recreation | 18,043 | 60,338 | 60,338 |
| Town Center Special Tax District | 1,643,858 | 1,951,144 | 1,906,480 |
| Transfer to Other Funds | 464,976 | 479,999 | 631,976 |
| Fund 174 Appropriation Totals | 2,126,877 | 2,491,481 | 2,598,794 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 24,300 | 24,300 | 24,300 |
| Fines and Forfeitures | 119,713 | 50,000 | 115,000 |
| From the Use of Money and Property | 258,342 | 259,500 | 259,500 |
| Miscellaneous Revenue | 47,967 | 0 | 0 |
| Real Estate | 1,869,923 | 2,007,681 | 2,034,071 |
| Specific Fund Reserves | 0 | 0 | 15,923 |
| Transfers from Other Funds | 150,000 | 150,000 | 150,000 |
| Fund 174 Revenue Totals | 2,470,246 | 2,491,481 | 2,598,794 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **179 Multimodal Transportation Special Revenue Fund** | | | |
| **Appropriation Units:** | | | |
| Planning | 8,426,265 | 0 | 0 |
| Reserve for Contingencies | 20,000,000 | 0 | 0 |
| Strategic Growth Area | -309 | 0 | 0 |
| Transfer to Other Funds | 10,517,959 | 0 | 0 |
| Fund 179 Appropriation Totals | 38,943,915 | 0 | 0 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Automobile License | 1,685,770 | 0 | 0 |
| Real Estate | 21,768,694 | 0 | 0 |
| Restaurant Meal Tax | 2,602,579 | 0 | 0 |
| Transfers from Other Funds | 7,609,443 | 0 | 0 |
| Fund 179 Revenue Totals | 33,666,486 | 0 | 0 |
| **180 Community Development Special Revenue Fund** | | | |
| **Appropriation Units:** | | | |
| Housing and Neighborhood Preservation | 2,014,628 | 1,693,277 | 1,680,508 |
| Reserve for Contingencies | 0 | 0 | 28,354 |
| Transfer to Other Funds | 128,858 | 128,858 | 128,858 |
| Fund 180 Appropriation Totals | 2,143,486 | 1,822,135 | 1,837,720 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Miscellaneous Revenue | 3,479 | 0 | 0 |
| Revenue from the Federal Government | 1,296,381 | 1,282,136 | 1,289,468 |
| Transfers from Other Funds | 990,060 | 539,999 | 548,252 |
| Fund 180 Revenue Totals | 2,289,919 | 1,822,135 | 1,837,720 |
| **181 CD Loan and Grant Fund** | | | |
| **Appropriation Units:** | | | |
| Housing and Neighborhood Preservation | 907,626 | 756,831 | 791,115 |
| Fund 181 Appropriation Totals | 907,626 | 756,831 | 791,115 |
| **Revenue Sources:** | | | |
| Non-Revenue Receipts | 111,739 | 125,000 | 120,000 |
| Revenue From Local Sources | | | |
| Charges for Services | 75 | 0 | 0 |
| From the Use of Money and Property | 846 | 0 | 0 |
| Revenue from the Commonwealth | | | |
| Other Sources from the Commonwealth | 15,000 | 0 | 0 |
| Revenue from the Federal Government | 486,732 | 495,565 | 534,849 |
| Transfers from Other Funds | 118,836 | 136,266 | 136,266 |
| Fund 181 Revenue Totals | 733,227 | 756,831 | 791,115 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **182 Federal Housing Assistance Grant Fund** | | | |
| **Appropriation Units:** | | | |
| Housing and Neighborhood Preservation | 1,429,332 | 882,798 | 862,063 |
| Reserve for Contingencies | 0 | 0 | 1,510 |
| Fund 182 Appropriation Totals | 1,429,332 | 882,798 | 863,573 |
| **Revenue Sources:** | | | |
| Non-Revenue Receipts | 1,004,465 | 75,000 | 75,000 |
| Revenue From Local Sources | | | |
| From the Use of Money and Property | 12,021 | 0 | 0 |
| Revenue from the Federal Government | 887,797 | 807,798 | 788,573 |
| Transfers from Other Funds | 1,686 | 0 | 0 |
| Fund 182 Revenue Totals | 1,905,969 | 882,798 | 863,573 |
| **183 Grants Consolidated Fund** | | | |
| **Appropriation Units:** | | | |
| Commonwealth's Attorney | 545,880 | 805,995 | 816,827 |
| Emergency Communications and Citizen Services | 5,750 | 2,000 | 2,000 |
| Emergency Management | 10,360 | 0 | 0 |
| Emergency Medical Services | 414,433 | 375,000 | 375,000 |
| Fire | 2,912,564 | 879,620 | 383,191 |
| Health | 105,211 | 0 | 0 |
| Housing and Neighborhood Preservation | 1,148,324 | 1,381,742 | 1,546,722 |
| Human Services | 1,788,662 | 1,916,770 | 1,879,739 |
| Parks and Recreation | 16,904 | 0 | 0 |
| Police | 221,767 | 0 | 0 |
| Public Works | 15,000 | 20,000 | 20,000 |
| Sheriff and Corrections | 9,280 | 0 | 0 |
| Transfer to Other Funds | 666,127 | 1,111,057 | 1,038,155 |
| Fund 183 Appropriation Totals | 7,860,262 | 6,492,184 | 6,061,634 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 30,782 | 33,068 | 0 |
| Miscellaneous Revenue | 307,900 | 0 | 0 |
| Revenue from the Commonwealth | | | |
| Other Sources from the Commonwealth | 2,741,528 | 3,078,756 | 3,095,804 |
| Revenue from the Federal Government | 3,712,783 | 2,089,957 | 1,702,369 |
| Transfers from Other Funds | | | |
| Revenue from the Federal Government | 273,900 | 421,191 | 421,191 |
| Fund 183 Revenue Totals | 7,975,183 | 6,492,184 | 6,061,634 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **241 Water and Sewer Fund** | | | |
| **Appropriation Units:** | | | |
| Debt Service | 2,824,810 | 21,794,421 | 21,796,096 |
| Public Utilities | 71,742,457 | 84,437,160 | 85,371,921 |
| Reserve for Contingencies | 0 | 1,195,083 | 1,585,081 |
| Transfer to Other Funds | 17,448,153 | 18,499,445 | 22,761,825 |
| Fund 241 Appropriation Totals | 92,015,420 | 125,926,109 | 131,514,923 |
| **Revenue Sources:** | | | |
| Non-Revenue Receipts | 5,300,110 | 2,585,634 | 3,925,041 |
| Revenue From Local Sources | | | |
| Charges for Services | 122,965,946 | 119,800,900 | 123,774,644 |
| Fines and Forfeitures | 150 | 0 | 0 |
| From the Use of Money and Property | 1,248,113 | 535,148 | 742,891 |
| Miscellaneous Revenue | 411,253 | 225,464 | 308,657 |
| Revenue from the Federal Government | 948,018 | 945,982 | 948,018 |
| Transfers from Other Funds | 1,497,095 | 1,832,981 | 1,815,672 |
| Fund 241 Revenue Totals | 132,370,684 | 125,926,109 | 131,514,923 |
| **253 Parking Enterprise Fund** | | | |
| **Appropriation Units:** | | | |
| Debt Service | 582,555 | 580,130 | 579,780 |
| Planning | 3,235,111 | 3,692,945 | 3,758,679 |
| Reserve for Contingencies | 0 | 0 | 25,709 |
| Transfer to Other Funds | 688,688 | 728,879 | 725,821 |
| Fund 253 Appropriation Totals | 4,506,353 | 5,001,954 | 5,089,989 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 5,013,103 | 4,691,181 | 4,787,989 |
| Fines and Forfeitures | 169,255 | 180,000 | 170,000 |
| From the Use of Money and Property | 23,664 | 8,500 | 8,500 |
| Miscellaneous Revenue | 13,126 | 0 | 0 |
| Permits, Privilege Fees, and Regulatory Licenses | 40,323 | 55,000 | 55,000 |
| Transfers from Other Funds | 41,679 | 67,273 | 68,500 |
| Fund 253 Revenue Totals | 5,301,150 | 5,001,954 | 5,089,989 |
| **254 Waste Management Enterprise Fund** | | | |
| **Appropriation Units:** | | | |
| Public Works | 40,292,142 | 37,494,988 | 33,501,033 |
| Reserve for Contingencies | 0 | 27,890 | 169,944 |
| Transfer to Other Funds | 2,818,909 | 2,988,429 | 2,986,789 |
| Fund 254 Appropriation Totals | 43,111,051 | 40,511,307 | 36,657,766 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 34,200,052 | 33,816,980 | 34,122,980 |
| From the Use of Money and Property | 175,745 | 130,000 | 131,500 |
| Miscellaneous Revenue | 904,138 | 694,286 | 769,286 |
| Permits, Privilege Fees, and Regulatory Licenses | 113,100 | 113,000 | 113,000 |
| Revenue from the Commonwealth | | | |
| Other Sources from the Commonwealth | 43,950 | 45,000 | 45,000 |
| Transfers from Other Funds | 10,062,505 | 5,712,041 | 1,476,000 |
| Fund 254 Revenue Totals | 45,499,489 | 40,511,307 | 36,657,766 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **255 Storm Water Utility Enterprise Fund** | | | | |
| **Appropriation Units:** | | | | |
| Debt Service | | 1,507,031 | 3,543,563 | 3,955,648 |
| Public Works | | 24,552,157 | 27,061,726 | 26,975,663 |
| Reserve for Contingencies | | 0 | 629,582 | 161,064 |
| Transfer to Other Funds | | 10,517,073 | 10,716,746 | 11,309,761 |
| | Fund 255 Appropriation Totals | 36,576,261 | 41,951,617 | 42,402,136 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 40,046,975 | 41,509,147 | 41,959,666 |
| From the Use of Money and Property | | 377,734 | 85,000 | 85,000 |
| Miscellaneous Revenue | | 117,480 | 60,000 | 60,000 |
| Revenue from the Federal Government | | 266,264 | 267,597 | 267,597 |
| Transfers from Other Funds | | 29,873 | 29,873 | 29,873 |
| | Fund 255 Revenue Totals | 40,838,326 | 41,951,617 | 42,402,136 |
| **310 Old Donation Creek Area Dredging SSD** | | | | |
| **Appropriation Units:** | | | | |
| Reserve for Contingencies | | 0 | 2,881 | 0 |
| Transfer to Other Funds | | 190,202 | 67,940 | 72,620 |
| | Fund 310 Appropriation Totals | 190,202 | 70,821 | 72,620 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Real Estate | | 66,498 | 70,821 | 72,620 |
| | Fund 310 Revenue Totals | 66,498 | 70,821 | 72,620 |
| **311 Bayville Creek Neighborhood Dredging SSD Fund** | | | | |
| **Appropriation Units:** | | | | |
| Transfer to Other Funds | | 113,315 | 87,105 | 75,241 |
| | Fund 311 Appropriation Totals | 113,315 | 87,105 | 75,241 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Real Estate | | 55,204 | 87,105 | 75,241 |
| | Fund 311 Revenue Totals | 55,204 | 87,105 | 75,241 |
| **312 Shadowlawn Area Dredging SSD** | | | | |
| **Appropriation Units:** | | | | |
| Reserve for Contingencies | | 0 | 1,299 | 0 |
| Transfer to Other Funds | | 49,594 | 24,908 | 29,056 |
| | Fund 312 Appropriation Totals | 49,594 | 26,207 | 29,056 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Real Estate | | 23,818 | 26,207 | 29,056 |
| | Fund 312 Revenue Totals | 23,818 | 26,207 | 29,056 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **313 Chesopeian Colony Dredging SSD** | | | | |
| **Appropriation Units:** | | | | |
| Transfer to Other Funds | | 194,645 | 214,922 | 209,162 |
| | Fund 313 Appropriation Totals | 194,645 | 214,922 | 209,162 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Real Estate | | 194,645 | 204,035 | 209,162 |
| Specific Fund Reserves | | 0 | 10,887 | 0 |
| | Fund 313 Revenue Totals | 194,645 | 214,922 | 209,162 |
| **314 Harbour Point Dredging SSD** | | | | |
| **Appropriation Units:** | | | | |
| Transfer to Other Funds | | 31,604 | 17,892 | 19,496 |
| | Fund 314 Appropriation Totals | 31,604 | 17,892 | 19,496 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Real Estate | | 17,144 | 17,606 | 18,156 |
| Specific Fund Reserves | | 0 | 286 | 1,340 |
| | Fund 314 Revenue Totals | 17,144 | 17,892 | 19,496 |
| **315 Gills Cove Dredging SSD** | | | | |
| **Appropriation Units:** | | | | |
| Transfer to Other Funds | | 15,495 | 24,774 | 24,795 |
| | Fund 315 Appropriation Totals | 15,495 | 24,774 | 24,795 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Real Estate | | 13,243 | 13,601 | 13,886 |
| Specific Fund Reserves | | 0 | 11,173 | 10,909 |
| | Fund 315 Revenue Totals | 13,243 | 24,774 | 24,795 |
| **316 Hurds Cove Dredging SSD** | | | | |
| **Appropriation Units:** | | | | |
| Reserve for Contingencies | | 0 | 23,173 | 0 |
| Transfer to Other Funds | | 464,321 | 198,999 | 231,221 |
| | Fund 316 Appropriation Totals | 464,321 | 222,172 | 231,221 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Real Estate | | 215,342 | 222,172 | 231,221 |
| | Fund 316 Revenue Totals | 215,342 | 222,172 | 231,221 |
| **460 School General Revenue Capital Projects Fund** | | | | |
| **Appropriation Units:** | | | | |
| School Capital Projects | | 0 | 0 | 500,000 |
| | Fund 460 Appropriation Totals | 0 | 0 | 500,000 |
| **Revenue Sources:** | | | | |
| Transfers from Other Funds | | 0 | 0 | 500,000 |
| | Fund 460 Revenue Totals | 0 | 0 | 500,000 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|
| **540 General Government Capital Projects Fund** | | | |
| **Appropriation Units:** | | | |
| Building Capital Projects | 5,032,761 | 10,322,812 | 7,978,448 |
| Coastal Capital Projects | 10,046,986 | 9,386,385 | 9,560,000 |
| Economic and Tourism Development Capital Projects | 3,231,509 | 4,326,966 | 4,363,586 |
| Information Technology Projects | 7,295,299 | 5,223,763 | 4,462,222 |
| Parks and Recreation Capital Projects | 4,664,856 | 5,324,270 | 6,958,033 |
| Roadways Capital Projects | 11,642,959 | 13,446,712 | 11,673,020 |
| Fund 540 Appropriation Totals | 41,914,370 | 48,030,908 | 44,995,309 |
| **Revenue Sources:** | | | |
| Transfers from Other Funds | 42,633,001 | 48,030,908 | 44,995,309 |
| Fund 540 Revenue Totals | 42,633,001 | 48,030,908 | 44,995,309 |
| **541 Water and Sewer Capital Projects Fund** | | | |
| **Appropriation Units:** | | | |
| Water and Sewer Capital Projects | 8,000,000 | 8,000,000 | 12,500,000 |
| Fund 541 Appropriation Totals | 8,000,000 | 8,000,000 | 12,500,000 |
| **Revenue Sources:** | | | |
| Transfers from Other Funds | 8,000,000 | 8,000,000 | 12,500,000 |
| Fund 541 Revenue Totals | 8,000,000 | 8,000,000 | 12,500,000 |
| **555 Storm Water Capital Projects Fund** | | | |
| **Appropriation Units:** | | | |
| Storm Water Capital Projects | 7,500,000 | 12,920,501 | 14,576,510 |
| Fund 555 Appropriation Totals | 7,500,000 | 12,920,501 | 14,576,510 |
| **Revenue Sources:** | | | |
| Transfers from Other Funds | 7,500,000 | 12,920,501 | 14,576,510 |
| Fund 555 Revenue Totals | 7,500,000 | 12,920,501 | 14,576,510 |
| **606 City Garage Internal Service Fund** | | | |
| **Appropriation Units:** | | | |
| Public Works | 12,389,976 | 13,595,239 | 13,766,356 |
| Reserve for Contingencies | 0 | 46,069 | 124,228 |
| Fund 606 Appropriation Totals | 12,389,976 | 13,641,308 | 13,890,584 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 12,965,036 | 13,456,308 | 13,705,584 |
| From the Use of Money and Property | 36,429 | 0 | 0 |
| Miscellaneous Revenue | 195,082 | 185,000 | 185,000 |
| Fund 606 Revenue Totals | 13,196,546 | 13,641,308 | 13,890,584 |
| **607 Risk Management Internal Service Fund** | | | |
| **Appropriation Units:** | | | |
| Finance | 15,346,393 | 18,254,856 | 18,197,111 |
| Fund 607 Appropriation Totals | 15,346,393 | 18,254,856 | 18,197,111 |
| **Revenue Sources:** | | | |
| Revenue From Local Sources | | | |
| Charges for Services | 18,630,059 | 18,139,856 | 18,082,111 |
| From the Use of Money and Property | 111,407 | 40,000 | 40,000 |
| Miscellaneous Revenue | 551,983 | 75,000 | 75,000 |
| Transfers from Other Funds | 1,800,000 | 0 | 0 |
| Fund 607 Revenue Totals | 21,093,448 | 18,254,856 | 18,197,111 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **610 Capital Projects Internal Service Fund** | | | | |
| **Appropriation Units:** | | | | |
| City Treasurer | | 29,570 | 70,000 | 0 |
| Finance | | 163,815 | 174,030 | 0 |
| Public Works | | 312,011 | 379,525 | 0 |
| | Fund 610 Appropriation Totals | 505,396 | 623,555 | 0 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 505,396 | 623,555 | 0 |
| | Fund 610 Revenue Totals | 505,396 | 623,555 | 0 |
| **613 School Landscaping Internal Service Fund** | | | | |
| **Appropriation Units:** | | | | |
| Parks and Recreation | | 3,861,797 | 4,167,908 | 4,966,007 |
| Reserve for Contingencies | | 0 | 0 | 40,901 |
| | Fund 613 Appropriation Totals | 3,861,797 | 4,167,908 | 5,006,908 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 4,167,908 | 4,167,908 | 4,442,908 |
| From the Use of Money and Property | | 6,099 | 0 | 0 |
| Specific Fund Reserves | | 0 | 0 | 564,000 |
| | Fund 613 Revenue Totals | 4,174,007 | 4,167,908 | 5,006,908 |
| **614 School Risk Management Fund** | | | | |
| **Appropriation Units:** | | | | |
| School Risk Management | | 6,370,155 | 6,805,724 | 6,805,724 |
| | Fund 614 Appropriation Totals | 6,370,155 | 6,805,724 | 6,805,724 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 6,898,048 | 6,805,724 | 6,805,724 |
| | Fund 614 Revenue Totals | 6,898,048 | 6,805,724 | 6,805,724 |
| **615 City and School Health Insurance Fund** | | | | |
| **Appropriation Units:** | | | | |
| City and School Health Insurance | | 133,012,371 | 155,908,780 | 157,467,867 |
| | Fund 615 Appropriation Totals | 133,012,371 | 155,908,780 | 157,467,867 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Miscellaneous Revenue | | 146,311,324 | 155,908,780 | 157,467,867 |
| | Fund 615 Revenue Totals | 146,311,324 | 155,908,780 | 157,467,867 |
| **616 Fuels Internal Service Fund** | | | | |
| **Appropriation Units:** | | | | |
| Public Works | | 4,030,623 | 5,638,349 | 5,681,880 |
| | Fund 616 Appropriation Totals | 4,030,623 | 5,638,349 | 5,681,880 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 4,134,987 | 5,638,349 | 5,673,574 |
| From the Use of Money and Property | | 10,320 | 0 | 0 |
| Specific Fund Reserves | | 0 | 0 | 8,306 |
| | Fund 616 Revenue Totals | 4,145,307 | 5,638,349 | 5,681,880 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **620 Telecommunications Internal Service Fund** | | | | |
| **Appropriation Units:** | | | | |
| Information Technology | | 2,245,793 | 2,980,385 | 3,275,853 |
| Reserve for Contingencies | | 0 | 246,208 | 24,514 |
| | Fund 620 Appropriation Totals | 2,245,793 | 3,226,593 | 3,300,367 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 3,029,694 | 3,220,118 | 3,073,500 |
| From the Use of Money and Property | | 16,919 | 6,475 | 15,000 |
| Specific Fund Reserves | | 0 | 0 | 211,867 |
| | Fund 620 Revenue Totals | 3,046,613 | 3,226,593 | 3,300,367 |
| **621 Subscriptions Internal Service Fund** | | | | |
| **Appropriation Units:** | | | | |
| Information Technology | | 2,701,497 | 3,498,797 | 3,272,745 |
| Reserve for Contingencies | | 0 | 242,501 | 276,964 |
| | Fund 621 Appropriation Totals | 2,701,497 | 3,741,298 | 3,549,709 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Charges for Services | | 2,444,830 | 2,562,707 | 2,448,434 |
| From the Use of Money and Property | | 30,426 | 0 | 30,425 |
| Specific Fund Reserves | | 0 | 1,178,591 | 1,070,850 |
| | Fund 621 Revenue Totals | 2,475,256 | 3,741,298 | 3,549,709 |
| **908 City Beautification Fund** | | | | |
| **Appropriation Units:** | | | | |
| Parks and Recreation | | 15,560 | 100,000 | 50,000 |
| Transfer to Other Funds | | 973 | 0 | 0 |
| | Fund 908 Appropriation Totals | 16,533 | 100,000 | 50,000 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Miscellaneous Revenue | | 18,244 | 100,000 | 50,000 |
| | Fund 908 Revenue Totals | 18,244 | 100,000 | 50,000 |
| **909 Library Gift Fund** | | | | |
| **Appropriation Units:** | | | | |
| Library | | 423 | 6,060 | 0 |
| | Fund 909 Appropriation Totals | 423 | 6,060 | 0 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Miscellaneous Revenue | | 5,257 | 6,060 | 0 |
| | Fund 909 Revenue Totals | 5,257 | 6,060 | 0 |
| **910 Parking Meters - Homeless Donation Fund** | | | | |
| **Appropriation Units:** | | | | |
| Housing and Neighborhood Preservation | | 0 | 1,000 | 1,000 |
| | Fund 910 Appropriation Totals | 0 | 1,000 | 1,000 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Miscellaneous Revenue | | 0 | 1,000 | 1,000 |
| | Fund 910 Revenue Totals | 0 | 1,000 | 1,000 |

# City of Virginia Beach, Virginia
## Expenditures and Revenues

| | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **911 Parks and Recreation Gift Fund** | | | | |
| **Appropriation Units:** | | | | |
| Parks and Recreation | | 15,677 | 55,000 | 55,000 |
| | Fund 911 Appropriation Totals | 15,677 | 55,000 | 55,000 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| From the Use of Money and Property | | 955 | 0 | 0 |
| Miscellaneous Revenue | | 21,880 | 55,000 | 55,000 |
| | Fund 911 Revenue Totals | 22,835 | 55,000 | 55,000 |
| **916 Social Services Gift Fund** | | | | |
| **Appropriation Units:** | | | | |
| Human Services | | 6,597 | 34,500 | 35,064 |
| | Fund 916 Appropriation Totals | 6,597 | 34,500 | 35,064 |
| **Revenue Sources:** | | | | |
| Revenue From Local Sources | | | | |
| Miscellaneous Revenue | | 5,609 | 6,500 | 5,875 |
| Specific Fund Reserves | | 0 | 28,000 | 29,189 |
| | Fund 916 Revenue Totals | 5,609 | 34,500 | 35,064 |

### Grand Total Of All Funds

| | | | |
|---|---|---|---|
| Total Appropriations for all Funds | 2,517,502,252 | 2,755,970,873 | 2,809,032,556 |
| Less Internal Service Funds | 180,464,001 | 212,008,371 | 213,900,150 |
| Less Interfund Transfers | 563,523,132 | 574,284,601 | 586,051,703 |
| Net Appropriations Totals | 1,773,515,119 | 1,969,677,901 | 2,009,080,703 |
| Revenue Sources Totals | 2,658,296,804 | 2,755,970,873 | 2,809,032,556 |
| Less Internal Service Funds | 201,845,947 | 212,008,371 | 213,900,150 |
| Less Interfund Transfers | 563,523,132 | 574,284,601 | 586,051,703 |
| Net Revenue Totals | 1,892,927,725 | 1,969,677,901 | 2,009,080,703 |

# City of Virginia Beach, Virginia

## Interfund Transfer Summary

| Receiving Fund Code and Name | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| 181 | CD Loan and Grant Fund | 118,836 | 136,266 | 136,266 |
| 180 | Community Development Special Revenue Fund | 990,060 | 539,999 | 548,252 |
| 182 | Federal Housing Assistance Grant Fund | 1,686 | 0 | 0 |
| 147 | Federal Section 8 Program Special Revenue Fund | 252,053 | 141,821 | 143,726 |
| 540 | General Government Capital Projects Fund | 23,755,073 | 37,791,625 | 32,623,190 |
| 183 | Grants Consolidated Fund | 897,041 | 869,212 | 842,270 |
| 179 | Multimodal Transportation Special Revenue Fund | 6,351,497 | 0 | 0 |
| 253 | Parking Enterprise Fund | 4,429 | 0 | 0 |
| 151 | Parks and Recreation Special Revenue Fund | 4,835,565 | 6,244,833 | 6,273,476 |
| 607 | Risk Management Internal Service Fund | 1,800,000 | 0 | 0 |
| 115 | School Operating Fund | 401,378,526 | 428,119,350 | 442,529,415 |
| 098 | School Reserve Special Revenue Fund | 10,000,000 | 0 | 0 |
| 149 | Sheriff's Department Special Revenue Fund | 23,212,231 | 24,457,726 | 24,310,238 |
| 555 | Storm Water Capital Projects Fund | 1,310,000 | 5,420,501 | 5,586,510 |
| 152 | Tourism Investment Program Fund | 13,695 | 0 | 0 |
| 254 | Waste Management Enterprise Fund | 10,062,505 | 5,712,041 | 0 |
| | Total Transfer From Fund 002 | 484,983,197 | 509,433,374 | 512,993,343 |
| **098 School Reserve Special Revenue Fund** | | | | |
| 115 | School Operating Fund | 5,000,000 | 8,803,897 | 6,800,000 |
| | Total Transfer From Fund 098 | 5,000,000 | 8,803,897 | 6,800,000 |
| **115 School Operating Fund** | | | | |
| 104 | Green Run Collegiate Charter School | 3,325,976 | 3,763,447 | 3,803,031 |
| 119 | School Athletic Special Revenue Fund | 3,856,545 | 4,595,823 | 4,524,774 |
| 460 | School General Revenue Capital Projects Fund | 0 | 0 | 500,000 |
| 116 | School Grants Fund | 3,128,719 | 3,313,969 | 3,612,280 |
| | Total Transfer From Fund 115 | 10,311,240 | 11,673,239 | 12,440,085 |
| **130 Law Library Fund** | | | | |
| 002 | General Fund | 80,416 | 40,000 | 40,000 |
| | Total Transfer From Fund 130 | 80,416 | 40,000 | 40,000 |
| **142 Police Federal & State Seized Assets SRF** | | | | |
| 183 | Grants Consolidated Fund | 11,250 | 0 | 0 |
| | Total Transfer From Fund 142 | 11,250 | 0 | 0 |
| **151 Parks and Recreation Special Revenue Fund** | | | | |
| 002 | General Fund | 414,372 | 396,927 | 364,550 |
| 540 | General Government Capital Projects Fund | 1,197,000 | 1,075,500 | 1,131,238 |
| | Total Transfer From Fund 151 | 1,611,372 | 1,472,427 | 1,495,788 |
| **152 Tourism Investment Program Fund** | | | | |
| 002 | General Fund | 61,436 | 0 | 0 |
| 540 | General Government Capital Projects Fund | 0 | 0 | 500,000 |
| 179 | Multimodal Transportation Special Revenue Fund | 1,257,946 | 0 | 0 |
| 255 | Storm Water Utility Enterprise Fund | 14,873 | 14,873 | 14,873 |
| 254 | Waste Management Enterprise Fund | 0 | 0 | 1,476,000 |
| | Total Transfer From Fund 152 | 1,334,255 | 14,873 | 1,990,873 |
| **157 Sandbridge Special Service District Spec Rev Fd** | | | | |
| 540 | General Government Capital Projects Fund | 4,423,430 | 4,235,380 | 3,997,388 |
| | Total Transfer From Fund 157 | 4,423,430 | 4,235,380 | 3,997,388 |
| **161 Agriculture Reserve Program Special Revenue Fund** | | | | |
| 555 | Storm Water Capital Projects Fund | 0 | 0 | 990,000 |
| | Total Transfer From Fund 161 | 0 | 0 | 990,000 |

# City of Virginia Beach, Virginia

## Interfund Transfer Summary

| Receiving Fund Code and Name | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| **163 Tourism Advertising Program Special Revenue Fund** | | | | |
| 002 General Fund | | 61,992 | 56,838 | 56,838 |
| | Total Transfer From Fund 163 | 61,992 | 56,838 | 56,838 |
| **166 Sandbridge Tax Increment Financing Fund** | | | | |
| 002 General Fund | | 8,000,000 | 0 | 0 |
| 540 General Government Capital Projects Fund | | 1,926,570 | 2,114,620 | 2,352,612 |
| | Total Transfer From Fund 166 | 9,926,570 | 2,114,620 | 2,352,612 |
| **169 Central Business District-South TIF (Twn Cntr) Fd** | | | | |
| 174 Town Center Special Service District | | 150,000 | 150,000 | 150,000 |
| | Total Transfer From Fund 169 | 150,000 | 150,000 | 150,000 |
| **172 Open Space & Park Infrastructure Development & Maintenance SRF** | | | | |
| 540 General Government Capital Projects Fund | | 0 | 1,000,000 | 2,500,000 |
| | Total Transfer From Fund 172 | 0 | 1,000,000 | 2,500,000 |
| **174 Town Center Special Service District** | | | | |
| 002 General Fund | | 60,000 | 45,000 | 45,750 |
| 540 General Government Capital Projects Fund | | 352,726 | 352,726 | 502,726 |
| 253 Parking Enterprise Fund | | 37,250 | 67,273 | 68,500 |
| 255 Storm Water Utility Enterprise Fund | | 15,000 | 15,000 | 15,000 |
| | Total Transfer From Fund 174 | 464,976 | 479,999 | 631,976 |
| **179 Multimodal Transportation Special Revenue Fund** | | | | |
| 002 General Fund | | 1,075,000 | 0 | 0 |
| 540 General Government Capital Projects Fund | | 9,442,959 | 0 | 0 |
| | Total Transfer From Fund 179 | 10,517,959 | 0 | 0 |
| **180 Community Development Special Revenue Fund** | | | | |
| 002 General Fund | | 128,858 | 128,858 | 128,858 |
| | Total Transfer From Fund 180 | 128,858 | 128,858 | 128,858 |
| **183 Grants Consolidated Fund** | | | | |
| 540 General Government Capital Projects Fund | | 666,127 | 1,111,057 | 1,038,155 |
| | Total Transfer From Fund 183 | 666,127 | 1,111,057 | 1,038,155 |
| **241 Water and Sewer Fund** | | | | |
| 002 General Fund | | 9,448,153 | 10,499,445 | 10,261,825 |
| 541 Water and Sewer Capital Projects Fund | | 8,000,000 | 8,000,000 | 12,500,000 |
| | Total Transfer From Fund 241 | 17,448,153 | 18,499,445 | 22,761,825 |
| **253 Parking Enterprise Fund** | | | | |
| 002 General Fund | | 233,991 | 288,879 | 285,821 |
| 540 General Government Capital Projects Fund | | 350,000 | 350,000 | 350,000 |
| 157 Sandbridge Special Service District Spec Rev Fd | | 90,000 | 90,000 | 90,000 |
| 152 Tourism Investment Program Fund | | 14,697 | 0 | 0 |
| | Total Transfer From Fund 253 | 688,688 | 728,879 | 725,821 |
| **254 Waste Management Enterprise Fund** | | | | |
| 002 General Fund | | 2,232,948 | 2,226,319 | 2,220,779 |
| 241 Water and Sewer Fund | | 585,961 | 762,110 | 766,010 |
| | Total Transfer From Fund 254 | 2,818,909 | 2,988,429 | 2,986,789 |
| **255 Storm Water Utility Enterprise Fund** | | | | |
| 002 General Fund | | 2,105,939 | 2,145,875 | 2,260,099 |
| 555 Storm Water Capital Projects Fund | | 7,500,000 | 7,500,000 | 8,000,000 |
| 241 Water and Sewer Fund | | 911,134 | 1,070,871 | 1,049,662 |

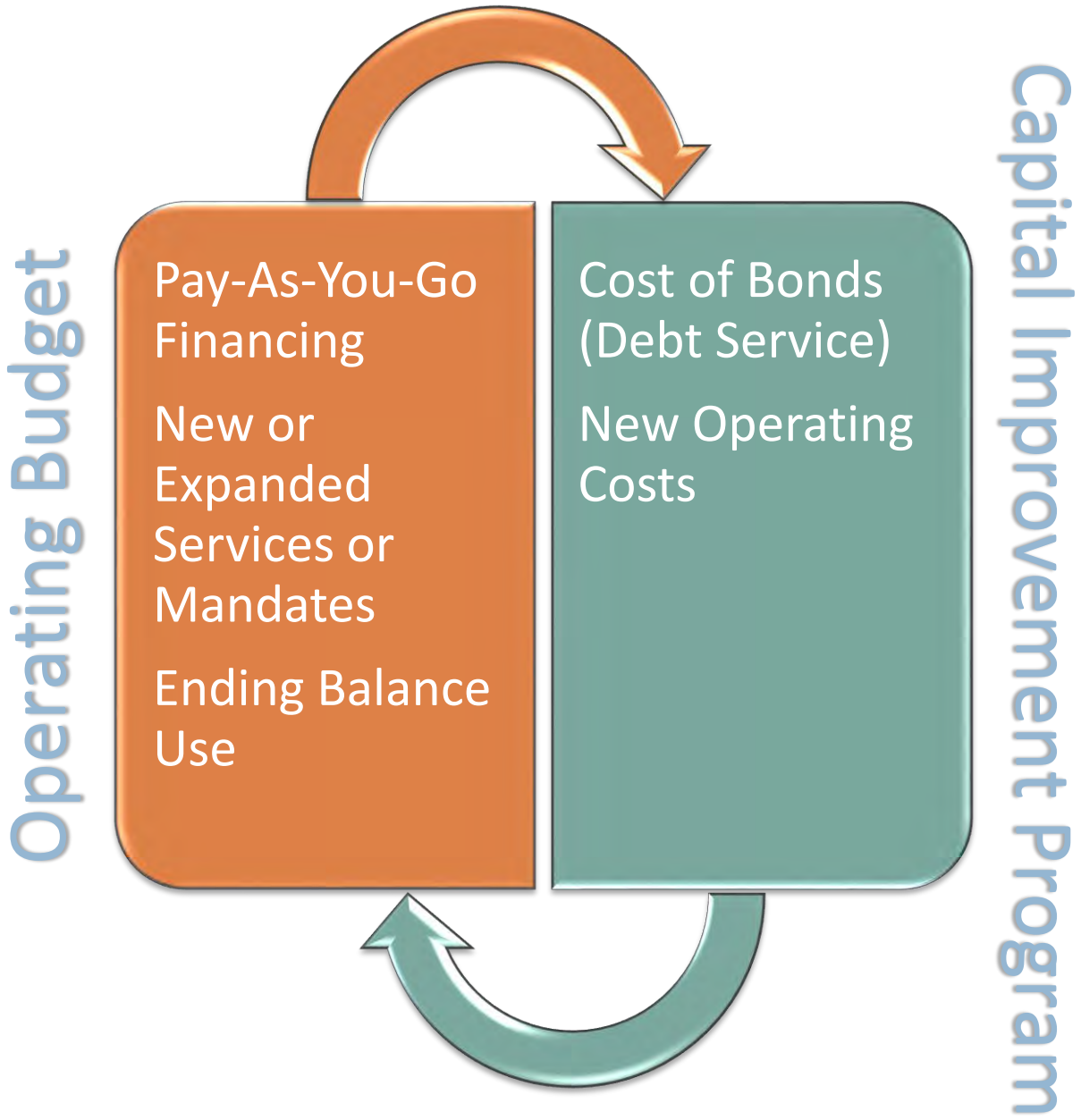
# City of Virginia Beach, Virginia

## Interfund Transfer Summary

| Receiving Fund Code and Name | | FY 2016-17 Actuals | FY 2017-18 Adjusted Budget | FY 2018-19 Total Adopted |
|---|---|---|---|---|
| | Total Transfer From Fund 255 | 10,517,073 | 10,716,746 | 11,309,761 |
| **310 Old Donation Creek Area Dredging SSD** | | | | |
| 002 General Fund | | 190,202 | 67,940 | 72,620 |
| | Total Transfer From Fund 310 | 190,202 | 67,940 | 72,620 |
| **311 Bayville Creek Neighborhood Dredging SSD Fund** | | | | |
| 002 General Fund | | 113,315 | 87,105 | 75,241 |
| | Total Transfer From Fund 311 | 113,315 | 87,105 | 75,241 |
| **312 Shadowlawn Area Dredging SSD** | | | | |
| 002 General Fund | | 49,594 | 24,908 | 29,056 |
| | Total Transfer From Fund 312 | 49,594 | 24,908 | 29,056 |
| **313 Chesopeian Colony Dredging SSD** | | | | |
| 002 General Fund | | 194,645 | 214,922 | 209,162 |
| | Total Transfer From Fund 313 | 194,645 | 214,922 | 209,162 |
| **314 Harbour Point Dredging SSD** | | | | |
| 002 General Fund | | 31,604 | 17,892 | 19,496 |
| | Total Transfer From Fund 314 | 31,604 | 17,892 | 19,496 |
| **315 Gills Cove Dredging SSD** | | | | |
| 002 General Fund | | 0 | 24,774 | 24,795 |
| 540 General Government Capital Projects Fund | | 15,495 | 0 | 0 |
| | Total Transfer From Fund 315 | 15,495 | 24,774 | 24,795 |
| **316 Hurds Cove Dredging SSD** | | | | |
| 002 General Fund | | 0 | 198,999 | 231,221 |
| 540 General Government Capital Projects Fund | | 464,321 | 0 | 0 |
| | Total Transfer From Fund 316 | 464,321 | 198,999 | 231,221 |
| **908 City Beautification Fund** | | | | |
| 002 General Fund | | 973 | 0 | 0 |
| | Total Transfer From Fund 908 | 973 | 0 | 0 |
| | TOTAL INTERFUND TRANSFERS FOR ALL FUNDS | 562,204,613 | 574,284,601 | 586,051,703 |

# RELATION OF THE OPERATING BUDGET TO THE CAPITAL IMPROVEMENT PROGRAM

As illustrated below, there is a close link between the operating budget and CIP. Decisions made in one area, may affect the other. For example, if the city were to open a new fire station (CIP), the city must also plan to hire firefighters (operating). Likewise, an expansion to a recreational program (operating) may require the construction of a new facility (CIP).



# REVENUES

On May 15, 2018, the City Council adopted the budget with a number of amendments. Several of those changes had a significant impact on this section of the document. Please note that due to the number and scope of changes, this section has been revised to reflect "Revenues" as adopted. This revision includes the elimination of proposed tax and fee increases for automobile licenses ($2), personal property (10¢) the solid waste fee ($1 per month), and a delay in the previously adopted increase in the storm water ERU rate (2.5¢ per day).

## National Economic Overview

The United States economy is healthy as we enter Fiscal Year 2018-19. The national economy is producing moderate growth, and general industry experts forecast a GDP increase of nearly 3% for calendar year 2018. This pace is expected to slightly diminish in the first half of 2019, however growth will continue to remain positive, near 2.5%. Other national economic trends also look like they will be similar during this time period. Monthly employment information is anticipated to keep its positive pace, with payroll employment gains often exceeding 150,000. Correspondingly, the national unemployment rate will hover near 4%, a mark that is often bested within Virginia. At the same time, wages are rising: on a two-year pattern of 3% increases every month. With more people at work, and those people making more, real consumer spending is expected to be on upswing through 2018 and into 2019. Business spending is also expected to increase significantly as companies look to make use of their newly expanded tax benefits. Simultaneously, the additional spending will create a rise in prices, meaning that inflation is anticipated to increase by half a point in the upcoming year. This will likely cause the Federal Reserve to keep to its strategy of gradual interest rate hikes, which could in turn make borrowing costs higher for the average consumer. Naturally, this could have an impact on the housing market as higher interest rates are coupled with the fact that at present demand exceeds the number of houses on the market.

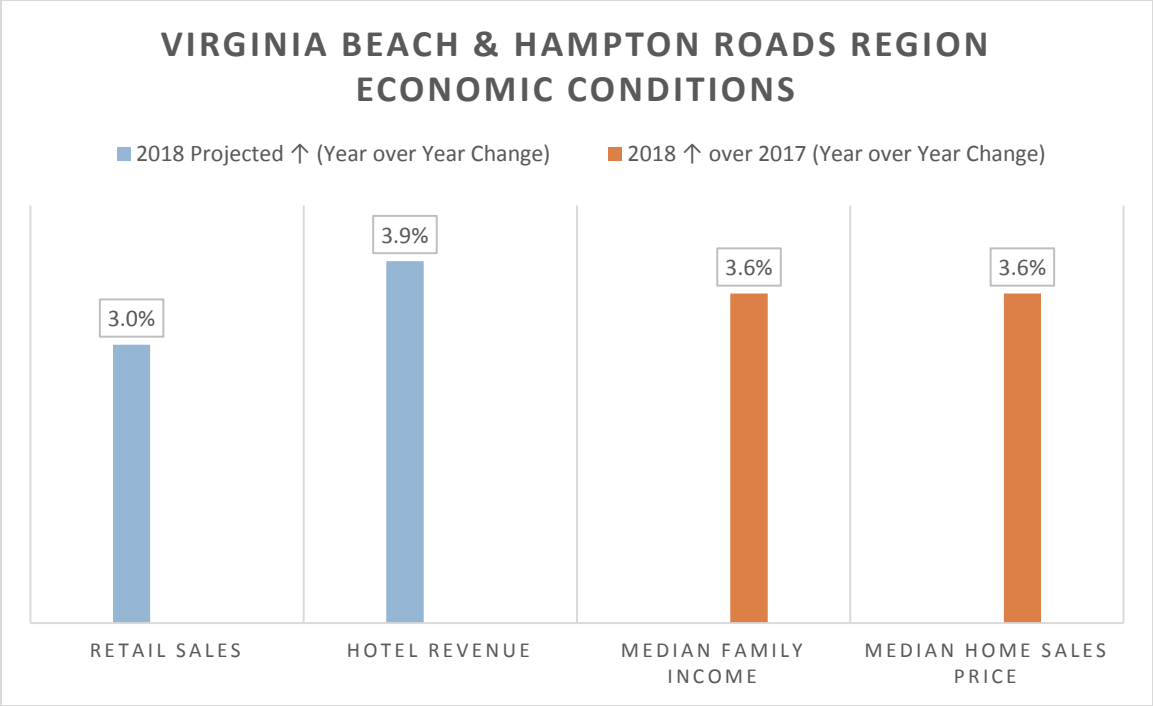
| Kiplinger Economic Forecast | | | |
|---|---|---|---|
| | **2017** | **2018** | **Change** |
| **Unemployment Rate** | 4.1% | 3.8% | **-0.3%** |
| **Home Interest Rates** | 4.2% | 4.6% | **0.4%** |
| **Auto Interest Rates** | 4.3% | 5.3% | **1.0%** |
| **Inflation** | 2.1% | 2.6% | **0.5%** |
| | **2017 ↑** | **2018 ↑** | **↑ Change** |
| **GDP** | 2.3% | 3.0% | **0.7%** |
| **Wage Growth** | 2.4% | 3.0% | **0.6%** |
| **Business Spending** | 5.3% | 7.0% | **1.7%** |
| **Existing Housing Sales** | 1.0% | 1.6% | **0.6%** |
| **New Home Sales** | 8.6% | 9.8% | **1.2%** |
| **Retail Sales** | 4.2% | 4.6% | **0.4%** |

## Virginia Beach Economic Overview

The economic situation in the region and in the City of Virginia Beach lags behind the national picture. In the past year, the Hampton Roads economy managed a GDP growth of less than 1%. While forecasts for 2018 anticipate the region exceeding this figure, projected 2018 economic growth of 1.2% will still be only one-third of the national growth rate.

When it comes to income, Virginia Beach is on the upswing, however, according to calculations based on data from the Virginia Department of Taxation, the City only recently begun to significantly surpass the City's 2008 taxable income. This has caused Virginia Beach's net taxable income to place below the amount for the entire Commonwealth of Virginia, thus indicating Virginia Beach's economic gains are not as robust as other areas of the state. On top of the low growth rate, employment net gains continue to be modest: the region actually lost jobs in 2017, and total gains in 2018 may be minimal. All is not negative: according the Federal Reserve Bank of Richmond, the region's unemployment rate declined from 4.5% to 4.1% during 2017, and Virginia Beach's year-end unemployment rate, as recorded by Virginia Labor Market Information, was 3.3%. Virginia Beach's positive labor market is anticipated to continue through this upcoming year.

Despite lagging national trends, household conditions remain encouraging in Virginia Beach entering FY 2018-19. Median family income has grown 3.6% in the Hampton Roads area over this point last year, and the housing market has also seen improved numbers, with the median home sales price also up 3.6%, or almost $8,000, over where they were a year ago. In addition, retail sales and hotel room revenue have both exceeded expectations over the past year, a favorable trend that is projected to materialize again in 2018.




*Sources: ODU Dragas Center, Federal Reserve Bank of Richmond, National Association of Relators*

Larger macroeconomic decisions are also poised to help the local economy going forward. At the federal level, the United States Congress recently set aside previously self-imposed caps on spending, and approved a budget bill that will provided a sizable increase in defense spending for rest of 2018, including the largest service pay increase since the start of the decade. With the removal of the caps, Congress will be in position to appropriate previously authorized spending that contain benefits for the region. These include construction of CVN-80, the next *Gerald Ford* class aircraft carrier, as well as permission to potentially order an additional *Virginia* class submarine. Both of these ships would be built in Newport News. In addition, the Department of Defense was cleared to present a FY 2019 budget request that will reflect the new larger spending capacity.

The region is also expected to receive assistance from the state level, as the state budget currently under consideration at the time of this document intends to commit resources to speed up dredging of the Port of Virginia. This project will expand the Port's depth, allowing it to be a powerful competitor in the race to host the 21st Century "Post-Panamax" generation of ships and tankers, thereby ensuring that the Port is one of the premier options on the East Coast of the United States. As it is, the Port is doing well, with imports and exports both posting significant year over year increases.

## Forecasting Methodology

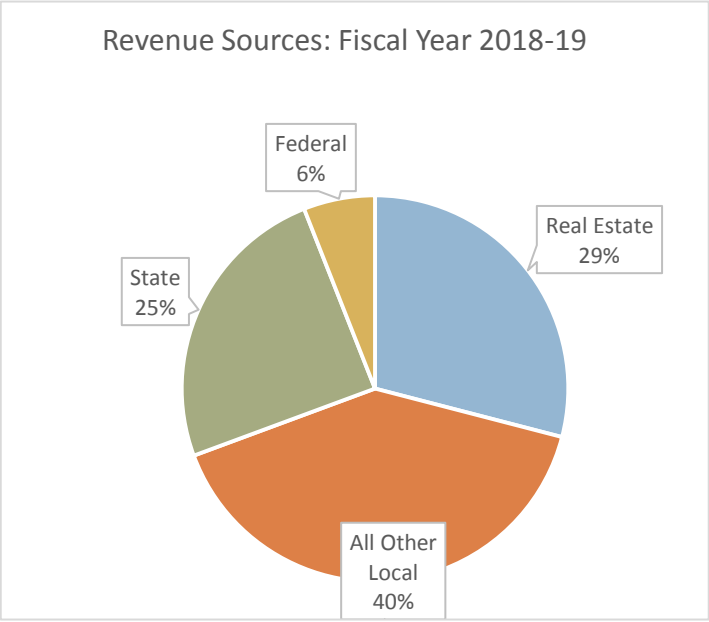
The City uses or has used the following qualitative and quantitative methods to forecast revenues:

- Survey departments regarding trends in revenues.
- Interview local economists, and review national economic forecasting projections.
- Monitor national and local economic trends.
- Examine State and Federal budgets and legislative changes.
- Examine relationships between revenues and economic variables.
- Use the following statistical techniques where applicable: Exponential Smoothing; Auto Regressive Integrated Moving Average (ARIMA); Autoregressive Distributed Lag Models; and Regression Analysis.

Final projections are based upon a combination of the above techniques and educated judgment. The generally accepted forecasting margin of error is 2.0%. For the most recent completed year, FY 2016-17, the City's margin was 0.20%.

## Total Revenue

Local sources of revenue comprise of taxes such as real estate, personal property, and general sales. These sources represent the largest portion of all revenues earned or received by the City of Virginia Beach in any given fiscal year. For FY 2018-19, local sources will make up 69% of the total revenue pie. This is equal to the share made up by the local portion in last year's budget. The largest individual revenue generator for the City of Virginia Beach is the real estate tax. This tax represents over a quarter of the City's total revenue stream, and nearly half of the City's General Fund tax revenue.




## Dedication of Real Estate Taxes and Other Local Taxes for Specific Purposes

**Recent Real Estate Tax Rate Adjustments and Distributional Purpose Historical Perspective –**

The current real estate tax rate is 1.0025 dollars per every $100 of a real estate property's assessed value. This rate was last increased in FY 2017-18 (by 1.25 cents), but will not be changed in FY 2018-19. A significant portion of the real estate tax is deposited in the General Fund, and is used for general governmental purposes. However, the Virginia Beach City Council has also explicitly dedicated specific parts of the real estate tax to identified City goals and priorities. The table on the next page shows the overall historical changes in the real estate tax rate from FY 1988-89 through FY 2018-19 and identifies the dedications. Over time, as the table reflects, these amounts have varied, depending on conditions in the City. The most recent change prior to this year was the de-establishment of the Multi-Modal Fund, which occurred last fiscal year. Upon the elimination of this fund, dedications of 4.14 cents were distributed as follows: 1.8 cents to the General Fund, 0.34¢ (thirty four hundredths of one cent) to the ARP, and 2 cents to help fund the Roadways section of the City's CIP. Thus, of the total City real estate tax of 1.0025 dollars, 5.25 cents helps fund the schools, 3.8 cents are used as pay-go for the City's CIP, 3.946 cents is for Parks & Recreation (3.476 cents supports recreation centers and 0.47¢ (forty seven hundredths of one cent goes to Outdoor Initiatives), and 0.90¢ (nine-tenths of one cent) is used for the ARP. For a yearly financial breakdown of these dedications, please see the "Dedication of Local Revenues" chart in the Executive Summary.

| FY | Tax Rate | Tax Rate Change | City Operating Budget & CIP | Parks & Recreation | School Operating Budget & CIP | ARP | Multi-Modal |
|---|---|---|---|---|---|---|---|
| 1987-88 | 0.877 | - | 0.0¢ | 0.0¢ | 0.0¢ | 0.0¢ | 0.0¢ |
| 1988-89 | 0.915 | 3.8¢ | | 3.8¢* | | | |
| 1989-90 | 0.977 | 6.2¢ | | 0.7¢ | 5.5¢** | | |
| 1990-91 | 1.032 | 5.5¢ | 0.6¢ | | 4.9¢** | | |
| 1991-92 | 1.09 | 5.8¢ | | | 5.8¢** | | |
| 1993-94 | 1.14 | 5.0¢ | 0.7¢ | | 5.7¢** | 1.5¢ | |
| 1995-96 | 1.188 | 4.8¢ | | | 5.7¢** | | |
| 1996-97 | 1.22 | 3.2¢ | | | 3.2** | | |
| 2004-05 | 1.1964 | -2.36¢ | -2.36¢ | | | | |
| 2005-06 | 1.0239 | -17.25¢ | -16.75¢ | | | -0.5¢ | |
| 2006-07 | 0.99 | -3.39¢ | -2.99¢ | -0.3¢ | | -0.1¢ | |
| 2007-08 | 0.89 | -10¢ | -9.746¢ | -0.254¢ | | | |
| 2012-13 | 0.95 | 6.0¢ | 2.0¢ | | 4.0¢ | | |
| 2013-14 | 0.93 | -2.0¢ | -2.0¢ | | | | |
| 2015-16 | 0.99 | 6.0¢ | -0.11¢ *** | | 2.31¢** | -0.34¢ | 4.14¢ |
| 2017-18 | 1.0025 | 1.25¢ | 3.8¢ | | 1.25¢ | 0.34¢ | -4.14¢ |
| **Total Dedicated (2019)** | | **-** | **3.8¢ (CIP)** | **3.946¢** | **5.25¢** | **0.90¢** | **0.0¢** |
| **Total Change since 1988** | | **12.55¢** | **-26.856¢** | **3.946¢** | **38.36¢** | **0.90¢** | **0** |

*Originally approved in conjunction with a referendum. **These dedications were absorbed into the City/School Revenue Sharing Formula and are shown here for historical purposes. ***In FY 2015-16, the City's General Fund received an increase of 1.89 cents in real estate taxes; however, the two cent Roadway dedication moved from the General Fund to the Multi-Modal Fund.

**Other Local Tax Dedications**

The real estate tax is not the only City revenue that is reserved for certain purposes. The following table shows other local tax rate dedications currently operational in the City. For a yearly financial breakdown, please see the "Dedication of Local Revenues" chart in the Executive Summary.

| Tax | Local Rate | City/School Operating Budget | T.I.P. | T.A.P. | EDIP | Open Space | CIP | Economic Development Bio-Medical |
|---|---|---|---|---|---|---|---|---|
| Amusement Tax | 10% | | 10% | | | | | |
| Hotel Room Tax | 8% | 2% | 5% | 1% | | | | |
| Restaurant Meal Tax | 5.5% | 3.5% | 1.06% | 0.5% | | 0.44% | | |
| Cigarette Tax (per pack) | 75¢ | 49¢ | 5¢ | | 16¢ | | | 5¢ |
| Personal Property Tax | $4.00 | 30¢ | | | | | | |
| Vehicle Registration Fee | $30 | $25 | | | | | $5 | |
| Per Room Night Hotel | | | $1 | $1 | | | | |

## Tax and Fee Changes for FY 2018-19

To keep pace with costs, staff annually reviews taxes and fees. The following are the notable changes to City taxes and fees for FY 2018-19. An individual breakdown of fees and tax adjustments can be found in the Executive Summary in the table "Summary of Fee & Tax Adjustments."

- Planning Fees (please see Executive Summary: "Summary of Fee & Tax Adjustments")
- Parks & Recreation Fees (please see Executive Summary: "Summary of Fee & Tax Adjustments")

## New Funds

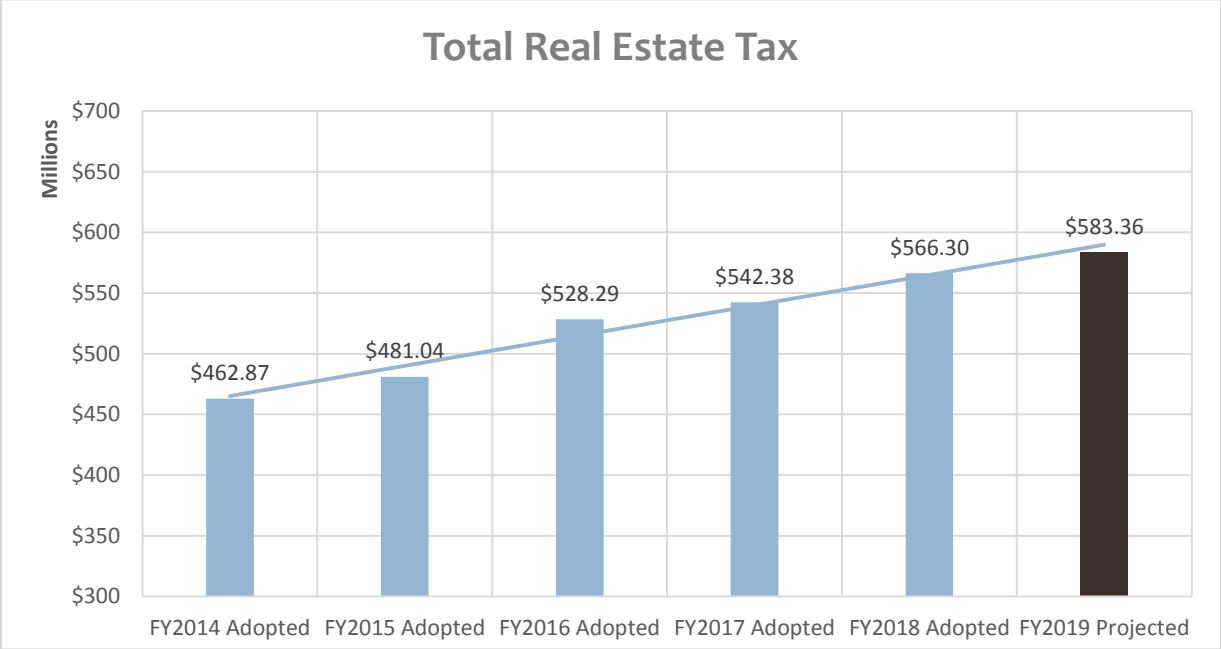
The City did not establish any new funds in FY 2018-19.

## Revenue Resource Analysis

Real Estate Tax – The City of Virginia Beach continues to recover from the housing crisis that engulfed the nation at the end of the last decade. FY 2018-19 marks the City's fifth consecutive year of positive real estate assessment growth. Overall, the projected increase in the taxable assessment of property in the City is 2.8%, or more than $1.5 billion. This appreciation is driven by strong increases in apartment properties and further growth in new construction.

*For every 1¢, the Real Estate Tax generates $5,586,510*

Revenue - For FY 2018-19, all real estate taxes-including all dedications, Tax Increment Financing, and Special Service Districts-total $583,358,059. This represents an increase of nearly $17 million dollars over the amount expected at the time of the adoption of last year's budget. Of the total amount, General Fund real estate revenues are projected to total $542,046,886. General Fund real estate revenues represents 47% of the total General Fund revenue estimated. Demand for housing in Virginia Beach remains high. Military housing allowances helps boost demand for housing in the City. Foreclosures are well below the peak recessionary high, and are more in line with historical levels. Combined, all of these factors will contribute to the growth in assessments for FY 2018-19.



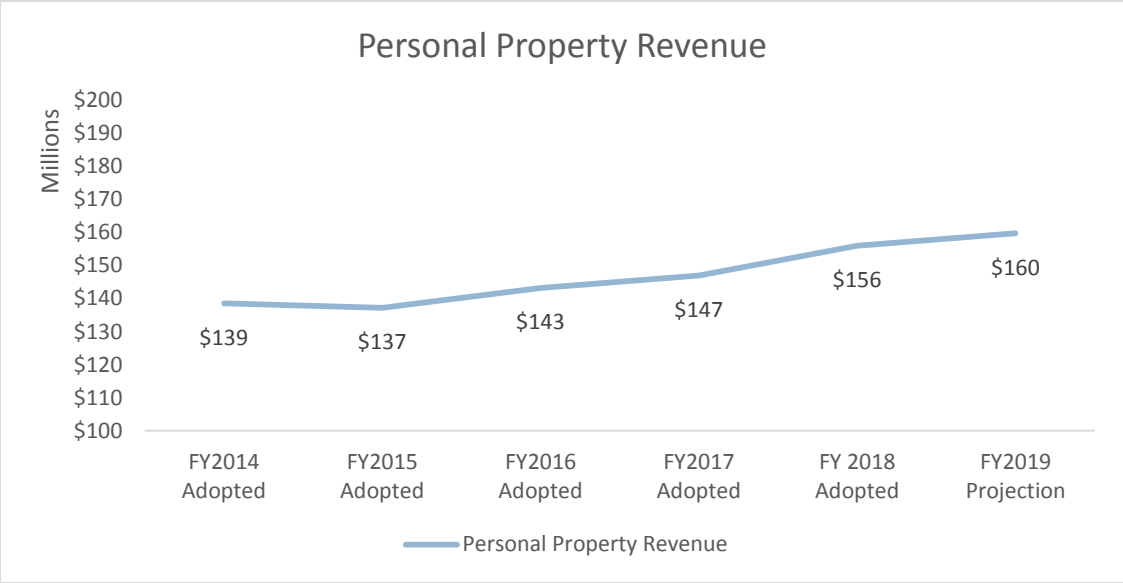

**Personal Property –** This revenue consists of several tax categories, which are each charged at various rates. The largest category is automobile and business personal property which are taxed at a rate of $4.00 per every $100 of assessed value. There is no change from last fiscal year. Among the pieces of personal property that are taxed are vehicles, business personal property, commercial boats, recreational vehicles, mobile homes, and several pleasure and leisure items. Of these, vehicles represent 72% of the personal property assessment tax base. The value of used cars and the level and value of new car sales represent the most important factors for this revenue.

For the past few years, Americans engaged in a sizable wave of new car purchases. In 2016, Americans set a record for buying new cars, and while 2017 came in a bit under the 2016 figures, the total number was still nearly 17 million cars sold. However, industry expectations are that car purchases will slow down in 2018 due to a combination of surplus supply as well new tariffs that may be imposed by the federal government on steel and aluminum. Because of these factors, consumer behavior is anticipated to migrate from buying new vehicles towards acquiring those used

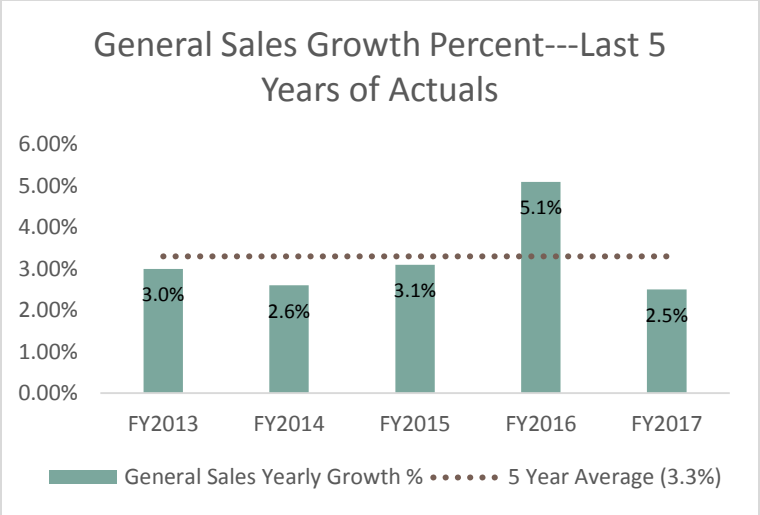
cars on the market that are still in good condition. The impact of this trend, should it occur, will be a reduction in the total growth in the assessment base available to be taxed, which therefore will reduce the total growth in revenue realized from the personal property tax. At present, 25% of the City's vehicle assessment base comes from new vehicles, whereas the remaining 75% are from used cars. Despite the slow-down, sales will continue to be near record numbers, and therefore the City's assessments for vehicles are still expected to rise 1.4%.

Virginia Beach's vehicle personal property recipts come from two sources. The primary source is a flat frozen reimbursement amount determined by the Commonwealth of Virginia. This reimbursement is known as the Personal Property Tax Relief Act or "PPTRA portion." Because this reimbursement is frozen, yet the total assessment base increased, share of the total personal property tax covered by the reimbursement diminished. This budget proposes a State relief percentage of 50.3%, down from 51.1% in FY 2017-18. The other 49.7% is received by the City from the citizens of Virginia Beach through their vehicle personal property tax payment. This is an increase of .8% per every $100 of value for each vehicle from last year. For a resident with an average vehicle value in the City (about $8,200), the adjustment of the relief percentage will result in a $2.50 increase in their personal property tax payment.

Estimated Revenue – Personal property tax is a difficult tax to predict due to the number of variables involved in the revenue's assessment base. Past performance has not always been a good predicator for this revenue. For FY 2018-19, personal property taxes are estimated to be $159,729,356. This includes the 1.7% advancement in the personal property tax base over last year as personal property is a calendar year tax.



**General Sales –** Of the total sales tax paid on any transaction, local governments receive one percent, which is distributed by the state following collection. Sales tax revenues are currently on a positive upwards trajectory, with a stable annual growth of roughly 3%. Expectations for this fiscal year are for more of the same. One potential impact to local sales tax revenue in FY 2018-19 may come from the federal court system. The United States Supreme Court will hear the case of *South Dakota v. Wayfair Inc.,* this April. Should the Court find on behalf of South Dakota, then online retailers will likely be required nationally to collect and remit sales taxes to the state where the purchaser resides. Current laws for the Commonwealth require sales tax to be paid only on purchases from retailers with a physical presence within the state. Such a verdict would mean that an individual in Virginia Beach who orders a good from a company located only in California will pay a sales tax on that purchase. This payment would be sent to the Commonwealth, and ultimately the one percent local share would then forwarded to the City's coffers. The outcome of this case has the potential to increase the City's sales revenue, however such changes will likely impact the revenue for FY 2019-2020 and beyond, rather than the current year.

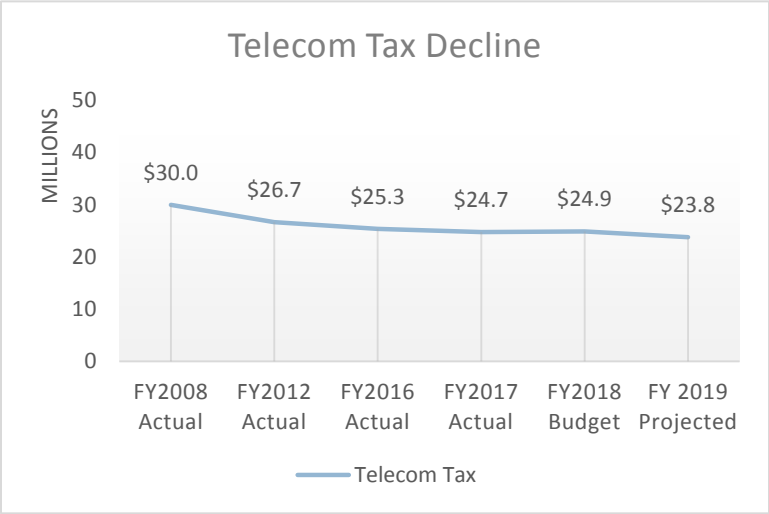



Estimated Revenue - For FY 2018-19, estimated revenue for General Sales is expected to be $66,621,323, or 2.3% higher than the estimate for FY 2017-18. This is below the recent multiyear growth in the General Sales tax. 2.3% represents an additional $1.5 million in revenue for the City.

**Utility Tax -** These taxes apply to electric, gas, and water bills for residential and commercial properties. Historically, this revenue has grown at modest rates. For residential properties, the Code of Virginia limits the tax to 20% of the first $15 of a bill, essentially imposing a flat $3 per monthly tax. As such, growth in this revenue must come from an increase in the number of utility customers. In recent years, the City's population has experienced only minimal gains, thus restricting potential for this revenue to grow. According to Dominion Power, roughly 50% of the City's utility tax is generated by residencies with the remainder coming from commercial activities. The cap for businesses is less stringent than for residential customers, therefore increases in a bill (such as what occurred in January 2018) could impact revenues realized from the commercial sector. That said, these are generally one-time only events, and cannot be counted upon for sustained revenue growth.

Estimated Revenues - For FY 2018-19, estimated revenue for utility taxes is expected to be $25,580,890, which represents a slight decline of 0.7% from the previous year's budget.

**Virginia Telecommunications Tax –** Beginning in 2007, Virginia replaced all local telecommunication and cell phone taxes with a uniform 5% tax, and an additional $0.83 Right-of-Way fee. The taxation applies to satellite TV, Internet phone service, Voice-Over-Internet-Protocol (VOIP), and satellite radio, but not data plans and streaming services. As market demand has shifted in the past ten years from voice to wireless, from



talking to tweeting, and from traditional means of viewing TV to products such as Netflix, Hulu, Amazon Fire, Sling, Roku, various other websites, individual channels, or sports apps, this revenue has begun a permanent decline. Yet despite these changes, efforts to amend the tax in the General Assembly to cover more relevant communication technology has repeatedly gone down to failure. Until such a bill passes, the amount realized from the telecom tax will diminish with each passing year. The City also now counts the cable franchise fee as part of the telecommunications tax revenue. The cable fee is also subject to the same conditions as the rest of the industry: higher annual bills that have been offset, or overpowered by declining subscription rates.

Estimated Revenue - For FY 2018-19, this revenue is projected to reflect recent trends and be $23,756,947, a significant drop of over $1 million from last year's budgeted figure.

**Business Permit and Occupational License Tax (BPOL) –** Cities in Virginia are allowed to charge a permit and license tax known as the BPOL. Businesses pay BPOL tax based on gross receipts. Virginia Beach BPOL rates are flat fees of $40 for businesses under $25,000, $50 for those under $100,000, and a percentage method for receipts above $100,000. In order to boost and sustain new business creation, the City operates an incentive program in which new businesses who exceed the $100,000 threshold pay at the $50 rate for their first two years of operation. Enrollment in this program delays the base growth in this revenue by about $500,000 a year. Even so, this revenue is rising, as new businesses growth arises out of the relatively solid national economic situation.

Estimated Revenue - For FY 2018-19 estimated revenue for BPOL is projected to be $48,669,429. This represents a 4% increase compared to the previous budget, largely driven by the maturation of businesses as they graduate out of the new business incentive program.

**Automobile License Fee –** In FY 2003-04, the City eliminated the physical issuance of decal stickers for vehicles and began collecting these fees through the DMV state registrations program. DMV represents a more comprehensive source for vehicle discovery and offers an added bonus of aiding collection of delinquent fees. For participation within the program, DMV charges the City of Virginia Beach 70 cents per vehicle registered through the program. Since the program's inception, this fee was netted from the revenue remitted to the City post collection. However, DMV informed the City within the last fiscal year that their fee for participation was increasing from 70 cents per vehicle to $3 a month for the first three months of FY 2018-19 and $2 per vehicle for the remaining nine months of the year. The impact of this increase will be fully borne by the City in FY 2018-19.

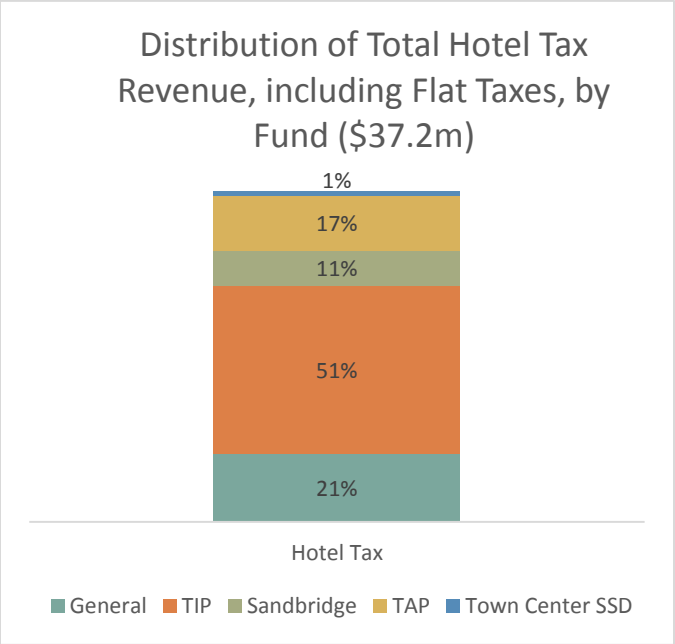
The number of vehicles within the City remains steady with slight overall growth anticipated in FY 2018-19. A decline in this revenue was anticipated in FY 2017-18; however, year to date projections have revenue exceeding adopted budget estimates. Based on this trend, automobile license revenue is projected to be $10,757,313 in FY 2018-19, down .47% from last year.

**Cigarette Tax –** Unsurprisingly, the cigarette tax revenue trend has declined over time. According to the Centers for Disease Control, 25.5% of adults smoked in 1990 compared to 15.1% in 2015. To further hamper this revenue, e-cigarettes are currently not subject to the cigarette tax. Adding to the unpredictability of this revenue is wholesaler behavior. Prior to the implementation of a tax increase, wholesalers appear to make large purchases in order to lock in the previous rates for an extended period. City Council typically adopts rate changes with the budget in mid-May, effective July 1; therefore, wholesalers will typically purchase these stamps in bulk in late May or in June, delaying the realized revenue anticipated from increases in the rate change. In FY 18-19, the cigarette tax will remain at 75 cents per pack.

*For every 1¢, the Cigarette Tax generates just over $150,000*

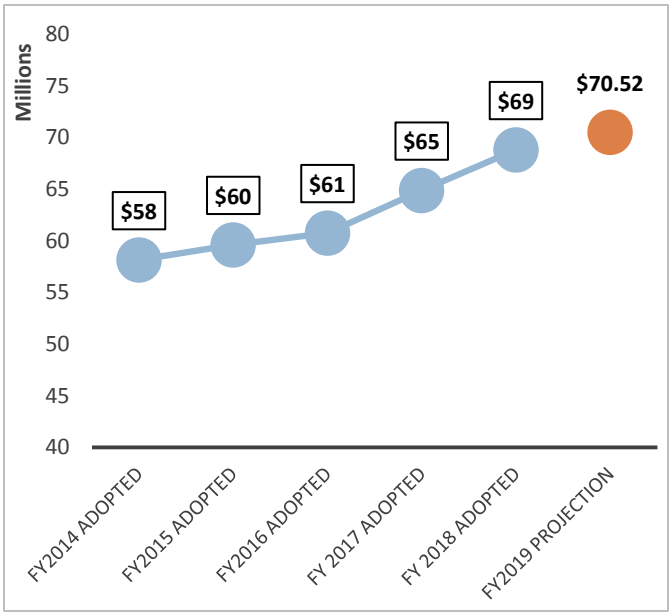
Estimated Revenue - For FY 2018-19, total cigarette tax revenues are projected to be $11,609,814. This represents a decline from the $11,906,906 budgeted last year. A portion of the cigarette tax ($773,988) is earmarked to the Tourism Investment Program Fund, while the rest is General Fund revenue.

**Hotel Tax –** Tourism is a major component of the local economy, and the impact of tourism shows up in the hotel tax. The hotel tax is made up of two distinct revenues: an 8% rate as well two flat taxes of $1 apiece. In turn, the hotel tax is split up and credited to a number of different sources, as the chart on the right depicts. In recent years, the hotel tax has trended upwards by nearly 5% per year, and a record number of visitors stream into Virginia Beach every year. According to the Convention and Visitor's Bureau, the hotel per available room rate is up 2.3% year over year, revenue per available room has surged 10% in the same period, and a record 7.1 million visitors stayed overnight in the City. Meanwhile, the City continues to make numerous investments in facilities, activities, and events intended to drive additional tourism. At the same time, a number of new hotel proposals have been put forward by private developers, including at the Oceanfront, near Town Center, and in the Princess Anne-Landstown corridor. Although these hotels are years away from construction or completion, they signal that hotels are an attractive investment with considerable market demand. As such, it can be expected that this revenue will grow even further in future years. In addition, this budget proposes the reauthorization of the $1 per night flat tax that is scheduled to expire at the end of FY 2017-18, as well as the removal of the five year sunset date historically associated with this flat tax.




Estimated Revenue - Total hotel taxes, including the percent rate and both of the flat taxes, are estimated to be $37,309,175, up 6.6% above the previous year's budget. This is the second year of significant improvements in hotel tax revenue, confirming the Convention and Visitor's Bureau's reports of strong tourism numbers. Of this amount, the General Fund's portion is $7,699,337. For a yearly financial breakdown of the hotel tax by fund, please see the "Dedication of Local Revenues" chart in the Executive Summary.

**Restaurant Meal Tax –** Similar to the hotel tax, the restaurant meal tax has grown by a healthy margin-over 20%-the last five years. Parallel to the situation present in hotels, additional restaurants are regularly conceived and created, so much so that nearly every day, a reader of the *Virginian-Pilot* can read a story full of highlights from another new restaurant in the City. In addition, events such as the twice a year Virginia Beach Restaurant Week also spur people to eat out during non-traditional segments of the year.




Estimated Revenue - For FY 2018-19, meal taxes are expected to break $70 million, 2.5% above the previous year's budget. Of this amount, the General Fund's portion is $44,933,189. For a yearly financial breakdown of the restaurant meal tax by fund, please see the "Dedication of Local Revenues" chart in the Executive Summary.

**Permits, Privilege Fees, and Regulatory Licenses -** This represents a broad range of governmental service permits, privileges, and regulatory licenses. Over the last five years, these revenues have varied greatly, and are

primarily a function of population count, population age, the economy, and real estate/construction industry activities. Departmental input is essential to help determine these revenues.

Estimated Revenue - For FY 2018-19, the estimated overall revenue for Permits, Privilege Fees, and Regulatory Licenses is $6,184,817, which represents 3.4% increase from last year's estimate. Of this total, the General Fund receives $5,633,663, growth of 1.8% from a year ago.

**Fines and Forfeitures -** This represents local government applied fines and forfeitures, with the two primary revenues being Court Fines and Red Light Camera Violations. Both are designed to change individual behavior. Projections are based on historical trends, however a change in the vendor used by the City caused the Red Light Camera Program to be off-line in multiple locations for parts of last year.

Estimated Revenue - For FY 2018-19, the estimated overall revenue for Fines and Forfeitures is $6,290,086. This represents a 3.1% decrease from last year's estimate and primarily reflects a reduction in court caseloads as well as the one-time issues associated with the change in Red Light Camera vendors. Of this total, the General Fund receives $5,546,186, a 4.4% reduction ($254,470) from a year ago.

**Revenue from the Use of Money and Property -** This represents a broad range of financial and physical resource revenues, but is particularly related to interest on bank deposits and use of City property. Because interest rates have been near historic lows for an extended period of time, this revenue source has diminished over the long-run.

Estimated Revenue - For FY 2018-19, the estimated overall revenue for Use of Money and Property is $12,712,710, a 19% increase from last year's estimate. This primarily reflects a modest but sustained increase in interest earnings, a trend expected to continue throughout calendar year 2018. Of this total, the General Fund receives $7,792,610, a 29% jump from a year ago.

**Charges for Services -** This represents a broad range of revenues offsetting the cost of delivering services and programs. Most of these revenue estimates were historically trended, discussed with departments, and calculated using the prevailing rate.

Estimated Revenue - For FY 2018-19, the estimated overall revenue for Charges for Services is $336,299,004, an increase of 1.2% when compared to last year's budget. Excluding internal service funds, the net total for Charges for Services is $282,067,169. Of this total, the General Fund receives $39,598,917, which was down $1.2 million, or 2.9%, compared to last year. This is because most charges for services are related to Enterprise Fund fee collections.

**State and Federal Revenue –** Estimates for these revenues are based on historical trends, General Assembly budget proposals, gubernatorial recommendations, and the state of Congress. Because state and federal budgetary timelines do not align with the local fiscal cycle, budgets are based upon "as is" or conditions that can be anticipated with some degree of confidence. Typically, the state and especially the federal government have had disputes which prolong the budget beyond the time frame in which the City must present its budget. The majority of the overall state and federal revenue received by the City goes directly to non-General Fund funds to support funds covering topics such as education or housing.

General Fund Estimated State and Federal Revenues – In FY 2018-19, State revenues in the General Fund totals $104,193,305 (up 1.3%) while Federal revenues in the General Fund amount to $22,634,684 (up 9.1%).

**Summary of Total General Fund Revenues** - Total General Fund revenue for the City of Virginia Beach is expected to be $1,156,895,897, which is 2% higher than last year's total adopted revenue of $1,134,431,388.

## Special Revenue Funds

This section highlights the major Special Revenue Funds:

**Schools/Education –** In Virginia Beach, the Public School system depends on the City for funding. The following City funds comprise the total School operations: School Operating; Green Run Collegiate Charter School; School Vending Operations; School Grants; School Textbook; School Athletic; School Cafeteria; School Reserve; School Instructional Technology; School Equipment Replacement; School Communication Tower Technology; School Risk Management; and City and School Health Insurance. In total, nearly half of the School's total budget comes from local sources. The remainder comes from the Federal and State levels.

The non-local revenue estimates for these funds are provided by the School administration and by the State, and are based on information received from state and federal agencies at the time of the preparation of the budget. Federal revenues for the school system primarily consist of impact funds. The two major impact funds for the Virginia Beach Schools are for the cost of educating military children, and money for the free and reduced lunch program.

State funds are allocated based on a two-part formula adopted by the General Assembly. The first part is known as the Standards of Quality (SOQ), and is used to determine the number of teachers required by each school system, funded at an average salary figure. The second part is known as the Local Ability to Pay Composite Index, and this index is used to determine the funding breakdown between the State and localities. Under the index, wealthy communities receive less State aid while less-wealthy communities receive more, and the City is responsible for the amount required beyond what the state provides. Certain additional State funds are also distributed for specific courses or activities. Examples include transportation, vocational education, special education, and technology. The State Shared Sales Tax (1.125% of the state sales tax) is returned by the Commonwealth to localities exclusively for public education and is distributed based on the number of school age persons in each locality.

For FY 2018-19, the City's total contribution-including for operations and for debt service-is $265 million, or about 150%, above the minimum amount required by the State. The City funds this additional amount two ways.

The first is through a City-School Revenue Sharing Formula. This formula is calculated on the following basis:

- Fund 100% of Required Local SOQ Match
- Fund above the SOQ Match: After subtracting the local SOQ match, 34.11% of all of the remaining total non-dedicated local tax revenues in the City is earmarked to the School system. This is done before any money is even allocated to the General Fund or any other non-dedicated City obligation.

The second way the School system receives money from the City is through a portion of the dedicated local tax revenues, specifically from the real estate tax. This amount is displayed in the table earlier in this *Revenues* section under the sub-section "Dedication of Other Local Taxes and Real Estate Taxes for Specific Purposes."

Estimated revenue for these funds is expected to increase by 2.1% compared with last year's estimate, excluding Internal Service Funds and the School Reserve Special Revenue Fund. In total, the local City revenue will increase by 2.0%.

**Housing -** The following funds comprise the majority of the housing operations for FY 2018-19: State Rental Assistance, Grants Consolidated, Community Development Special Revenue, CD Loan and Grant, Federal Housing Assistance Grant, and Federal Section 8 Programs. Revenue estimates for these funds are provided by the Department of Housing and Neighborhood Preservation and are based on information received from State and Federal agencies at the time of the preparation of the budget. Federal funds are received both directly through the Department of Housing and Urban Development (HUD) and indirectly through the Commonwealth. Local funds are allocated to offset administrative costs for certain salary and fringe benefits, rental of office space, and utility costs.

Estimated revenue for these funds is expected to be 2.0%, or just over a half-million dollars, higher than last year's estimate for FY 2017-18. Federal revenue for Section 8 Programs is anticipated to be higher, which offsets a decline in state aid.

**Parks and Recreation Special Revenue Fund** - The Parks and Recreation Special Revenue Fund comprise the majority of operations for the Parks and Recreation Department. Funding is derived from user fees, charges for the use of Parks and Recreation facilities and sponsored activities, a dedicated portion of the real estate tax (which can be founded in the table "Dedication of Other Local Taxes and Real Estate Taxes for Specific Purposes,") to support recreation center operations, and additional support from the General Fund to support park operations.

Estimated revenue for FY 2018-19 is expected to increase 0.8% when compared to last year's estimate. This increase reflects the increase in overall real estate taxes as well as several fee increases that are proposed for FY 2018-19. Additional information can be found within the Parks & Recreation Department write-up and on the "Summary of Fee & Tax Adjustments" table in the Executive Summary.

**Sheriff Department Special Revenue Fund -** Care and custody of persons placed in the Virginia Beach Correctional Center by the courts comes from all three levels of government. The Federal reimbursement is specifically related to a contractual arrangement between the City and the Federal government to house Federal prisoners when necessary.

Estimated revenue is expected to be 2.0%, or $1 million, higher in FY 2018-19 than last year's estimate. State revenue is anticipated to increase by 3.2%, while City funding will increase by 2.5%.

**Tourism Investment Program Fund –** The Tourism Investment Program (TIP) receives dedicated revenue streams to fund tourism and other economic developed related capital projects. Revenues in this fund are primarily generated from 5% of the hotel tax, 1.06% of the meal tax, 5 cents per pack of the cigarette tax, and 100% of the amusement (10% admissions and 5% participatory) tax.

Estimated revenue for FY 2018-19 is expected to increase by 6.0%, or over $2 million, when compared with the current year's revenue estimate. This reflects solid growth in most of the revenues that make up the TIP fund, especially the Hotel Tax.

**Tourism Advertising Program Fund -** The Tourism Advertising Program (TAP) generates revenue for increased tourism advertising. This program is funded through a $1 flat tax charge per hotel room night, a 0.5% tax on restaurant meals, and 1¢ of the hotel tax.

Estimated revenue is expected to increase in FY 2018-19 by 4.2%, or about $500,000, from last year's estimate.

**Agricultural Reserve Program Fund (ARP)** - This program is designed to promote and encourage the preservation of farmland in the rural southern portion of the City by means that are voluntary rather than regulatory. Revenue is derived from a dedication of 0.90¢ (nine tenths of one cent) of the City's real estate tax revenue, which is unchanged from a year ago. For a complete history of the ARP's dedication over time, please see the table "Dedication of Other Local Taxes and Real Estate Taxes for Specific Purposes" earlier in the Revenue section.

**Estimated revenue** for the ARP will increase this fiscal year, largely due to an agreement to use nearly $1 million of the ARP's Specific Fund Reserves for a transfer to the Storm Water section of the City's CIP.

**Tax Increment Financing Funds** - The Code of Virginia (Sect 58.1-3245 – 3245.5) authorizes the use of Tax Incremental Financing (TIF), which can serve as a means of financing the cost of public improvement in an area. The financing of a TIF works as follows: for the geographical area covered by the TIF, current real estate assessments are frozen; therefore any subsequent increases in real estate taxes derived from increases in assessments are earmarked to a fund used to support public improvements in that area. TIFs are often set for predetermined limits, usually associated with the cost of these improvements. All TIF related revenues are excluded from the City/School Revenue Sharing Formula. The City has established the following TIFs:

- Sandbridge- The Sandbridge area, which is an important real estate and aesthetic asset of the City, has long battled sand erosion. Over the years, the City has pursued a multi-front strategy for funding sand replenishment: seeking Federal funds, appropriating local funds, and establishing the Sandbridge Special Services Tax District. The

establishment of this TIF is another method to ensure stability within this area. Revenues collected in the Sandbridge TIF are designed to fund future costs for sand replenishment. Surplus funds, above and beyond those necessary for a renourishment project, are used to finance various Sandbridge related projects in the CIP. The Sandbridge TIF's revenue will increase 1% in this fiscal year to a total of $10,352,612.

- Central Business District-South TIF (Town Center)- Town Center is associated with a public-private partnership to develop a high-rise office, hotel, and retail complex in the Pembroke area of the City. These revenues fund debt service costs associated with the construction of public parking at this facility. The CBD-South TIF's revenue will increase by 4.8% this fiscal year to a total of $8,343,269.

**Open Space & Park Infrastructure Development & Maintenance Special Revenue Fund -** This fund (which was renamed in FY 2017-18) provides funding for the preservation of property as identified by the Parks & Recreation Department in an Outdoor Plan/Open Space initiative. This plan calls for the preservation of 5% of the City's land for parks, trails, or natural vistas. The source of funding for this plan includes a 0.44% (forty four hundredths of one percent) dedication of the Restaurant Meal tax and the use of fund balance, when necessary.

Estimated revenue is expected to increase 2.5% to $5,629,899 in FY 2018-19.

## Enterprise/Utility Funds

**Water and Sewer -** The Water and Sewer Fund operates as a self-supporting enterprise fund. All operating and debt service costs are financed/recovered primarily through user charges. Historically, major sources of revenue for operation of the water and sewer system include: Sale of Water; Water Service Charges; Sewer Charges; Interest on Bank Deposits; Sewer Main Extensions; and Sewer Line Fees.

Estimated revenue is expected to increase by 4.4% to a total of $131,514,923 in FY 2018-19 when compared with the current year's budget. There is no rate change for FY 2018-19.

**Storm Water Utility Enterprise Fund -** This fund is self-supported through two charges for services, which are billed by the utility to owners of developed properties within the City. These charges are dependent upon the amount of impervious surface at each property generating storm water run-off. To address the storm water flood control needs and mandated regulations, City Council previously adopted a five year plan to increase the daily Storm Water Equivalent Residential Unit (ERU) rate by 2.5-cents each year through FY 2021-22. In FY 2018-19, this plan was suspended. Therefore, rather than increasing to 48.3 cents per day, the ERU will remain 45.8 cents per day in FY 2018-19. This phased increase is anticipated to resume next year, and will continue to FY 2022-23 instead of ending in FY 2021-22.

Estimated revenue is expected to increase by 1.1%, or $450,000 in FY 2018-19 over the current year's budget. The driver of this increase is additional payments due to real estate growth and development.

**Parking Enterprise Fund -** This fund is self-supported from revenues generated through the operations of the Parking Systems Management Office. Parking lots are operated at the Oceanfront and at Sandbridge, meters are installed along certain streets at the Oceanfront, and the City operates garages at 9th Street, 25th Street, and 31st Street at the Oceanfront. In addition, the Parking Office oversees the contract for the management of the Town Center garages and is involved with the structural engineering contract for all of the garages.

Estimated revenue is expected to increase by 1.8% from last year's estimate due to additional revenue collection, particularly at parking meters.

**Waste Management Enterprise Fund** – The Waste Management Fund is a new fund which continues to progress towards sustainability. Mainly supported from charges for service in relation to waste and refuse collection, FY 2017-2018 marked the last year that the Waste Management Fund received assistance from the General Fund. The purpose of this assistance was to assume the cost of City's annual payment to the Southeastern Public Service Authority (SPSA) for the use of their facilities, which was done while the Waste Management Fund built up its fund balance. As a result,

the estimated revenue for the Waste Management Fund will be down 9.5% from last year due to the ending of $5.7 million of General Fund transfers. In its place, the Waste Management Fund will receive a one-time recapitalization transfer of almost $1.5 million from the Tourism Investment Program (TIP) fund. The additional resources allocated from the TIP Fund will allow the Waste Management Fund to continue to purchase an adequate level of replacement capital for its operations.

The total revenue for the Waste Management Fund is expected to be $36,657,766 for FY 2018-19.

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Budget and Management Services** | | | | |
| Economist | Funding is requested for an economist / financial analyst to measure potential direct and indirect impacts of any particular economic development proposal. Acting as a neutral score-keeper, this economist / financial analyst would help provide a portion of the analysis needed to assist decision-makers in their navigation and evaluation of vital economic development proposals. | Above Current | 89,917 | 1.00 |
| | Total Budget and Management Services | | **89,917** | **1.00** |
| **Courts and Courts' Support** | | | | |
| Salary Supplements | This funding would provide a 15% stipend / salary supplement for the judicial employees of the Juvenile and Domestic Relations Court to offset the extremely low salaries provided by the Commonwealth of Virginia. Due to the increasing cost of living, as well as the demanding workload, this Court has endured a high turnover rate, which hinders the public from being served in an efficient and proper manner. | Above Current | 207,000 | 0.00 |
| Pre and Post Dispositional Services | This funding would provide for the payment of court ordered services for juvenile offenders which includes group homes, counseling, and GPS tracking among others. | Current | 67,504 | 0.00 |
| | Total Courts and Courts' Support | | **274,504** | **0.00** |
| **Department of Aquarium and Museums** | | | | |
| World War II Exhibit at Francis Land House | Funding is requested to reinterpret the Francis Land House as a 1940's farmhouse during World War II. This request would showcase life on the home front during World War II, the role of Princess Anne County's agriculture to the war effort, and would feature the German presence on land and water in Hampton Roads. | Above Current | 55,000 | 0.00 |
| | Total Department of Aquarium and Museums | | **55,000** | **0.00** |
| **Economic Development** | | | | |
| Target Industry Study | This proposal would fund a comprehensive target market assessment of Virginia Beach and its influencing factors. This assessment would perform a SWOT analysis along with other applicable analyses so that the resources of the Economic Development department are targeted to the appropriate efforts. The last comprehensive study was done in 2007 and best practices suggest a target market assessment be completed at least every 10 years. | Above Current | 150,000 | 0.00 |
| ViBe District Creative Business Matching Grant Program | This funding would create a matching grant program to help provide support to small, locally owned businesses located within the ViBe Creative District. The grants would provide financial support to businesses looking to locate or expand within the ViBe Creative District and would support building repairs or improvements, equipment to expand or modernize business (to include technology or operational needs), and facade Improvements. | Above Current | 100,000 | 0.00 |
| Small Business Assistance | This proposal would allow Economic Development to strengthen the resources and support provided to local, small business through an assistance program. The program will feature a new small business education series featuring national industry leaders, an expanded local marketing and awareness campaign, development of new virtual tools to encourage small business growth, and one-on-one services focusing on innovation and evolution. | Above Current | 100,000 | 0.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Economic Development** | | | | |
| | Total Economic Development | | **350,000** | **0.00** |
| **Emergency Medical Services** | | | | |
| Community Paramedic Program | Funds two additional Paramedics to assist with the startup for the Community Paramedic program beginning in FY 2018-19. These personnel would be responsible for developing the Community Paramedic initiative and implementing various components. This program differs from standard EMS activities in that the response to patient need is proactive instead of reactive. | Above Current | 198,780 | 2.00 |
| EMS Volunteer Recruiting and Training Van | Funding is requested to purchase a high visibility van for transporting members to training and special events and also advertising EMS as a recruitment strategy. The vehicle would be a 12 seat van, wrapped in recruiting graphics with 6-LED scene flood lights for nighttime display area affixed to rear and sides. | Above Current | 40,693 | 0.00 |
| Enhanced Shoulder Season Lifeguard Coverage | Funding is requested for a 0.75 FTE seasonal part time Beach Lifeguard and a 0.75 FTE seasonal part time Beach Lifeguard Supervisor for Sandbridge and the Oceanfront throughout shoulder tourist season. The City's efforts to market itself as a year round destination, high water temperatures during shoulder seasons, and development in the Sandbridge area have led to an increase in the amount of residents and visitors using the beaches during these times. This would also fund a $25k addendum to the Oceanfront VBLS contract. | Above Current | 73,032 | 1.50 |
| | Total Emergency Medical Services | | **312,505** | **3.50** |
| **Finance** | | | | |
| ERP System Support | This proposal would fund a Financial Analyst position that would provide support and services to the current ERP systems in the areas of accounts receivable and financial project portfolio management. A number of operations have smaller accounts receivable efforts that are not automated which requires manual spreadsheet processes to complete billings and track receivables. This position would help automate the systems and be responsible for implementing the financial project portfolio management effort. | Above Current | 97,047 | 1.00 |
| Financial Analyst for ERP System | This request would fund a financial analyst position to provide support to three of the new ERP system's areas including accounts receivable, financial project portfolio management, and time and scheduling. | Above Current | 97,047 | 1.00 |
| Accounting Support for Neighborhood Dredging and Flood Control Projects | This proposal would fund a new Accountant III FTE to support the timely and accurate accounting for neighborhood dredging and flood control projects. There are seven Neighborhood Dredging Special Service Districts (SSDs) containing 872 citizen accounts, which require extensive accounting support including ensuring citizen receipts are deposited and balancing multiple funding sources. This position would also provide accounting support for infrastructure expenditures associated with flood control capital projects. | Above Current | 85,383 | 1.00 |
| | Total Finance | | **279,477** | **3.00** |
| **Fire** | | | | |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Fire** | | | | |
| Four Person Staffing | This proposal would provide funding for additional firefighters to continue implementing the Fire Department's four person staffing initiative at Plaza (Engine 16) and Haygood (Engine 2). The Fire Department's Strategic Plan outlines the need and reasoning to implement four-person staffing incrementally. Increasing staffing to four will make the individual engine companies 25-30% more efficient over a three person staffed engine. Additionally, when a four person company is tasked with driving an ambulance to the hospital, that company can remain available for service in their respective district with three personnel. | Above Current | 560,650 | 8.00 |
| Resource Management Captain | This request would fund an additional captain position for the Fire Department's Resource Management Bureau. This position would be responsible for contract negotiations, equipment and supplies procurement, total asset inventory, and overseeing daily deliveries. | Above Current | 78,797 | 1.00 |
| Operational Battalion Chief Vehicle | Funding is requested for an additional reserve unit to help ensure the command fleet of five on duty Battalion Officers remains in service. With the addition of the 5th Battalion Chief in FY 2017-18 and the current status of only one reserve unit for five Battalion Officers, service gaps occur when command units are placed out of service for repair or general maintenance. The current fleet of operational battalion chief command vehicles is aging and out of service time is increasing. Incremental replacement of the front line units will result in a more reliable fleet with less down time. | Above Current | 101,249 | 0.00 |
| Duty Shift Commander Vehicle | This proposal would fund a vehicle for use as front-line response unit for the Duty Shift Commander. The commander is responsible for managing both large and small scale emergency incidents and essential administrative duties. This unit will provide a vehicle for the back-fill officer to operate from when the assigned Duty Chief is off duty. A 4WD platform is required to provide for a more stable unit during inclement weather. | Above Current | 65,000 | 0.00 |
| | Total Fire | | **805,696** | **9.00** |
| **Housing and Neighborhood Preservation** | | | | |
| Conversion of Contracted Manpower | This request would fund the conversion of a contractual Housing Construction Specialist II to the equivalent City FTE. | Above Current | 59,964 | 1.00 |
| Housing Investment Fund/Matching and Gap Funding | This proposal would reserve $250k for the initial seed funding for a Housing Investment Fund. The fund would be used to match, gap-fill, or supplement other sources to provide financing for owner-occupied rehabilitation. This directly supports City Council's goal of neighborhood revitalization by rehabilitating aging housing and assisting with disaster recovery and hazard mitigation. | Above Current | 255,875 | 1.00 |
| | Total Housing and Neighborhood Preservation | | **315,839** | **2.00** |
| **Human Resources** | | | | |
| Administrative Specialist | Funding is requested for an Administrative Specialist to assist in recruitment efforts and help with Member Communications projects. Responsibilities would include; developing a social media presence, creating recruitment videos, updating and maintaining the employment page of VBgov, and writing articles for the BEAM. | Above Current | 65,397 | 1.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Human Resources** | | | | |
| Business Application Specialist | Funding is requested for a Business Application Specialist dedicated to overseeing Taleo's recruiting, learning, and on-boarding modules. This position would be responsible for training others on how to use the systems and for monitoring service requests when the program malfunctions. | Above Current | 78,156 | 1.00 |
| Recruitment Program | Funding is requested for a comprehensive recruitment program for the City to consistently apply efforts in areas for which there is the greatest need (engineering, nursing, technical, trades, police, ECCS). Funding would allow Human Resources to work with departments to prioritize and coordinate participation in job fairs, exploring new mediums to present the City as an employer of choice, and establish intern and summer work programs to provide a pipeline of talent in years to come. | Above Current | 30,000 | 0.00 |
| Working Conditions Project | Funding is requested to update job descriptions to mirror actual job duties for each position. Human Resources and the City Attorney's office have identified a need for a comprehensive review of all city positions because of the evolution of federal regulations in relation to employee rights under the American with Disabilities Act, OSHA, and employment law. Working conditions specifically refer to the physical, mental and environmental factors related to each position. | Above Current | 144,384 | 0.00 |
| Training Room Replacements and Upgrades | Funding is requested to improve the training room in building 19. Funding would replace projectors, WiFi, sound systems, and crestron panels. It would also provide for interactive touch screens, digital signage, and mobile white boards. | Above Current | 115,000 | 0.00 |
| Industrial Hygienist | Funding is requested for an FTE to serve as an industrial hygienist for the City. This position would be responsible for the management of confined spaces, ergonomics and hazardous work environments. They would oversee Industrial Health engagement, instruction of affected workforce and management of the numerous compliance programs; provide oversight for the changing standards for chemical hygiene, bio-aerosols, compliance with OSHA hazard communication and right-to-know standards, and vigilance with regulatory agencies monitoring impacts. | Above Current | 85,437 | 1.00 |
| | Total Human Resources | | **518,374** | **3.00** |
| **Human Services** | | | | |
| Additional Staffing for Housing Resource Center (HRC) | Funding is requested for one clinician, two Family Support Specialist II, one Family Support Specialist III, and an Administrative Assistant, as well as associated operating expenses to support the Housing Resource Center. | Above Current | 361,428 | 5.00 |
| Pathways Program Redesign - Final Phase | Funding is requested for a Psychiatrist, three Registered Nurses, and four City Clinician II positions to provide safe and effective medical care for individuals seeking crisis stabilization and detoxification services. These positions would also be able to accept individuals under Temporary Detaining Orders as required in the DBHDS Performance Contract with Virginia Beach CSB. | Above Current | 913,562 | 8.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Human Services** | | | | |
| Same Day Access | This funding would add one City Clinician III and convert one contracted manpower Registered Nurse and one contracted manpower Licensed Practical Nurse to equivalent City positions. This would enhance intake and provide for more rapid access in the Adult Outpatient Services as part of the DBHDS "same day" access initiative. The request also includes one-time funds of $6,159 for a computer and furniture set. | Above Current | 251,960 | 3.00 |
| Records Management | This funding would implement Laserfiche records scanning and organization through the department. The annual, on-going subscription cost of this application would be $35,000. | Above Current | 150,000 | 0.00 |
| After-Hours CPS Response Team | This request would add three Family Service Specialist II FTEs and one Human Services Supervisor I FTE to establish an after-hours response team within Child Protective Services (CPS). This team would cover overnight and weekend CPS calls and be housed with Police or 311 for rapid, joint responses to distress calls from families and the community that involve child safety issues. This request includes one-time funds of $24,636 for four computers and furniture sets. | Above Current | 312,276 | 4.00 |
| CSA Support | This request would fund one City Administrative Analyst and one City Administrative Technician to support the Children's Services Act (CSA) for At-Risk Youth program. The analyst would be responsible for data collection, reporting, and performance monitoring. The technician would support CSA personnel and the Family Assessment and Planning Team, which is a multi-disciplinary team that considers the needs and strengths of youths and families, identifies and reviews the service plans, and makes recommendations to ensure that the plan addresses the family's needs and builds on their strengths. Request includes a $12,318 in one-time funds to purchase two computers and furniture sets. | Above Current | 131,191 | 2.00 |
| Service Delivery Improvements | This request would fund consultants to provide training in the areas of departmental customer service interfacing, national best practices for Community Services Board (CSB) service delivery and rapid access intake, and implementation of a solution-based case management system in Child Welfare. This request includes one-time funding of $200,000 for Solution-Based Case Management implementation. | Above Current | 325,000 | 0.00 |
| Witchduck Annex building improvements | This funding would renovate a vacated dental office in the Witchduck Annex to accommodate APS staff, and update exterior security cameras to eliminate blindspots and improve safety for employees and clients. | Above Current | 60,207 | 0.00 |
| CHKD | This request would fund one Clinician II position to support Children's Hospital of the King's Daughters (CHKD) services, and support enhanced care coordination with a CHKD-employed Care Coordinator. | Above Current | 47,266 | 0.00 |
| | Total Human Services | | **2,552,890** | **22.00** |

**Information Technology**

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Information Technology** | | | | |
| Consultant to FTE Conversion (Enterprise Software) | This funding would convert a full-time consultant (FTC) to full-time employee (FTE) to decrease the City's cost burden and provide savings that could be applied to additional resources needed to address demand shortfalls. The software engineer position would support the Public Utilities department and be responsible for managing ongoing initiatives, database development, software development, technical analysis and routine maintenance. | Above Current | 469 | 1.00 |
| Dynamic Graphing Software | This request for dynamic graphing software would enable automated network mapping to capture network changes as they occur. The current process requires engineers to manually audit and document all changes to the network environment. This would raise the level of accuracy of network documentation and allow for quicker engineering design documentation and troubleshooting. Keeping accurate network design documents is critical to all ongoing and upcoming projects including NGN and network modernization. | Above Current | 100,000 | 0.00 |
| Technology Consultant Support for ServiceNow Implementation and Support | This request would fund technical assistance from a certified third party partner to assist with the configuration, upgrade, management, and support of the ServiceNow application. This application would be used by all city employees to report issues with IT systems or services, and by IT to track and resolve internal issues. These services would be utilized on an as needed basis to add new features, improve workflows, or resolve issues with the system that cannot be fixed with internal resources. | Above Current | 107,000 | 0.00 |
| Enterprise Licensing for ESRI Mapping Application | This request would purchase enterprise GIS licenses, with the highest level of capabilities, to support an additional 1,870 GIS and business system users. Currently the city has 150 licensed users and additional licenses are acquired in an ad hoc manner with costs of either $200 or $400. Moving to an enterprise license model would grant GIS access to field based employees from the Public Safety agencies to enable field editing of GIS data layers, live updates of GIS data, and expanded use of departmental GIS dashboards and GIS mapping applications. | Above Current | 233,000 | 0.00 |
| IT Planimetric Data Capture | This request would fund an update to the images from which the base maps (Planimetrics) are derived and distributed, and maintain the recommended five year capture lifecycle. Orthophotos and Planimetric features serve as the base layer for all GIS mapping applications. The last Ortho and Planimetric captures were completed in 2013. This purchase would also include Change Finder software which would automatically detect changes to the size and/or shape of buildings and swimming pools which is useful for finding taxable assets that are overlooked during the permitting process. | Above Current | 448,000 | 0.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Information Technology** | | | | |
| Public Infrastructure Community of Interest | This funding would add 6 FTEs to support Public Works and Public Utilities which are in need of additional IT assistance to properly implement changes to improve service delivery and to provide day-to-day ongoing support. This request would mirror the support models used within Public Safety and HR / Finance. Public Infrastructure operates a portfolio of over 140 applications; 15 of which have technical issues that need to be addressed and 7 of which need to be replaced or retried due to security risks from outdated infrastructure. These departments also require additional IT staff attention to support their mobile workforce in field operations and customer service. | Above Current | 600,615 | 6.00 |
| Network Monitoring and Network Assessment | This proposal would fund a third party to monitor network sensors during the hours when the Infosec office is not operational (6 PM to 7 AM). Having continuous network monitoring will protect the City from threats and weaknesses at all hours of the day while also providing rapid response whenever necessary. | Above Current | 150,000 | 0.00 |
| Log Management | This request would fund an increase to the log management system's licensing to accommodate new networks added to IT's infrastructure. IT has assumed responsibility of the Sheriff's IT infrastructure and has added a new Integrated Public Safety system to the network. Both of these new systems add many new servers, networks, firewalls, and users to the existing city network. | Above Current | 95,000 | 0.00 |
| Managed Awareness Training | This request would fund a third party organization to deliver web-based information security training to the organization as a part of the City's required annual security awareness training for all members. The third party would be responsible for updating the training to take into account changes in hacker and malicious activity. | Above Current | 26,000 | 0.00 |
| Enterprise Collaboration Modernization | This funding would develop an enterprise collaboration solution for meeting spaces across the City that is flexible, supports multiple platforms, cost effective, and user friendly. A majority of meeting spaces across the City have a limited level of content sharing and face-to-face capabilities. A carefully selected and well executed collaboration solution for the enterprise would reduce travel time and enhance productivity. | Above Current | 2,781,250 | 0.00 |
| | Total Information Technology | | **4,541,334** | **7.00** |
| **Library** | | | | |
| Convert PT Library Program Specialist to FT | Funding is requested to convert six current part time Library Program Specialists to six full time Library Program Specialists to address service gaps, lead to innovative library service, and support a number of key city priorities. The positions would continue to align to strategic priorities and provide full time support to programs and services delivered to the youth, teen and adult populations. | Above Current | 302,130 | 6.00 |
| Convert Part-time Account Clerk I to Full-Time | Funding is requested to convert a part-time Account Clerk I position, into a full-time position. This position would support the budget and finance unit of the Library. Tasks would include providing branch support and implementing quarterly audits in library branches on the morning reconciliation and petty cash funds. | Above Current | 37,535 | 1.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Library** | | | | |
| Convert PT Administrative Technician to FT Administrative Technician | Funding is requested to convert a part-time administrative technician position to a full time position in order to better inform residents about the library programs, services and collections available. The marketing and communication team supports all facets of the library's strategic plan by increasing awareness of the department's initiatives and activities among Virginia Beach residents, community partners and other key stakeholders. | Above Current | 50,355 | 1.00 |
| Early Literacy Outreach Programming Specialist & Materials | Funding is requested for one Library Programming Specialist and related supplies to deliver strategically-aligned outreach services to young children and their caregivers throughout Virginia Beach, primarily through outreach visits to area preschools. This position would support City strategic initiatives by presenting skill-based, Every Child Ready to Read story times to children ages 0-5, providing teacher training at school sites, presenting parent trainings at WIC offices, and delivering quality library books and other curriculum support materials to child care centers. | Above Current | 90,355 | 1.00 |
| Teen Librarian | Funding is requested for a Teen Librarian to serve the southern area of the City including citizens living in the Princess Anne, Pungo/Blackwater, and Joint Use Library service areas. This position would partner with schools to provide library cards to teens, provide after-hours programming at school locations for middle and high schools, and instruct classes on library resources to teachers and students. | Above Current | 62,686 | 1.00 |
| | Total Library | | **543,061** | **10.00** |
| **Non-Departmental** | | | | |
| Tuition Reimbursement Increase | Funding is requested to increase the Tuition Reimbursement program funding from $350,000 to $400,000 with the goal of eventually restoring the program to its previous funding level of $450,000. | Above Current | 50,000 | 0.00 |
| | Total Non-Departmental | | **50,000** | **0.00** |
| **Planning and Community Development** | | | | |
| Zoning Code Inspectors - Short Term Rental | This proposal would fund four code inspectors to provide the zoning office with the man-power needed to effectively enforce short-term rentals, while enforcing current zoning ordinances and providing quality service to citizens. | Above Current | 292,422 | 4.00 |
| Zoning Planning Technician I | This request would fund a Zoning Planning Technician I that would work directly with the Zoning Administrator to prepare a variety of documents, as well as coordinate activity within the Zoning Division. The position would provide valuable research and input into difficult land use decisions and assist in a wide-range of tasks needed by the Zoning Administrator. | Above Current | 54,095 | 1.00 |
| Planner II - SGA Urban Design/Neighborhood Plans | This request would fund a Designer I/II to provide critical project support for issues related to urban design, transportation, land use planning and other development initiatives. The designer will assist the Strategic Growth Office by developing maps, plans exhibits, building massings, and data analysis while also preparing cost estimates, detailed written reports, meeting summaries, and briefings related to planning and development. | Above Current | 82,373 | 1.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Planning and Community Development** | | | | |
| Code (Plumbing) Inspector I | This request would fund a Code (Plumbing) Inspector I that would perform inspections of commercial and residential plumbing installations, cross connection devices, residential gas systems, and private on-site utility installations. The Uniform Statewide Building Code (USBC) requires that inspections be completed within 48 hours of requests and currently inspectors are often working extra hours to meet inspection deadlines. | Above Current | 88,408 | 1.00 |
| Plan Review Customer Service | This request would fund a Planning Technician II position that would assist customers at the Permits and Inspections counter with plan review submittals and issuing pre-approved commercial permit applications, residential home permits from approved model plans, and building permits that require minimal code review. The position would address administrative functions currently handled by plans examiners such as processing resubmittals, modifications, and requests for temporary occupancy. | Above Current | 62,284 | 1.00 |
| Cavalier Hotel Easement Management | This request would fund a comprehensive photographic record of all of the exterior facades and green space of the Cavalier Hotel to establish baseline documentation to ensure compliance with the Green Space and Preservation easements. The City holds these easements in perpetuity and is responsible for ensuring Cavalier's compliance with them after entering into agreements with Cavalier Associates, LLC as part of an incentive package to ensure the preservation and rehabilitation of the historic Cavalier Hotel. | Above Current | 33,000 | 0.00 |
| Autonomous Vehicle Shuttle Implementation | This proposal would fund a local match to a federal grant for an autonomous shuttle at Fort Story to continue to allow public access onto the base to visit the Cape Henry National landmarks. The shuttle would operate at Gate 8 of the Fort Story base and travel to the Cape Henry lighthouse to satisfy a new security measure requiring the continued public access to the landmarks. | Above Current | 200,000 | 0.00 |
| Planning Technician I-Customer Service Counter | This request would add a Planning Technician I position to help staff the new customer service counter in Building Two. The counter already has one position staffing it and this request would add a second. | Above Current | 50,955 | 1.00 |
| | Total Planning and Community Development | | **863,537** | **9.00** |
| **Police** | | | | |
| Additional Citywide Sworn Positions | This request would fund 26 additional sworn Police Officers to staff areas throughout the City including the Oceanfront, Central Business District, and City neighborhoods. | Above Current | 2,623,724 | 26.00 |
| Educational Incentative Pay | This funding would re-institute educational incentive pay for police officers with college degrees to attract and retain the most qualified officers. The program would provide a $500 annual stipend for an associate's degree, $1,600 for a bachelor's, and $1,800 for a master's. Currently 114 officers have an associate's degrees, 292 a bachelor's, 44 a master's. | Above Current | 590,998 | 0.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Police** | | | | |
| VCIN/NCIC/Warrant Compliance Positions | This request would fund two additional warrant clerks to address the additional responsibilities and increase staff workload created by procedural changes implemented by the FBI and State Police. All entries to the Virginia Crime Information Network (VCIN) and National Crime Information Center (NCIC) must now be validated by staff at least once per year and all warrants must now be entered into the system, rather than just those for violent crimes. The number of protective order transactions have increased by 64% while warrant transactions increase by approximately 3,000 per year. | Above Current | 103,013 | 2.00 |
| Mounted Patrol Maintenance Position | This request would fund a position to perform routine maintenance in the Mounted Patrol facility including minor repairs of buildings, tractors, backhoes, and fencing. Currently the work is performed by officers in the unit, taking time away from their primary duties of patrolling and horse maintenance. The new position would also load and unload the composter, empty the tank, test the quality of the bacteria daily, and coordinate the removal of compost from the facility. | Above Current | 37,535 | 1.00 |
| Police Freedom of Information Positions | This request would fund add two positions to assist with Freedom of Information Act (FOIA) requests for the department which have risen from 698 in 2006 to 3,753 in 2016. | Above Current | 114,900 | 2.00 |
| Part-Time Cold Case Investigations Expansion | This request would fund expanded hours for two part-time cold case investigators, increasing their hours from 20 to 28 per week. Since 2014, the investigators have made significant progress on cold cases, as suspects have been identified in at least five cases, with one conviction secured. Over the last eighteen months, the investigators re-examined cold case PERK kits, resulting in seven DNA CODIS matches, three arrests, and two pending grand jury cases. | Above Current | 19,928 | 0.40 |
| Animal Care and Adoption Center Positions | This request would fund two clerical positions to cover all four lobbies and provide data entry assistance. The Shelter staff has experienced a 39% increase in records entered into the system and a 50% increase in animal transactions such as adoptions, reclaims, and transfers since the facility opened. Additionally, the request would fund two caretaker positions to address shortcomings in caretaker coverage as highlighted by the Humane Society of the United States' (HSUS) best practices for feeding and cleaning. | Above Current | 160,319 | 4.00 |
| Part-Time Account Clerk Police Supply | This request would fund a 0.6 part-time FTE that would be responsible for account clerk duties in the Police Department's supply facility. The sole storekeeper of the facility processes hundreds of thousands of dollars in clothing, protective apparel, and equipment purchases each fiscal year. Due to these duties, and the recommendation of various financial reviews that one employee should not manage the ordering, distribution, and financial transactions of the entire division alone, an account clerk is requested. | Above Current | 26,670 | 0.60 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Police** | | | | |
| Safety Communications Officer | This request would fund a Safety Communications Officer position that would be responsible for internal video and digital communications within the department and creating external messaging about police initiatives, public safety efforts, and promotional materials. The position would also post on social media for the department and create training and recruitment videos. | Above Current | 62,292 | 1.00 |
| Police Training Lieutenant | This request would add a Police Training Lieutenant to assist in the Professional Development and Training (PDT) division. There is currently one lieutenant in place who supervises five sergeants and oversees recruitment, academy selection, and training. With the addition of a second lieutenant to the division, one would serve as the training director for the recruit academy training and recruit selection process while the second would be responsible for all in-service training, police training officers, and workforce development. | Above Current | 153,672 | 1.00 |
| Special Events Coordinator | This request would fund a 0.6 part-time Special Events Coordinator to with special events by ensuring all required City permits are obtained and that plans and documents have been correctly submitted and approved. The position would also facilitate traffic and crowd control training for non-sworn volunteers and act as a liaison to those seeking event permits to help recommend sufficient public safety staffing for the event. | Above Current | 29,287 | 0.60 |
| Special Investigations Equipment | This request would fund new and replacement equipment for special investigations and tactical responses. Equipment would include a pole/stick camera system, ballistic shield, tactical radio earpieces, long-sleeve tactical shirts, money counting system, and additional computer software. | Above Current | 52,100 | 0.00 |
| Forensics Equipment | This request would fund a SceneScope UHD System to enhance the identification of forensic evidence. This system captures high resolution images to detect fingerprints on most non-porous surfaces prior to any treatment or after fuming. | Above Current | 40,000 | 0.00 |
| UTVs for Police Range and Creeds | This request would fund a utility vehicle to move targets, ammunition, and equipment around the Police firearms range and replace a similar UTV at the Creeds training facility. | Above Current | 39,000 | 0.00 |
| Additional Police Officers | This request would fund 5 police officers to be assigned to the City's most challenging neighborhoods and the Central Business District. This effort would expand upon partnerships formed within those communities in an effort to reduce crime and enhance their feeling of safety. These officers would work with other City staff such as Housing and Neighborhood Preservation, Human Services, Parks and Recreation, and Public Works, as well as various faith based and civic and business organizations to develop long-term solutions to crime, disorder, and fear of crime within these neighborhoods and business district. | Above Current | 490,713 | 5.00 |
| MPO for Workforce Development | Funding is requested for a Master Police Officer position to support the Police Workforce Development plan. This position would assist with the establishment of the workforce program which would offer a long-term career development path for sworn personnel. | Above Current | 72,122 | 1.00 |
| | | Total Police | **4,616,273** | **44.60** |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Public Works** | | | | |
| Engineers for the Storm Water Center of Excellence | This proposal would fund the second year of a three year plan to add engineer positions to the Storm Water Engineering Center. Storm water engineers have been providing increasing support to City development initiatives so more positions are required to address storm water needs in the center. | Above Current | 335,680 | 2.00 |
| Construction Inspector III for Flood Control Projects | This proposal would fund a construction inspector position for the Storm Water Engineering Center. This position would address the increased construction workload generated by the eight flood control projects in the City's Capital Improvement Program. | Above Current | 100,545 | 1.00 |
| Quality Assurance/Quality Control Engineer III | This request would fund a Quality Assurance/Quality Control position to help the bureau meet their current workloads, project management schedule, and perform additional tasks requested by the Department of Public Works. | Above Current | 117,831 | 1.00 |
| Maintenance Contract for Project Management Software | This request would fund the annual licensing and maintenance fee for the newly acquired Aurigo Masterworks project management software. The annual costs of $175,000 would be split between Public Works and Public Utilities. | Current | 87,500 | 0.00 |
| Three Engineers for Stormwater Permit | This proposal would fund three engineer positions to help implement and manage the Municipal Separate Storm Sewer System (MS4) Stormwater Permit. The requirements for the permit have risen significantly resulting in increased staff workload that these positions would help alleviate. | Above Current | 483,667 | 3.00 |
| Expansion of PW Operations Payroll/Personnel Office | This proposal would fund an Account Clerk II and associated costs to in order to keep up with the increasing workload of the department's payroll office. | Above Current | 45,318 | 1.00 |
| Stormwater Permit Data Engineer | This proposal would fund an additional engineer to assist with the implementation of the Municipal Seperate Storm Sewer System (MS4). This position would be responsible for the technical level data management and analysis required by the permit process. | Above Current | 94,967 | 1.00 |
| LED Street Light Maintenance Stop Gap Funding | This request would fund stop gap maintenance and support for LED street lights. The funding will cover the increased costs for the materials, supplies, and training required to service the lights as well as the increased labor hours needed to service the lights. | Above Current | 50,000 | 0.00 |
| Portable Dynamic Message Boards | This request would fund the capability to remotely program dynamic message boards from the department's offices. These portable boards are used to post messages for roadway repaving program, especial events, and roadway constructions. | Above Current | 100,000 | 0.00 |
| ITS Fiber Network Expansion | This proposal would expand the transportation fiber optic cable network through twenty corridors by adding approximately 192,400 ft. (36 miles) to the transportation fiber backbone, and converting 52 signals from copper to fiber optic. | Above Current | 350,000 | 0.00 |
| Traffic Signal Non-Communications List | This request would fund the connection of 84 traffic signals in the transportation network that the Traffic Management Center (TMC) has no physical connection to. These outlying sites would be connected using low powered spread spectrum radios. | Above Current | 95,000 | 0.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Public Works** | | | | |
| Stormwater / Environmental Maintenance Crew | This request would fund two maintenance supervisor positions and the additional costs to create a stormwater management facilities (SWMF) and environmental maintenance crew for the Municipal Separate Storm Sewer System (MS4) permit. This crew would be responsible for performing routine maintenance activities on assets including wet retention ponds, dry detention ponds, infiltration trenches, and bio-infiltration systems. | Above Current | 725,832 | 2.00 |
| SWMF Contracted BMP Maintenance | This request would fund an additional $1,000,000 in add contracted assistance to the Stormwater Management Facilities (SWMF) maintenance program. The number of stormwater maintenance facilities that require rehabilitation, significant maintenance or emergency repairs continues to increase each year. | Above Current | 1,000,000 | 0.00 |
| Traffic Management Ops - Truck Mounted Attenuators | This request would fund a the purchase of a truck mounted attenuator to protect and inform the motoring public of the roadway condition, traffic control changes, and roadway work and construction to improve traffic safety of the drivers and the workers. | Above Current | 140,000 | 0.00 |
| Restoration of Funds for Shop Supplies | This request would restore shop supplies funding for the Traffic Management Operations, Signal Construction, and Signal Electronic sections. | Current | 130,670 | 0.00 |
| Traffic Management Center Staffing | This request would fund an Engineer III and a Traffic Signal Electronics Technician I for the Traffic Management Center (TMC). Adding these positions would enhance the TMC's real-time traffic management functions. | Above Current | 224,121 | 2.00 |
| Restoration of Funds for Bulk Materials for Infrastructure Maintenance | This proposal would restore $120,000 in funding to the construction materials account of the Public Works Street Maintenance Bureau to maintain proper levels of bulk materials for snow/ice removal and repairs to City infrastructure. | Current | 120,000 | 0.00 |
| 18 Cubic Yard Single Axle Rear Loader Packer Truck | This request would fund a waste collection and packer truck for the Public Works Beach Operations fleet in order to manage the high levels of waste collection resulting from special event support. | Above Current | 156,000 | 0.00 |
| Beach Operation Recycling at Sandbridge Beach | This request would fund a Motor Equipment Operator position to help expand recycling efforts at Sandbridge Beach. The request would also fund a 4X4 truck and various recycle containers. | Above Current | 206,243 | 1.00 |
| Restore Overtime for Concrete and Roadway Maintenance | This request would restore funding to the overtime accounts of the Public Works Street Maintenance Bureau to meet the growing demand for emergency response for natural disasters and roadway repairs. | Current | 95,000 | 0.00 |
| Recycle Program for PW Beach Operations Chesapeake Bay Beaches | This request would fund the expansion of recycling to residential beaches. The request includes one Machine Equipment Operator II position, a 4x4 truck, recycle containers, bags, a recycling dumpster, and two contractual laborer positions. | Above Current | 330,194 | 1.00 |
| Restoration of Funds to repair and maintain | This request would restore funding for repair and maintenance services for the bridge section of Traffic Management Operations. | Current | 150,000 | 0.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| **Public Works** | | | | |
| 1 FTE for Environmental Management Office | This new office will be responsible for oversight of the City's Environmental Management System (EMS). One new Engineer/Scientist I remains unfunded of the three that were requested. The three new positions will support several compliance areas that are separate but related to the stormwater permit compliance activities. | Above Current | 100,000 | 1.00 |
| Lenel System Security Maintanence | This proposal would fund additional maintenance required for the Lenel building security system. The monthly maintenance covers 170 new door access readers being added to the system. Each new reader costs $20. | Current | 40,800 | 0.00 |
| Electrical Utility Increase for Additional Facilities | This request would fund the anticipated increase in electrical costs resulting from new, rebuilt, or leased facilities being added to the City's utility service. | Above Current | 200,000 | 0.00 |
| Sewage Utility Increase | This request would fund an increase in sewer treatment utility costs resulting from new facilities coming online. | Current | 180,000 | 0.00 |
| Cart Replacement | This request would fund the replacement of damaged waste carts. The replacement of damaged carts is currently paid by the resident for $75 but this proposal would add the cost of replacement into the monthly waste management fee. Also included in the request is an additional FTE, one box truck, and 3,500 carts. | Above Current | 345,355 | 1.00 |
| Recycling Drop-Off Center | This request would fund a recycle drop-off center for the Bayside area to replace the Princess Anne High location which was closed several years ago. The Bayside area of the City has inadequate access to recycle drop-off service and this facility is needed for peak demand, large cardboard boxes, and multi-family residents that do not otherwise have access to recycling services. | Above Current | 200,000 | 0.00 |
| | Total Public Works | | **6,204,723** | **17.00** |
| **Sheriff's Office** | | | | |
| HR Public Safety Analyst I | This request would fund an HR Public Safety Analyst I position to assist with the promotional process, recruitment, on-boarding, and the new timekeeping system. The analyst would also assist with updating processes, personnel records, HR policies, and staffing analysis. | Above Current | 62,686 | 1.00 |
| Conversion of LETA PT Clerk I to FT Clerk II | This request would fund the conversion of a part-time Clerk I position in the Law Enforcement Training Academy to a full-time Clerk II to meet the increased demand for records. | Above Current | 37,535 | 1.00 |
| Records PT Clerk I | This request would fund a part-time Clerk I position to support the records division of the Sheriff's Office. This position would address the growing backlog of files to be processed in the jail. | Above Current | 13,984 | 0.68 |
| PT Clerk I for Extra Duty Employment | This request would fund a part-time, Clerk I position to maintain a database of extra duty employers and reduce liabilities arising from deputies taking law enforcement action during this work. The position would help ensure staff has adequate training and resources to ensure extra duty employment meets the criteria established by the Office. | Above Current | 28,910 | 0.88 |
| Training Vehicles | This request would fund three fully-equipped vehicles to support the needs of the training positions added to the Sheriff's Office in FY 2017-18. | Above Current | 99,471 | 0.00 |

# City of Virginia Beach, Virginia
## Items Requested But Not Funded

| Title | Description | Service Level | Amount | FTE |
|---|---|---|---|---|
| | Total Sheriff's Office | | **242,586** | **3.56** |
| **Strategy, Transparency, Innovation & Resiliency Office** | | | | |
| Innovation Consulting Services | This request would fund an ongoing contract for innovation consulting services which would include tools to identify process improvements, instruction on applying analytic tools, and assistance in determining next steps for improvement. | Above Current | 50,000 | 0.00 |
| | Total Strategy, Transparency, Innovation & Resiliency Office | | **50,000** | **0.00** |
| | **Total Requested But Not Funded** | | **22,665,716** | **134.66** |

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# AGRICULTURE

*The mission of the Agriculture Department is to provide leadership, coordination, and education to enhance the economic vitality of the city's agricultural industry and the preservation and enhancement of its quality physical environment, to assist citizens in strengthening their families, and to provide citizens and visitors with cultural and recreational opportunities by preserving our agricultural and rural heritage.*

On May 15, 2018, the City Council adopted amendments increasing the Agriculture Department's operating budget by $3,396,838. This amendment was composed of the following adjustments.

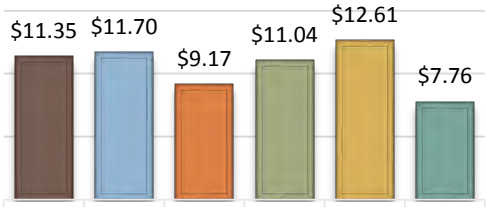
- Increasing estimated real estate tax revenue to the Agricultural Reserve Program (ARP) in the amount of $4,128,248.
- Decreasing the appropriation of ARP specific fund reserves by $5,13,719
- Increasing operating costs in the ARP by $217,691 and increasing the number of authorized positions in the Fund by 1.48 FTEs (a corresponding reduction of the same amount in funding and FTEs was reduced in the General Fund)
- Increasing debt service in the ARP by $2,406,838
- Increasing Transfers in the ARP by $990,000

City Council restored the dedication of the Real Estate tax to the ARP from 0.15¢ to 0.9¢. The $990,000 increase in transfers is to the Storm Water section for the CIP. The increase in debt service restores funding for the programmatic acquisition of up to 300 acres per year.

## Department Overview

**Director's Office**
Provides overall direction, coordination, and administrative support to the department, as well as technical assistance to the agricultural community to ensure that agriculture is a viable segment of the city's economy.

**Per Capita Expenditures**




FY 2019 reduction is due to curtailment of the ARP.

**Virginia Beach Agricultural Reserve Program (ARP)**
Established by City Council in May 1995, the goal of this program is to preserve and protect farm and forested lands in the southern part of the city. The ARP provides for the continued growth and sustainability of agriculture, the third largest industry in Virginia Beach, protects agricultural lands from increased residential, commercial, and industrial development through the purchase of development rights in the form of perpetual preservation easements, and reduces the need to extend city services. Beginning in FY 2018-19, the program has been curtailed and funding reduced to 0.15 cent of the real estate tax.

**Virginia Beach Farmers Market**
Leases space to vendors to sell agricultural and complimentary products and provides agricultural-based education programs (K-5th grade) with over 2,500 children participating annually. A weekly fruit and vegetable auction is open to the public, which benefits local and regional farms, local businesses, and citizens. The market staff provides programming that is agriculturally based, educational, and within a safe family-friendly environment.

**Cooperative Extension Program**
Provides research, technical marketing assistance, and community education for all residents regarding agriculture,

horticulture, soils, family issue programming, and home management. It also administers two mandated programs, Agriculture Disaster Reporting and Pesticide Applicator Certification Recertification education.

## Key Performance Measures

Goal: Be a Competitive, Sustainable, Year-Round Destination for Residents, Businesses and Tourists

Goal: Grow the Local Economy

Means to Residence: Quality leisure activities for families

Estimated $126 million of economic impact from agriculture

92.4% of residents satisfied with horticulture and agriculture services including the City-operated Farmers Market

Farmers Market attracts 500,000 visitors annually and 100% of market space is leased.

9,722.4 acres in the Agricultural Reserve **Program**

5,779 youth in agriculture school enrichment programs

2,600 annual visitors to the Agriculture Educational Heritage Center

Farm produce at four Libraries providing fresh/local products and education

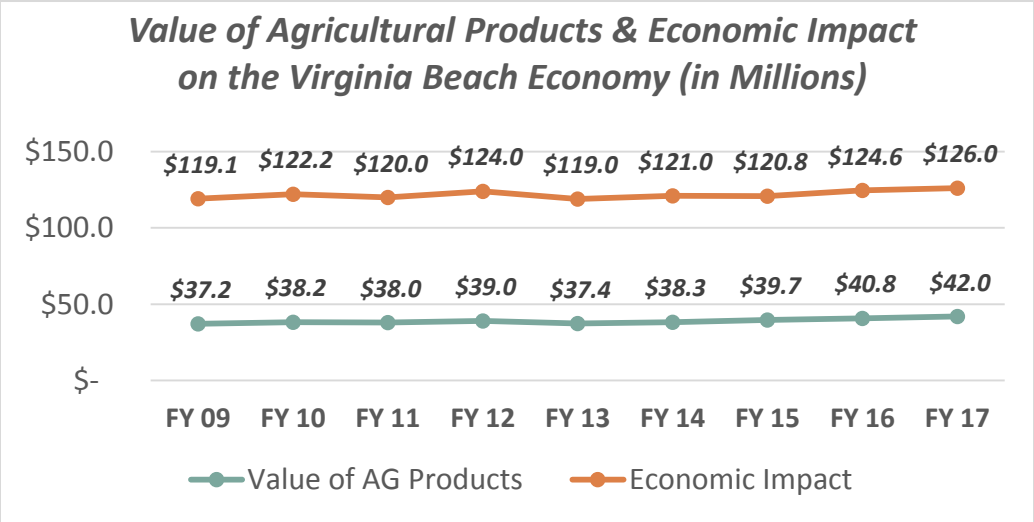
## Trends and Issues

- **Use of Volunteers**
  Last year 621 volunteers assisted in the marketing and delivering of Family and Consumer Sciences programs throughout the City of Virginia Beach. These volunteers worked 3,631 hours for a salary savings of $89,722. There were 934 adults who participated in the educational programs. In addition, 1,597 youth participated in the Reality Store financial simulation and the Kids Market Place financial simulation reached 376 elementary youth.

- **Programs for Youth**
  The Virginia Beach 4-H Program enrolled 2,736 youth in its many 4-H Programs including:
  - 238 youth in organized community clubs
  - 277 in organized military clubs across four area military bases
  - 118 members in short term programs
  - 228 youth in overnight camping programs
  - 1,875 youth in school enrichment programs, which include the Embryology program and the Food & Nutrition Program (which is covered by the USDA SNAP-ED programs)
  - Volunteers in the 4-Y program provided 11,864 hours of service valued at $286,753
  - In addition to the 4-H Program, there were 3,043 youth in the Ready, Set, Grow horticulture school enrichment program administered by the Cooperative Extension Program Unit

- **Farmers Market Activities**
  The Farmers Market is fully occupied with 14 leaseholders and two permanent vendors who have located their own buildings on site. In 2017 business license gross dollars exceeded $2.66 million. Special events and family activities are very popular at the market with a total estimated attendance of over 500,000 visitors per year.

- **Agricultural Impact on the Local Economy**
  The city continues to support the agricultural industry through programs and services offered by the department. As illustrated below, agricultural products valued at $42 million had an estimated economic impact of $126 million on the Virginia Beach economy in 2017. The department works with the Virginia Department of Agriculture and Consumer Services, the General Assembly, and the Senate on state and federal agriculture issues and opportunities.




## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Conversion of a part-time Museum Educator I to full-time.<br>Net Cost Increase: $27,191<br>FTEs: 1.00 | The conversion of a part-time Museum Educator position to fulltime will result in a net increase of 0.50 FTE and a net cost increase of $27,191. The position will provide tours and activities at the Rural Heritage Center, which includes school curriculum SOLs, resulting in increased participation of area schools including private and home schools in Virginia Beach, Chesapeake and Norfolk for grades K-5. The program teaches the value of agriculture, proper nutrition and the importance of being good stewards of the environment. |
| ↓ | Reduction of the Agricultural Reserve Program | The Agricultural Reserve Program (ARP) was established by City Council in May 1995 with the goal of preserving 20,000 acres of agricultural land. This was accomplished through an agreement between the City of Virginia Beach and willing landowners who sold their development rights to their property, in exchange for 25 annual interest payments by the city and a lump sum payment to be made at the end of the 25-year term. By enrolling in ARP, landowners had given-up their development rights in perpetuity. As of June 30, 2017, the city owned 858 development right for 9,722.24 acres, with a purchase price of $46.1 million. Beginning with the FY 2018-19 Operating Budget, no additional funding is allocated for the purchase |

| | | |
|---|---|---|
| | | of additional development rights for ARP. The current dedicated real estate tax rate of 0.90¢ will be reduced to 0.15¢ to allow for the completion of annual interest payments to those already enrolled in ARP. Of the 0.75¢ reduction, 0.70¢ will be applied toward the Storm Water program to address flooding and drainage issues, while 0.05¢ will be used for General Fund support of the ARP program. |
| | Reduction in FTE Count | The FY 2018-19 position total for the Agriculture Department shows a decrease of 3.50 from the previous year. This is the result of two factors. First is the reduction of 4.00 Cooperative Extension Agent positions in the Cooperative Extension Program. These four positions are jointly funded by the state and city and in the past have received two paychecks every payday, one includes the state portion and the other the city portion. Recently, the method was changed in which these positions would receive only one paycheck for their total amount from the state, who would then bill the city its proportionate share on a quarterly basis. These four positions remain but are now budgeted as contracted services by the city. Second, is the conversion of a part-time Museum Educator I position to full-time in the Farmers Market unit, resulting in an additional 0.50 position. The decrease of 4.00 positions and the increase of a 0.50 position results in a net decrease of 3.50. |

## Agriculture - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 275,096 | 312,026 | 313,163 | 1,137 |
| Cooperative Extension Program | 277,652 | 317,185 | 325,996 | 8,811 |
| Farmers Market | 196,423 | 219,796 | 247,070 | 27,274 |
| Total Expenditures | 749,171 | 849,007 | 886,229 | 37,222 |
| Revenues | | | | |
| Fees | 232,546 | 232,093 | 232,093 | 0 |
| Total Revenues | 232,546 | 232,093 | 232,093 | 0 |
| General City Support | 516,625 | 616,914 | 654,136 | 37,222 |
| **161 Agriculture Reserve Program Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Agricultural Reserve Program | 130,014 | 217,398 | 217,691 | 293 |
| Debt Service | 2,318,962 | 4,035,717 | 4,845,553 | 809,836 |
| Reserve for Contingencies - ARP | 0 | 657,253 | 0 | (657,253) |
| Transfer to Other Funds | 1,318,519 | 0 | 990,000 | 990,000 |
| Total Expenditures | 3,767,495 | 4,910,368 | 6,053,244 | 1,142,876 |
| Revenues | | | | |
| Local Taxes | 2,944,558 | 4,878,451 | 4,966,225 | 87,774 |
| Fees | 67,082 | 31,917 | 31,917 | 0 |
| State | 505,845 | 0 | 0 | 0 |
| Fund Balance | 0 | 0 | 1,055,102 | 1,055,102 |
| Total Revenues | 3,517,484 | 4,910,368 | 6,053,244 | 1,142,876 |
| General City Support | 250,011 | 0 | 0 | 0 |
| Total Department Expenditure | 4,516,666 | 5,759,375 | 6,939,473 | 1,180,098 |
| Total Department Revenue | 3,750,030 | 5,142,461 | 6,285,337 | 1,142,876 |
| Total General City Support | 766,636 | 616,914 | 654,136 | 37,222 |

| | | | | |
|---|---|---|---|---|
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Director's Office | 2.52 | 2.52 | 2.52 | 0.00 |
| Cooperative Extension Program | 6.00 | 6.00 | 2.00 | -4.00 |
| Farmers Market | 2.00 | 2.50 | 3.00 | 0.50 |
| Total | 10.52 | 11.02 | 7.52 | -3.50 |
| **161 Agriculture Reserve Program Special Revenue Fund** | | | | |
| Agricultural Reserve Program | 1.48 | 1.48 | 1.48 | 0.00 |
| Total | 1.48 | 1.48 | 1.48 | 0.00 |
| Total Position Summary | 12.00 | 12.50 | 9.00 | -3.50 |

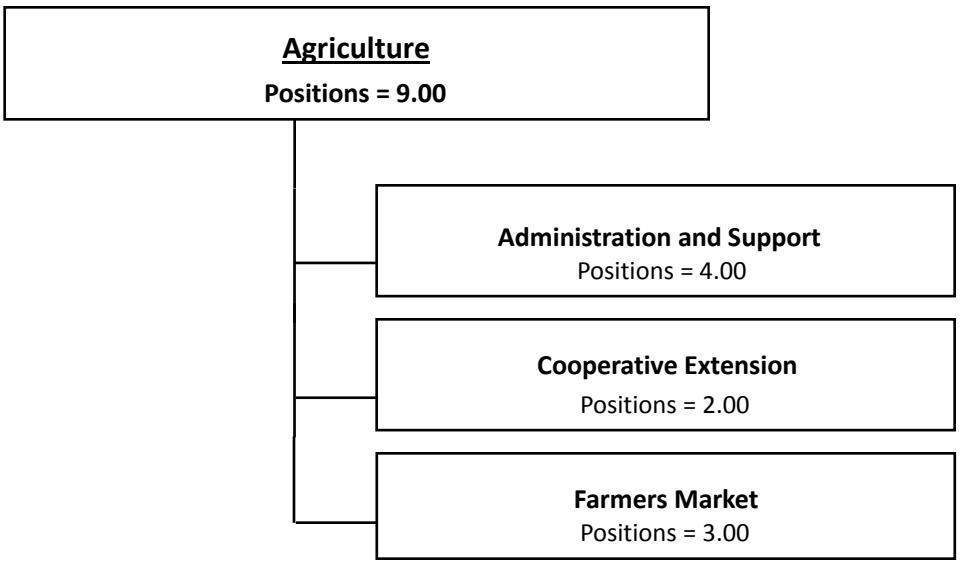
## Agriculture - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Expenditure Category by Department** | | | | |
| Personnel | 732,389 | 850,371 | 704,020 | (146,351) |
| Operating | 146,795 | 216,034 | 399,900 | 183,866 |
| Debt Service | 3,637,482 | 4,035,717 | 4,845,553 | 809,836 |
| Reserves | 0 | 657,253 | 0 | (657,253) |
| Transfers | 0 | 0 | 990,000 | 990,000 |
| Total Expenditures: | 4,516,666 | 5,759,375 | 6,939,473 | 1,180,098 |
| **Revenue Category by Department** | | | | |
| Real Estate | 2,944,558 | 4,878,451 | 4,966,225 | 87,774 |
| From the Use of Money and Property | 278,662 | 245,560 | 245,560 | 0 |
| Miscellaneous Revenue | 20,965 | 18,450 | 18,450 | 0 |
| Other Sources from the Commonwealth | 505,845 | 0 | 0 | 0 |
| Specific Fund Reserves | 0 | 0 | 1,055,102 | 1,055,102 |
| Total Revenue: | 3,750,030 | 5,142,461 | 6,285,337 | 1,142,876 |

**Resource Summary Notes**

Four positions, which are jointly funded by the state and city are not included in the FTE count of the Cooperative Extension Program budget unit beginning in FY 2019. These positions are paid by the state, which then bills the city its proportionate share on a quarterly basis.

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



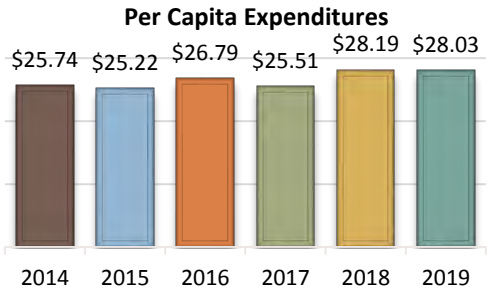
# AQUARIUM AND HISTORIC HOUSES

*The mission of the Department of Aquarium and Museums is to contribute to the quality of life, economic vitality, and education of the citizens and visitors to the City of Virginia Beach through the operations of our world-class aquarium and history museums.*

## Department Overview

**Aquarium**

The Aquarium is a public-private partnership between the City of Virginia Beach and the Virginia Aquarium & Marine Science Center Foundation which is a 501c3 nonprofit. The city owns and maintains the Aquarium's buildings and provides administrative support while the foundation procures and maintains the collection of animals and exhibits. The Foundation is also responsible for fundraising efforts and various scientific research, education, and conservation programs. The Aquarium features a variety of attractions for visitors including over 800,000 gallons of marine life to explore, a 3D Theater, coastal boat trips, a zip line and aerial adventure park, and a rotating collection of other exhibits.




**Museums**

This division includes the Francis Land House, Adam Thoroughgood House, Lynnhaven House, and Princess Anne County Training School/Union Kempsville High School Museum located in the Renaissance Academy. These four history museums create awareness of Virginia Beach history. The three historic houses are supported by a 501c3 nonprofit.

## Key Performance Measures

Goal: Our Community has World Class Schools and Educational Program

Goal: Be a Competitive, Sustainable, Year Round Destination for Residents, Businesses and Tourists

| Means to Residents: Access to diverse arts and cultural activities | Means to Residents: New tourist dollars to the local economy | Means to Residents: Tourist amenities for use by residents and add to quality of life |
|---|---|---|
| 7,500 visitors to the history museums | $11.1M revenue generated by the Aquarium | 617,900 visitors to the Aquarium; 330,100 local visitors to the Aquarium and 7,550 memberships purchased |
| 1,500 participants in the history musems' programming | $10.82 generated per visitor by Aquarium admissions; $5.00 by the theater; $2.31 by the Aquarium store | 111,430 theater patrons |

## Trends & Issues

- Current research has documented that within the Hampton Roads market fun, entertaining experiences are the primary motivation for visiting an attraction. At the Virginia Aquarium, entertainment drives visitation and guest satisfaction while educational opportunities provide supporting justification for visitation. The Virginia Beach History Museums are challenged to make history vibrant and relevant to drive attendance.

- Nationally, theater attendance continues to decline as technology for home entertainment and competition for leisure hours both continue to increase. Major moviemakers now make new releases available to stream without ever entering theaters, and movie producers such as National Geographic are no longer creating content for giant screens. The Virginia Aquarium's theater struggles with current movie content and maintaining attendance levels. The City will need to reevaluate the long-term viability of this theater in the future if this trend continues.

- Attendance at history houses and cultural museums continues to decline, which means that cultivating and converting guests into repeat visitors is critical. Traditional advertising tactics and docent-led tours that have been successful in the past do not resonate with today's more diverse market. The City's history museums must develop unique programs and events that engage these new audiences to create sustainable revenue sources for long-term viability and relevancy to the community. A strategic plan for the Virginia Beach History Museums to address these concerns will be developed.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Thoroughgood Education Center Annual Operating Expenses<br><br>$25,530 | The Adam Thoroughgood House Visitor Center is designed to offer educational programming to student groups and the public. Construction for this project is expected to be completed in June 2018 with annual operating budget impacts identified in the project to begin in FY2018-19. This funding will cover staff hours through contracted manpower and additional operating funds needed to fulfill the Center's purpose. |
| ↔ | Conversion of Part-Time to Contracted Manpower<br><br>-4.01 FTEs | This budget includes the reduction of 4.01 FTEs as part of the departments plan to provide the same output through a temporary staffing agency. This realignment is the result of collaboration with the Department of Human Resources to identify and better align the part-time workforce. |
| ↓ | Reduction of Exhibit Technician Position<br><br>1.0 FTE<br><br>($57,234) | A grant funded Exhibit Technician Position is being reduced. The Exhibit Technician was hired for a grant in the Foundation. The grant work has ended. |
| ↑ | Conversion of Part-time Graphic Designer to Full-time<br><br>0.1 FTE<br><br>$11,324 | A part-time (0.9 FTE) Graphic Designer is being converted to a full-time position. Due to an increase in programs, events and exhibits for the history museums and the Virginia Aquarium, additional graphic design services are required. This position will increase hours to continue developing collaterals to promote and support programs and |

| | | |
|---|---|---|
| | | events; helping design new exhibitions; and assisting with refreshing core exhibits. |
| | Conversion of Part-time Security Personnel to a Full-time position<br><br>0.5 FTE<br><br>$30,812 | To increase stability and consistency in security after hours at the Aquarium, a part-time position has been converted to full-time.<br>AZA requires 24-hour surveillance to ensure the well-being and security of animals at the Virginia Aquarium. |
| | Conversion of Senior Curator<br><br>1.0 FTE<br><br>$86,268 | A Senior Curator position that was fully funded by the Virginia Aquarium & Marine Science Center Foundation will be fully funded by general City funds.<br><br>The position manages the Aquarium's Stranding Response Program run by the Foundation, which responds to an average of 352 sea turtle and marine mammal strandings each year in Virginia. Of this, more than 35%, or about 125 strandings per year occur in Virginia Beach. Strandings can range from 10 to 300 pound sea turtles to 50 feet long whales weighing more than 40 tons. |
| | Additional Resources Related to Renovated Facilities<br><br>2.0 FTEs<br><br>$64,661 | This budget includes the addition of two positions and annualized operating budget impacts related to three Capital Improvement Projects (CIP).<br><br>An Exhibit Technician positon ($35,600) is included to construct the jellyfish exhibit in the renovated Owls Creek Marsh Pavilion. The building is scheduled to shut down in FY 2018-19 and reopen in the Fall of 2020. The Exhibit Technician position is budgeted to start in January 2019 to begin the construction of a new jellyfish-culturing lab and begin the process of propagating jellies in preparation for the reopening of the Marsh Pavilion post-renovation.<br><br>An additional Exhibit Technician position ($29,061) is included in the budget to support the operations and maintenance of the Virginia Aquarium Marine Animal Care Center (Darden Center). Construction is scheduled to be completed on the Darden Center by the end of 2019 with the transfer of operations completed by June 2020. The Exhibit Technician position will begin in January 2019. This position will support the operations and maintenance of the new Darden Center by joining existing facilities support staff in managing collections, quarantine and facility operations. |

## Aquarium and Museums - Departmental Resource Summary

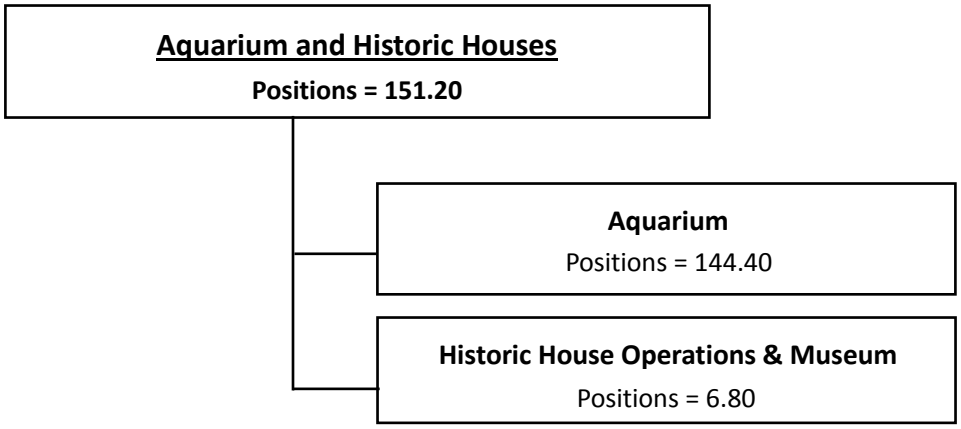
| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Aquarium & Marine Science Center Administration | 1,690,060 | 1,926,895 | 1,764,276 | (162,619) |
| Aquarium Stores | 1,076,097 | 1,054,439 | 1,058,007 | 3,568 |
| Aquarium Custodial Services | 382 | 0 | 0 | 0 |
| Aquarium 3D Theater | 262,445 | 329,776 | 336,969 | 7,193 |
| Aquarium Education | 636,625 | 927,579 | 916,120 | (11,459) |
| Aquarium Exhibits & Facilities | 1,069,950 | 1,510,349 | 1,456,788 | (53,561) |
| Aquarium Marketing | 1,202,072 | 1,174,553 | 1,269,807 | 95,254 |
| Aquarium Research & Conservation | 483,612 | 517,393 | 647,761 | 130,368 |
| Aquarium Guest Operations | 649,348 | 869,253 | 850,447 | (18,806) |
| Aquarium Foundation | 1,205,779 | 1,290,133 | 1,199,208 | (90,925) |
| Aquarium Live Exhibits & Animal Husbandry | 1,966,021 | 2,520,534 | 2,584,940 | 64,406 |
| Francis Land House | 69 | 0 | 0 | 0 |
| Lynnhaven House | 56 | 0 | 0 | 0 |
| History Museums | 718,811 | 688,240 | 711,527 | 23,287 |
| Total Expenditures | 10,961,327 | 12,809,144 | 12,795,850 | (13,294) |
| Revenues | | | | |
| Fees | 10,930,193 | 11,064,497 | 11,158,538 | 94,041 |
| Total Revenues | 10,930,193 | 11,064,497 | 11,158,538 | 94,041 |
| General City Support | 31,133 | 1,744,647 | 1,637,312 | (107,335) |
| Total Department Expenditure | 10,961,327 | 12,809,144 | 12,795,850 | (13,294) |
| Total Department Revenue | 10,930,193 | 11,064,497 | 11,158,538 | 94,041 |
| Total General City Support | 31,133 | 1,744,647 | 1,637,312 | (107,335) |

| | | | | |
|---|---|---|---|---|
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Aquarium & Marine Science Center Administration | 11.00 | 11.00 | 11.00 | 0.00 |
| Aquarium Stores | 7.39 | 7.64 | 8.55 | 0.91 |
| Aquarium 3D Theater | 1.85 | 1.63 | 1.90 | 0.27 |
| Aquarium Education | 14.02 | 18.02 | 16.90 | -1.12 |
| Aquarium Exhibits & Facilities | 14.90 | 15.67 | 15.65 | -0.02 |
| Aquarium Marketing | 5.85 | 6.85 | 7.30 | 0.45 |
| Aquarium Research & Conservation | 5.31 | 5.31 | 7.30 | 1.99 |
| Aquarium Guest Operations | 17.86 | 18.94 | 17.30 | -1.64 |
| Aquarium Foundation | 30.26 | 22.74 | 20.60 | -2.14 |
| Aquarium Live Exhibits & Animal Husbandry | 38.13 | 38.13 | 37.90 | -0.23 |
| History Museums | 10.18 | 7.68 | 6.80 | -0.88 |
| Total | 156.75 | 153.61 | 151.20 | -2.41 |
| Total Position Summary | 156.75 | 153.61 | 151.20 | -2.41 |

## Aquarium and Museums - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Expenditure Category by Department** | | | | |
| Personnel | 7,126,651 | 8,480,921 | 8,533,546 | 52,625 |
| Operating | 3,824,495 | 4,196,204 | 4,257,862 | 61,658 |
| Capital | 10,181 | 132,019 | 4,442 | (127,577) |
| Total Expenditures: | 10,961,327 | 12,809,144 | 12,795,850 | (13,294) |
| **Revenue Category by Department** | | | | |
| From the Use of Money and Property | 46,791 | 40,000 | 51,500 | 11,500 |
| Charges for Services | 9,631,667 | 9,699,496 | 9,773,487 | 73,991 |
| Miscellaneous Revenue | 1,251,735 | 1,325,001 | 1,333,551 | 8,550 |
| Total Revenue: | 10,930,193 | 11,064,497 | 11,158,538 | 94,041 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

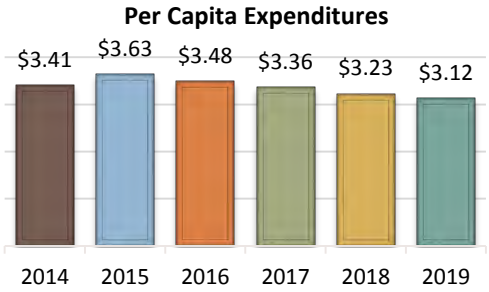


# BUDGET & MANAGEMENT SERVICES

*The mission of Budget and Management Services is to provide program, fiscal and budgetary policy development and analysis support services to the City Manager and, through the City Manager, to City Council for use in formulating city policy.*

## Department Overview

Budget and Management Services is responsible for the development and preparation of the Resource Management Plan, which includes the Operating Budget, six-year Capital Improvement Program, as well as the annual Five Year Forecast. Staff also conducts ongoing reviews of public/private partnerships to address the fiscal, budgetary, and economic impacts of proposals.




## Key Performance Measures

**Goal: Maintain a Financially Sustainable City Providing Excellent Services**

**Means to Residents: City services delivered in the most cost-effective manner**

75.2% of taxpayers feel they get good value for their tax dollars

4 fiscal impacts

17 Community Organization Grants

**Means to Residents: City services that are readily accessible and are provided in a customer friendly manner**

91% of citizens are satisfied with city services

100% of ordinance & agenda requests completed in prescribed time

427 adjustments made to CIP and budget

## Trends & Issues

- Budget and Management Services continues to monitor state and federal mandates and the resulting fiscal impacts on the City's budget.

- To ensure citizens have access to budget information, Open Budget is available for citizens to review budget information at the line-item level. In addition, citizens can review performance related data on the Open Performance platform as well as actually balance the budget utilizing their own individual preferences with the Balancing Act platform on the City's website.

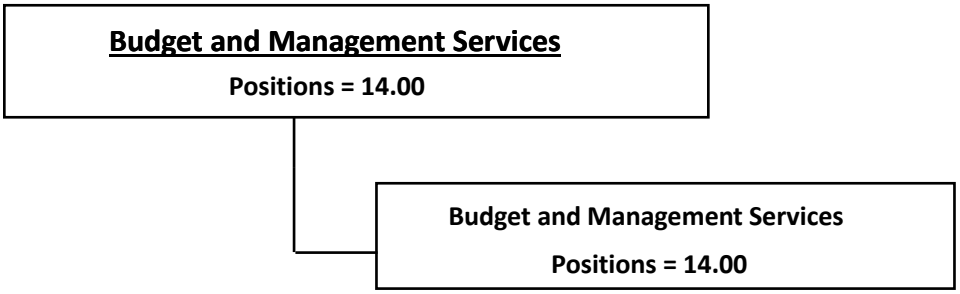
## Major Budget Changes

| | Change | Impact |
|---|---|---|
| | Conversion of Part-Time Positions to Full-Time<br>$0 | Two part-time positions were eliminated, while a full-time Account Clerk position was added to provide administrative support for the department. This change is fiscally neutral in the Fiscal Year 2018-19 budget. |

## Budget and Management Services - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Budget and Management Services | 1,409,772 | 1,466,209 | 1,422,761 | (43,448) |
| Total Expenditures | 1,409,772 | 1,466,209 | 1,422,761 | (43,448) |
| General City Support | 1,409,772 | 1,466,209 | 1,422,761 | (43,448) |
| Total Department Expenditure | 1,409,772 | 1,466,209 | 1,422,761 | (43,448) |
| Total Department Revenue | 0 | 0 | 0 | 0 |
| Total General City Support | 1,409,772 | 1,466,209 | 1,422,761 | (43,448) |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Budget and Management Services | 14.00 | 14.00 | 14.00 | 0.00 |
| Total | 14.00 | 14.00 | 14.00 | 0.00 |
| Total Position Summary | 14.00 | 14.00 | 14.00 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 1,219,166 | 1,252,296 | 1,205,739 | (46,557) |
| Operating | 190,606 | 213,913 | 217,022 | 3,109 |
| Total Expenditures: | 1,409,772 | 1,466,209 | 1,422,761 | (43,448) |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# CITY ATTORNEY

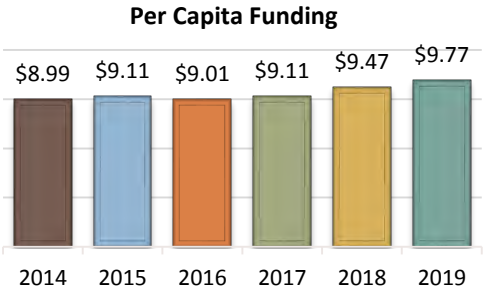
*The Virginia Beach City Attorney's Office mission is dedicated to providing effective and efficient legal services, promoting accountability, trust and openness in government and focusing on outcomes that are fair, equitable and balanced while protecting the best interests of the client.*

## Department Overview

The City Attorney's Office is organized into five functional sections:

**Public Policy and Administration**

Provides legal services in support of core governmental and administrative functions including public policy facilities, human resources, public finance, and public safety. This area has the primary responsibility for drafting policies, ordinances and resolutions, drafting opinions on legal issues posed by city departments and officials, and providing advice regarding compliance with state and federal laws including Conflict of Interest Act, Freedom of Information Act, and the Civil Rights Act.




**Real Estate, Infrastructure, and Development**

Provides legal services for the acquisition, maintenance, and operation of the city's infrastructure and supports development activities intended to enhance the city's tax base. These attorneys are engaged in all aspects of municipal real estate and development including title searches, drafting deeds, complex transactional documents, litigation, and eminent domain cases. They also have responsibility for legal services in support of the city's APZ-1 and ITA Acquisition programs to reduce encroachment around Naval Air Station Oceana.

**Land Use**

Performs legal tasks involved in the development, implementation, administration, and enforcement of the city's zoning, land use (including AICUZ- related), environmental, agricultural, and neighborhood preservation programs. In addition, the land use attorneys serve as the primary legal counsel to the Planning Commission, Board of Zoning Appeals, Wetlands Board, Chesapeake Bay Preservation Area Board, Agricultural Advisory Commission, Bayfront Advisory Committee, Green Ribbon Committee, Workforce Housing Advisory Board, and the Military Economic Development Advisory Committee.

**Litigation**

Provides representation in all civil litigation cases involving the city, its departments, boards, commissions, employees, and volunteers. Representation includes defending and prosecuting tort claims, civil rights claims, collection actions, contract disputes, and construction claims. In addition, the litigation section represents the Human Services Department in cases seeking to protect at-risk children and handicapped or elderly adults from abuse and neglect. Litigation attorneys are actively involved with the Risk Management Division and other city departments in evaluating and minimizing potential exposure to tort and contract claims before they arise.

**Public Education**

Provides legal services in support of core public education and administrative functions including student issues, human resources, School Board policies, administrative support and public policy issues, and school finance matters. Supplemental services in support of the School Board's initiatives include litigation and real estate services. All work is performed through a Cooperative Agreement with the School Board that mandates a minimum number of legal service hours per year.

## Key Performance Measures

**Goal: Maintain a Financially Sustainable City Providing Excellent Services**

**Means to Residents: City services delivered in the most cost effective manner**

| 87% of all legal services provided in house | $109 per hour effective rate of all city legal services | 612 Total FOIA Requests | 39,414 hours of direct legal services |
|---|---|---|---|

| 19,573 hrs for public policy, facilities, finance, safety, & human resources | 3,125 hrs for land use, zoning, & code enforcement | 8,961 hrs for real estate & infrastructure | 1,951 hrs for economic development | 5,804 hrs for public education |
|---|---|---|---|---|

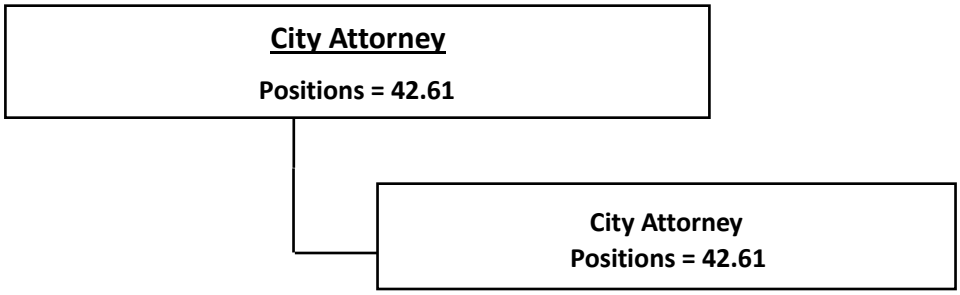
## Trends and Issues

- The City Attorney continues to minimize utilization of outside legal counsel because in-house legal services can be provided at a significantly lower cost. In FY 2016-17, 87% of all legal services were performed in house.
- There is a continued high demand for legal services supporting the Department of Human Services, specifically in regard to representing the department in the Juvenile and Domestic Relations Court in child abuse and neglect matters.
- The Freedom of Information Office implemented a new software in December 2017 to manage Freedom of Information Act (FOIA) requests. The new software allows requests to be made online and is anticipated to make requesting and providing documentation more efficient. In the last five fiscal years, the total number of FOIA requests has grown by 73% and the total number of pages produced by these requests have tripled.

## City Attorney - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| City Attorney | 3,969,489 | 4,303,791 | 4,459,610 | 155,819 |
| Total Expenditures | 3,969,489 | 4,303,791 | 4,459,610 | 155,819 |
| Revenues | | | | |
| Fees | 1,184 | 0 | 0 | 0 |
| Total Revenues | 1,184 | 0 | 0 | 0 |
| General City Support | 3,968,305 | 4,303,791 | 4,459,610 | 155,819 |
| Total Department Expenditure | 3,969,489 | 4,303,791 | 4,459,610 | 155,819 |
| Total Department Revenue | 1,184 | 0 | 0 | 0 |
| Total General City Support | 3,968,305 | 4,303,791 | 4,459,610 | 155,819 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| City Attorney | 40.61 | 42.61 | 42.61 | 0.00 |
| Total | 40.61 | 42.61 | 42.61 | 0.00 |
| Total Position Summary | 40.61 | 42.61 | 42.61 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 3,813,433 | 4,092,642 | 4,174,691 | 82,049 |
| Operating | 156,056 | 211,149 | 284,919 | 73,770 |
| Total Expenditures: | 3,969,489 | 4,303,791 | 4,459,610 | 155,819 |
| **Revenue Category by Department** | | | | |
| Charges for Services | 1,091 | 0 | 0 | 0 |
| Fines and Forfeitures | 93 | 0 | 0 | 0 |
| Total Revenue: | 1,184 | 0 | 0 | 0 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

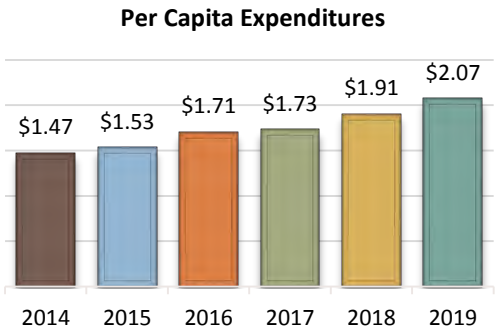


# CITY AUDITOR

*The primary mission of the City Auditor is to promote accountability and integrity in City operations by providing quality audit services.*

## Department Overview

The City Auditor is an independent appraisal function responsible for financial, attestation engagements, and performance audits of city programs, functions, and activities. This office also conducts investigations, provides oversight and management of the city's external audit contract, advises departments, and manages other special projects.




## Key Performance Measures

Goal: Maintain a Financially Sustainable City Providing Excellent Services

Means to Residents: City services delivered in the most cost-effective manner

8,500 employees received *Integrity Connection* training

76 cases originating from the Fraud, Waste, and Abuse Hotline

98% of audits completed within budgeted hours

86% of audit recommendations accepted

## Trends and Issues

- The number of and complexity of calls to the mandated Fraud, Waste, and Abuse Hotline continues to increase. The Office of the City Auditor diligently investigates each allegation. Having a robust Fraud, Waste, and Abuse program maintains the City's reputation and ensures that there is a strong system of internal controls to prevent, detect, and deter fraud.

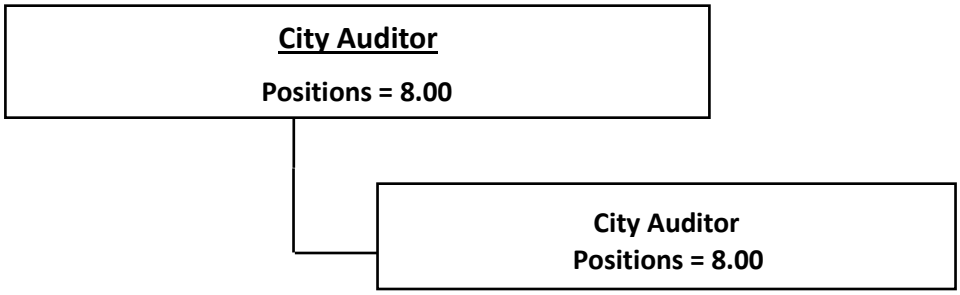
## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Additional Auditor for Fraud, Waste and Abuse Program<br><br>Amount: $76,271<br>FTEs: 1.0 | An Auditor I has been added to the City Auditor's office to support the Fraud, Waste, and Abuse program. This additional position will allow the City Auditor to be more responsive and continue to meet the demands of the program. |

## City Auditor - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| City Auditor | 871,537 | 866,092 | 946,303 | 80,211 |
| Total Expenditures | 871,537 | 866,092 | 946,303 | 80,211 |
| General City Support | 871,537 | 866,092 | 946,303 | 80,211 |
| Total Department Expenditure | 871,537 | 866,092 | 946,303 | 80,211 |
| Total Department Revenue | 0 | 0 | 0 | 0 |
| Total General City Support | 871,537 | 866,092 | 946,303 | 80,211 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| City Auditor | 7.00 | 7.00 | 8.00 | 1.00 |
| Total | 7.00 | 7.00 | 8.00 | 1.00 |
| Total Position Summary | 7.00 | 7.00 | 8.00 | 1.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 840,250 | 833,891 | 900,056 | 66,165 |
| Operating | 31,288 | 32,201 | 42,329 | 10,128 |
| Capital | 0 | 0 | 3,918 | 3,918 |
| Total Expenditures: | 871,537 | 866,092 | 946,303 | 80,211 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

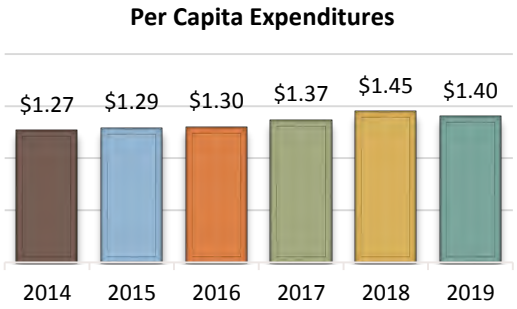


# CITY CLERK

*The mission of the City Clerk is to provide a historical record of the governing body; prepare and deliver the weekly Agenda; serve the City Council in the most efficient manner to meet the needs of citizens and attest to and record all official agreements, deeds, contracts, etc. The City Clerk also ensures that all public notices comply with applicable state code regulations and City Council policies. This office maintains the highest standards of customer service for the taxpayer needs and to ensure the City's policies are addressed.*

## Department Overview

The Office of the City Clerk preserves and provides accurate legislative historical records for the governing body. Responsibilities include preparing and delivering weekly agendas, preparing and recording minutes, attesting to and recording all official agreements, deeds, contracts, and ensuring all public notices comply with the applicable state code and City Council policies. The City Clerk serves as Clerk of Council and custodian of the city seal. The City Clerk possesses the authority to sign all City-borrowed bond issuances and monitors City Council appointed boards, commissions, authorities, and committees.




## Key Performance Measures

**Goal: Maintain a Financially Sustainable City Providing Excellent Services**

**Means to Residents: City services that are readily accessible and are provided in a customer friendly manner**

- 90.8% overall citizen satisfaction with City services
- 92.1% of citizens agree that they can conveniently access City services
- 700 legal documents notarized, scanned, and returned to departments
- 160 notices of public hearings prepared and forwarded to the newspaper
- 1,988 passport applications processed and mailed on the same day

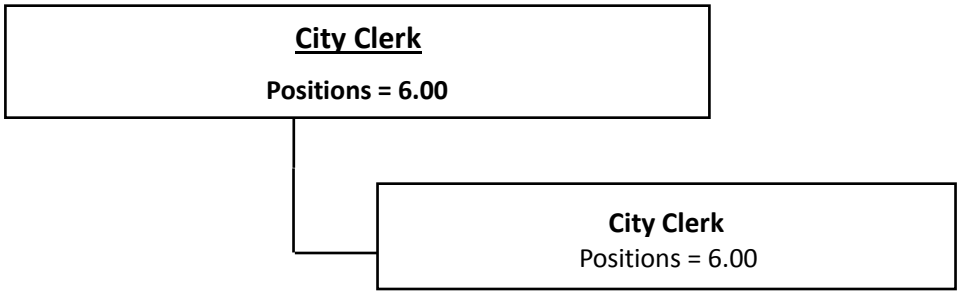
## Trends & Issues

- The City Clerk's office is exploring opportunities to improve City Council meeting management and the various agenda processes. Overall goals include:
  - Simplifying the management of public meetings with an easy way to prepare agendas and minutes;
  - Automating the entire meeting process for better workflow and productivity;
  - Achieving easy agenda building and distribution with automatic routing of agenda items;
  - Developing Microsoft Office integration with the ability to format agenda items and to easily import files;
  - Instituting web and mobile approvals of agenda items on-the-go;
  - Establishing the ability to compile, store and track meeting minutes and agenda items;
  - Building public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos;
  - Keeping users engaged and informed by offering content online.

## City Clerk - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| City Clerk | 616,517 | 658,341 | 640,073 | (18,268) |
| Total Expenditures | 616,517 | 658,341 | 640,073 | (18,268) |
| Revenues | | | | |
| Fees | 1,062 | 0 | 0 | 0 |
| Total Revenues | 1,062 | 0 | 0 | 0 |
| General City Support | 615,455 | 658,341 | 640,073 | (18,268) |
| Total Department Expenditure | 616,517 | 658,341 | 640,073 | (18,268) |
| Total Department Revenue | 1,062 | 0 | 0 | 0 |
| Total General City Support | 615,455 | 658,341 | 640,073 | (18,268) |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| City Clerk | 6.00 | 6.00 | 6.00 | 0.00 |
| Total | 6.00 | 6.00 | 6.00 | 0.00 |
| Total Position Summary | 6.00 | 6.00 | 6.00 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 490,828 | 519,283 | 518,295 | (988) |
| Operating | 125,689 | 139,058 | 121,778 | (17,280) |
| Total Expenditures: | 616,517 | 658,341 | 640,073 | (18,268) |
| **Revenue Category by Department** | | | | |
| Miscellaneous Revenue | 1,062 | 0 | 0 | 0 |
| Total Revenue: | 1,062 | 0 | 0 | 0 |

# City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

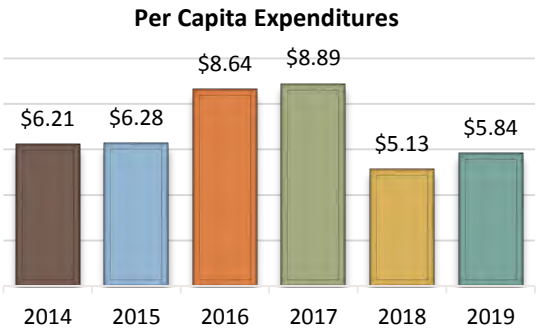


# CITY MANAGER

*The mission of the City Manager's Office is to provide support and direction for the delivery of quality customer service to Virginia Beach citizens and visitors, City Council, city staff, and others to maintain and nurture a quality community. The City Manager serves as the executive and administrative head of the city government and coordinates and directs the complex groups within agencies and departments responsible for the delivery of city services to citizens.*

## Department Overview

The City Manager's Office is divided into two main areas that provide services to ensure that the city organization functions as a quality organization to support the community and meet City Council's goals.




Decrease in FY 2017-18 due to the transition of the Communications Office into a separate budget

**City Manager's Staff**

The office is responsible for the executive oversight and coordination of operations, programs and initiatives to implement City Council goals and policies.

The City Manager is supported by four Deputy City Managers who manage portfolio teams of departments in the areas of Economic Vitality, Human Services, Operations Management and Public Safety, two Assistants to the City Manager (Community Affairs and Governmental Affairs) and seven Executive Assistants (one of which is assigned to the Mayor's Office).

**Office of Volunteer Resources**

Responsible for encouraging the use of volunteers to support the diverse activities of the government and for the tracking and overall coordination of city volunteers once on staff.

## Key Performance Measures

Goal: Maintain a Financially Sustainable City Providing Excellent Services

Goal: Leverage Data and Technology to Enhance Community Livability, Prosperity and Sustainability

Means to Residents: City services that are readily accessible and are provided in a customer friendly manner

- 75.2% of citizens believe they receive a good value for their city tax dollars
- 90.8% of citizens are satisfied with city services
- 14,000 volunteers managed

Means to Residents: Transparent government

- 69.8% of citizens know how to inform the city about the way they feel
- 63.3% of citizens are satisfied with their opportunity to share their ideas
- 2,450 responses to citizen concerns

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Volunteer Agency Liaison<br><br>1.0 FTE<br><br>$58,350 | The budget includes the addition of a Volunteer Agency Liaison position in the City Manager's Office to assist the Volunteer Resources division. This position will be responsible for building relationships with City of Virginia Beach agencies, faith-based and community organizations. The position will also serve as a back up to the Volunteer Resources Administrator in the Emergency Operations Center. |
| ↑ | Conversion of a Part-Time Office Assistant to Full-Time<br><br>0.5 FTE<br><br>$26,556 | This budget includes the conversion of a part-time Office Assistant in the Volunteer Resources division to full-time. This position will serve as a backup database administrator in addition to supporting day to day office duties (i.e. data entry, report pulling and analysis). |

## Trends & Issues

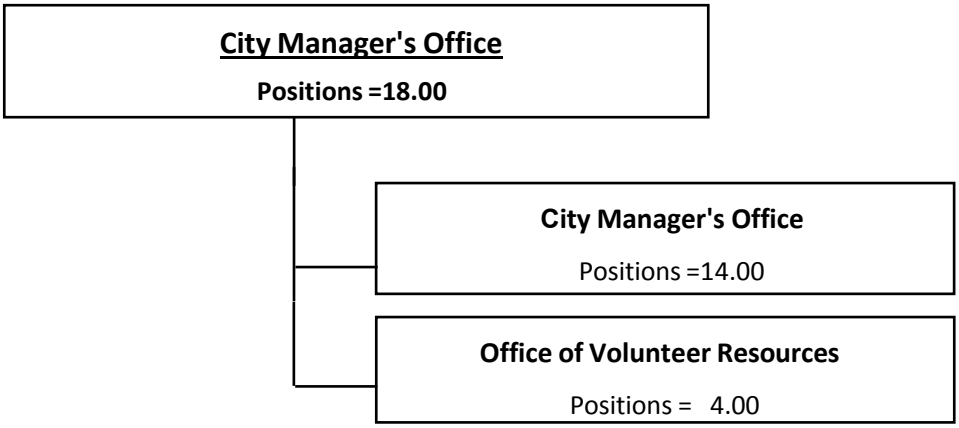
- The City Council held its annual workshop on February 15th and 16th, 2018 where the City Manager established the Management Agenda for FY 2018-19. The top priorities on the Management Agenda are;
  - Biomedical Business Development
  - SGA Initiatives
    - Burton Station
    - Pembroke/Town Center
  - Data Center Development: Strategy and Action
  - Major Road Projects
  - Recurring Flooding Solutions: Model, Design, and Construction
  - Lynnhaven Corridor Improvement Plan: Next Steps
  - Public Safety Recruitment/Academy Curriculum
  - Crisis Intervention Team

- Volunteer resources and the management of those resources are a critical component of the City.
  - During FY 2016-17, 13,770 volunteers dedicated 1.16 million hours of service - the value of volunteer service is $28 million and 558 Full Time Equivalency.
  - During FY 2016-17, 560 flood damaged homes received assistance by voluntary agency partner organizations and these organizations donated over $600K in goods and services to survivors of Hurricane Matthew
  - During Hurricane Matthew, the Emergency Support Function (ESF 17), which is the combined effort of government and the private sector to provide support and necessary resources, was activated and managed by the Office of Volunteer Resources. The Office of Volunteer Resources continues to serve as the liaison to the Tidewater Long Term Recovery Group by coordinating efforts to help meet needs for families affected by Hurricane Matthew.

## City Manager's Office - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| City Manager's Office | 2,012,606 | 2,118,900 | 2,305,109 | 186,209 |
| Organization Development Office | 105,846 | 0 | 0 | 0 |
| Office of Volunteer Resources | 210,252 | 214,578 | 305,080 | 90,502 |
| Communications Office | 1,491,497 | 0 | 0 | 0 |
| Total Expenditures | 3,820,201 | 2,333,478 | 2,610,189 | 276,711 |
| Revenues | | | | |
| Fees | 5,888 | 0 | 0 | 0 |
| Total Revenues | 5,888 | 0 | 0 | 0 |
| General City Support | 3,814,313 | 2,333,478 | 2,610,189 | 276,711 |
| Total Department Expenditure | 3,820,201 | 2,333,478 | 2,610,189 | 276,711 |
| Total Department Revenue | 5,888 | 0 | 0 | 0 |
| Total General City Support | 3,814,313 | 2,333,478 | 2,610,189 | 276,711 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| City Manager's Office | 14.00 | 14.00 | 14.00 | 0.00 |
| Office of Volunteer Resources | 2.50 | 2.50 | 4.00 | 1.50 |
| Communications Office | 16.50 | 0.00 | 0.00 | 0.00 |
| Total | 33.00 | 16.50 | 18.00 | 1.50 |
| Total Position Summary | 33.00 | 16.50 | 18.00 | 1.50 |
| **Expenditure Category by Department** | | | | |
| Personnel | 3,524,567 | 2,202,164 | 2,445,518 | 243,354 |
| Operating | 293,050 | 131,314 | 160,833 | 29,519 |
| Capital | 2,583 | 0 | 3,838 | 3,838 |
| Total Expenditures: | 3,820,201 | 2,333,478 | 2,610,189 | 276,711 |
| **Revenue Category by Department** | | | | |
| From the Use of Money and Property | 5,560 | 0 | 0 | 0 |
| Charges for Services | 329 | 0 | 0 | 0 |
| Total Revenue: | 5,888 | 0 | 0 | 0 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

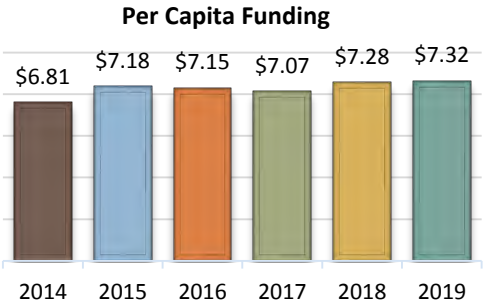


# CITY REAL ESTATE ASSESSOR

*The mission of the City Real Estate Assessor is to annually appraise all taxable and tax exempt real estate fairly and equitably, maintain and continually amend assessment records to reflect changes in the City's real property in accordance with state law and City code; perform transfers of ownership, updates, wills and plats recorded with the Clerk of Circuit Court and the accurate preparation of the Real Estate Land Book. The Assessor's Office also provides information and assistance to the City Council, City staff, State Department of Taxation and the public regarding the land book and individual assessments.*

## Department Overview

**City Real Estate Assessor**




The Office is responsible for accurately calculating Virginia Beach's real estate property assessments. This office's responsibilities include an annual inventory and appraisal of approximately 158,000 parcels. A quarterly inspection of new construction is also conducted to include the measurement, classification, documentation, and appraisal of newly constructed buildings and additions to existing buildings. For existing buildings and properties, subdivision sales are recorded throughout the year and the results are analyzed to determine assessment adjustments. Additional responsibilities include the real estate transfer function which involves deed transfers from sale of properties, transfers of ownership resulting from other transactions, and recording taxable parcels (i.e. parcels created from development).

**Board of Equalization**

The Board has the power to revise, correct, and amend real estate assessments. Generally, after an initial assessment review by the Real Estate Assessor, a resident may appeal to the Board to review the request. Hearings are held annually between July and February. The Board either affirms the initial assessment or determines whether it should be increased or decreased.

Both the City Council-appointed Real Estate Assessor and the Circuit Court-appointed Board of Equalization are fully funded by general City revenue.

## Key Performance Measures

Goal: Maintain a Financially Sustainable City Providing Excellent Services

Means to Residents: City Services delivered in the most cost effective manner

International Association of Assessing Officers' standard for parcels assessed per staff member is currently at 3,500

158,000 taxable parcels

7,200 average parcels per appraiser /4,760 parcels per staff member

775 assessment corrections processed

## Trends and Issues

- The number of short sales, foreclosures, and foreclosure sales executed in the City continues a downward trend. As seen in the chart below, over the past two years, there have been total decreases of 35.0%, 24.5%, and 31.7%, in the respective categories.

| Sale Type | 2015 | 2016 | 2017 |
|---|---|---|---|
| **Short Sales** | 263 | 236 | **171** |
| **Foreclosures** | 916 | 799 | **664** |
| **Foreclosure Sales** | 785 | 725 | **536** |

- The department is now using iPads to assist in field inspections and verifications. Future technological upgrades are to have a mobile application that would allow the appraisers to enter data directly from the field via the iPads, and to enhance the digital capability of providing neighborhood maps and additional layers of data that will not need a plotter, thus eliminating the need for paper.

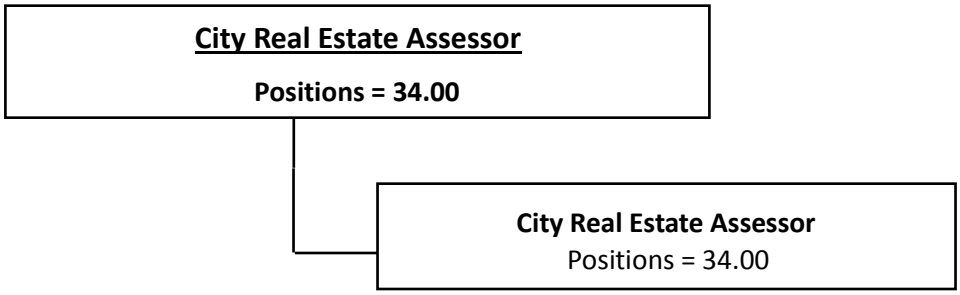
- There is some volatility in new construction, but appreciation of existing structures appears to be normalizing, as this year's projection was 2.8% and last year's projection was 2.7%.

- Although interest rates are currently very low, an increase in mortgage rates could have a negative effect on the market because the average assessment and sales prices are still on the rise.

## City Real Estate Assessor - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Board of Equalization | 1,719 | 3,004 | 2,980 | (24) |
| City Real Estate Assessor | 3,045,230 | 3,304,156 | 3,337,538 | 33,382 |
| Total Expenditures | 3,046,949 | 3,307,160 | 3,340,518 | 33,358 |
| Revenues | | | | |
| Fees | 45 | 0 | 0 | 0 |
| Total Revenues | 45 | 0 | 0 | 0 |
| General City Support | 3,046,904 | 3,307,160 | 3,340,518 | 33,358 |
| Total Department Expenditure | 3,046,949 | 3,307,160 | 3,340,518 | 33,358 |
| Total Department Revenue | 45 | 0 | 0 | 0 |
| Total General City Support | 3,046,904 | 3,307,160 | 3,340,518 | 33,358 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| City Real Estate Assessor | 34.00 | 34.00 | 34.00 | 0.00 |
| Total | 34.00 | 34.00 | 34.00 | 0.00 |
| Total Position Summary | 34.00 | 34.00 | 34.00 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 2,814,994 | 3,019,752 | 3,034,711 | 14,959 |
| Operating | 231,955 | 287,408 | 305,807 | 18,399 |
| Total Expenditures: | 3,046,949 | 3,307,160 | 3,340,518 | 33,358 |
| **Revenue Category by Department** | | | | |
| Miscellaneous Revenue | 45 | 0 | 0 | 0 |
| Total Revenue: | 45 | 0 | 0 | 0 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

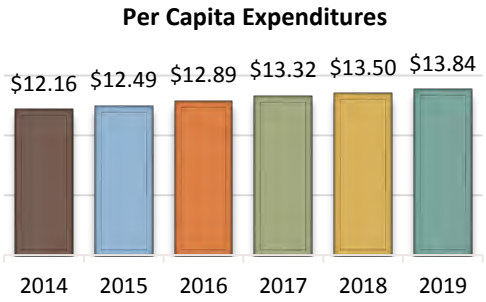


# CITY TREASURER

*The mission of the City Treasurer's Office is to collect revenues and tax receipts due to the City in the most efficient and effective manner and to invest these funds in a manner which will provide the highest investment returns. This is done while meeting goals of: maximum security/safety, providing for daily cash flow demands, and conforming with all state and local statutes governing the investment of public funds.*

## Department Overview

The City Treasurer's office mails out, receives, and processes payments for current and delinquent real estate taxes, personal property taxes, trustee taxes, parking tickets, and other various bills due to the City. The Treasurer is also responsible for the investment of all cash financial assets of the City. This is done in a manner that will provide the highest return on investment only after the goals of the maximum security and safety, meeting daily cash flow demands, and conformance with all state and local statues governing the investment of public funds has been met.




## Key Performance Measures

**Goal: Maintain a Financially Sustainable City Providing Excellent Services**

**Means to Residents: City services delivered in the most cost-effective manner**

**75.2% of citizens believe they receive a good value for their City tax dollars**

- 460,000 personal property bills mailed
- $610,000 is the amount of restitution collected and reimbursed to victims
- 127,000 real estate bills mailed
- 25,500 trustee bills mailed

## Trends & Issues

- Monthly billing for Water & Sewer services began in July 2017, which approximately doubled the volume of payments processed in the City Treasurer's office.
- The City Treasurer's office is preparing for the October 2018 implementation of the business revenue/personal property Revenue Assessment Collections System (RACS), which includes the

replacement of the legacy systems for personal property taxes, trust taxes, parking tickets, and miscellaneous invoices--including delinquent collections on each.

- The City Treasurer's office continues the collections for restitution and court costs and fines—including the associated collection fees which are allotted to the City's general fund.
- In FY 2018-19, the City Treasurer's office will begin collecting the local vehicle registration portion within the personal property tax bills for each vehicle purchased at a dealership. The volume for this new function is estimated to be 33,000 vehicles per year.

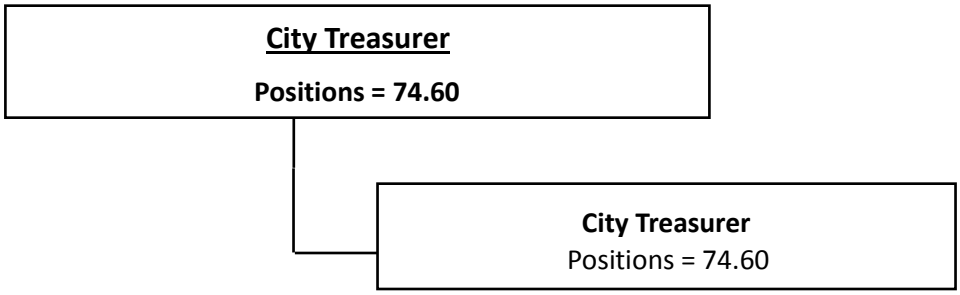
## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Existing Subscriptions Increase and True-Up<br><br>$106,806 | In 2016, an audit/analysis of the City Treasurer's Cashiering System (iNovah) was conducted. It was found that an increase in the costs associated with the license for the cashiering system was warranted. This presented two costs for which funding has been included: (1) an increase in the annual subscription cost due to the continuing increased level of usage; and, (2) the agreed-upon licensing true-up for prior years as found during the scope of the audit. The Treasurer's Office has agreed that the final payment of this true-up will be paid in FY 2018-19 to satisfy the agreement. |

## City Treasurer - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| City Treasurer | 5,716,289 | 6,162,154 | 6,287,888 | 125,734 |
| Total Expenditures | 5,716,289 | 6,162,154 | 6,287,888 | 125,734 |
| Revenues | | | | |
| Fees | 2,691,762 | 2,388,250 | 2,382,033 | (6,217) |
| State | 646,180 | 650,000 | 665,810 | 15,810 |
| Transfers | 254,000 | 349,120 | 339,527 | (9,593) |
| Total Revenues | 3,591,942 | 3,387,370 | 3,387,370 | 0 |
| General City Support | 2,124,347 | 2,774,784 | 2,900,518 | 125,734 |
| **610 Capital Projects Internal Service Fund** | | | | |
| Expenditures | | | | |
| Capital Projects - City Treasurer | 29,570 | 70,000 | 0 | (70,000) |
| Total Expenditures | 29,570 | 70,000 | 0 | (70,000) |
| Revenues | | | | |
| Fees | 29,570 | 70,000 | 0 | (70,000) |
| Total Revenues | 29,570 | 70,000 | 0 | (70,000) |
| General City Support | 0 | 0 | 0 | 0 |
| Total Department Expenditure | 5,745,860 | 6,232,154 | 6,287,888 | 55,734 |
| Total Department Revenue | 3,621,512 | 3,457,370 | 3,387,370 | (70,000) |
| Total General City Support | 2,124,347 | 2,774,784 | 2,900,518 | 125,734 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| City Treasurer | 74.60 | 74.60 | 74.60 | 0.00 |
| Total | 74.60 | 74.60 | 74.60 | 0.00 |
| Total Position Summary | 74.60 | 74.60 | 74.60 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 4,872,154 | 5,331,341 | 5,241,468 | (89,873) |
| Operating | 873,705 | 900,813 | 1,046,420 | 145,607 |
| Total Expenditures: | 5,745,860 | 6,232,154 | 6,287,888 | 55,734 |
| **Revenue Category by Department** | | | | |
| Charges for Services | 29,570 | 70,000 | 0 | (70,000) |
| Miscellaneous Revenue | 1,411,144 | 1,273,250 | 1,345,094 | 71,844 |
| Fines and Forfeitures | 1,280,618 | 1,115,000 | 1,036,939 | (78,061) |
| Other Sources from the Commonwealth | 646,180 | 650,000 | 665,810 | 15,810 |
| Transfers from Other Funds | 254,000 | 349,120 | 339,527 | (9,593) |
| Total Revenue: | 3,621,512 | 3,457,370 | 3,387,370 | (70,000) |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



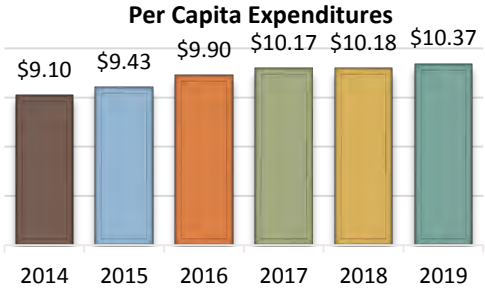
# COMMISSIONER OF THE REVENUE

*The mission of the Commissioner of the Revenue is to ensure the uniform and consistent assessment of applicable state and local tax codes while providing customer assistance on all tax related issues.*

## Department Overview

The Commissioner of the Revenue is one of five elected Constitutional Officers in the city and, as such, is partially funded by the State Compensation Board.

The office is responsible for the discovery, investigation, licensing, assessment, audit, and prosecution and reporting of tax levies. It also provides select DMV services and has the additional responsibility of selling hunting and fishing licenses in partnership with the Virginia Department of Game and Inland Fisheries.




## Key Performance Measures

**Goal: Maintain a Financially Sustainable City Providing Excellent Services**

**Means to Residents: City services that are readily accessible and are provided in a customer friendly manner**

75.2% of taxpayers feel that they receive a good value for their city tax dollars

92.1% of citizens agree that they can conveniently access city services

5,064 audits and investigations

486,334 personal property accounts assessed annually

343,806 direct customer contacts

42,100 DMV customer contacts

## Trends & Issues

- The Commissioner's drive-thru appeals program continues to grow each year and the office is once again looking for a larger space to conduct these appeals. In 2017, the appeals program reassessed over 15,000 vehicles. The program allows citizens to have their vehicles reappraised for their property tax bill based on any damages or issues that may be present.

- The Commissioner's Office continues to see increased demand for services such as the DMV Select, personal property tax exemptions, and vehicle reassessments. As part of the new city hall project, the Commissioner is requesting expanded space to meet the increasing need for service. The office is

seeking more private conference areas to protect taxpayer privacy while expanding service delivery with increased customer contact areas.

- The Commissioner of the Revenue is continuing to partner with the City Treasurer, the Real Estate Assessor, and Information Technology to develop the new City tax system application. Once fully operational in fall of 2018, this system will allow citizens to file and review all business and personal property taxes online; reducing the need for citizens to pay their bill via mail or by visiting city hall.

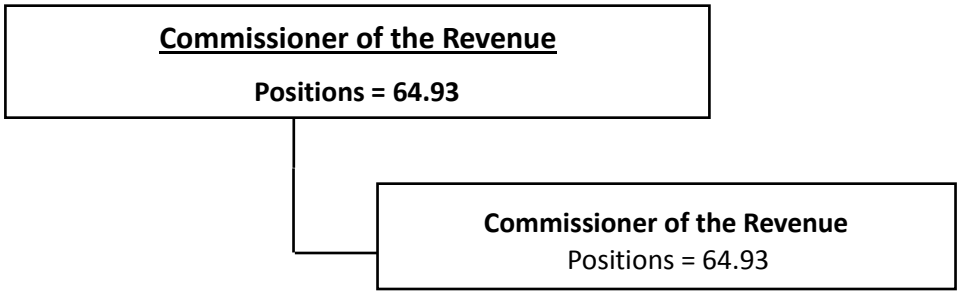
## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | iCompass service contract extension<br><br>$40,000 | In FY 2016-17, the Commissioner began using iCompass services to help the department's investigative staff identify short term rental properties to ensure compliance with local taxes. This service saved staff from having to physically verify suspected short-term rental addresses that operate through services such as Airbnb and ensuring fewer addresses remain undetected as rental properties. Since iCompass usage began, the department has realized $338,000 more in short-term rental taxes, making these services a positive return on investment. |

## Commissioner of the Revenue - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Commissioner of the Revenue | 4,481,284 | 4,628,342 | 4,656,816 | 28,474 |
| DMV Select | 125,413 | 77,403 | 77,464 | 61 |
| Total Expenditures | 4,606,697 | 4,705,745 | 4,734,280 | 28,535 |
| Revenues | | | | |
| State | 823,293 | 843,079 | 843,079 | 0 |
| Total Revenues | 823,293 | 843,079 | 843,079 | 0 |
| General City Support | 3,783,403 | 3,862,666 | 3,891,201 | 28,535 |
| Total Department Expenditure | 4,606,697 | 4,705,745 | 4,734,280 | 28,535 |
| Total Department Revenue | 823,293 | 843,079 | 843,079 | 0 |
| Total General City Support | 3,783,403 | 3,862,666 | 3,891,201 | 28,535 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Commissioner of the Revenue | 62.00 | 62.60 | 62.00 | -0.60 |
| DMV Select | 2.93 | 2.93 | 2.93 | 0.00 |
| Total | 64.93 | 65.53 | 64.93 | -0.60 |
| Total Position Summary | 64.93 | 65.53 | 64.93 | -0.60 |
| **Expenditure Category by Department** | | | | |
| Personnel | 4,202,436 | 4,342,626 | 4,345,907 | 3,281 |
| Operating | 404,261 | 363,119 | 388,373 | 25,254 |
| Total Expenditures: | 4,606,697 | 4,705,745 | 4,734,280 | 28,535 |
| **Revenue Category by Department** | | | | |
| Other Sources from the Commonwealth | 823,293 | 843,079 | 843,079 | 0 |
| Total Revenue: | 823,293 | 843,079 | 843,079 | 0 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

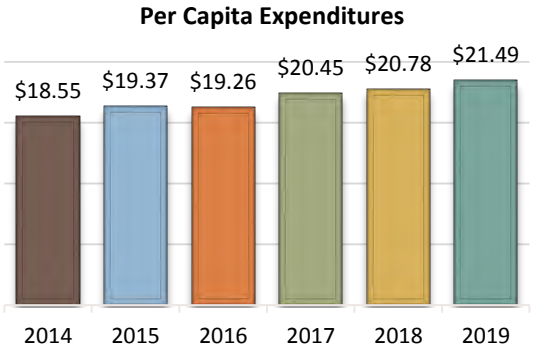


# COMMONWEALTH'S ATTORNEY

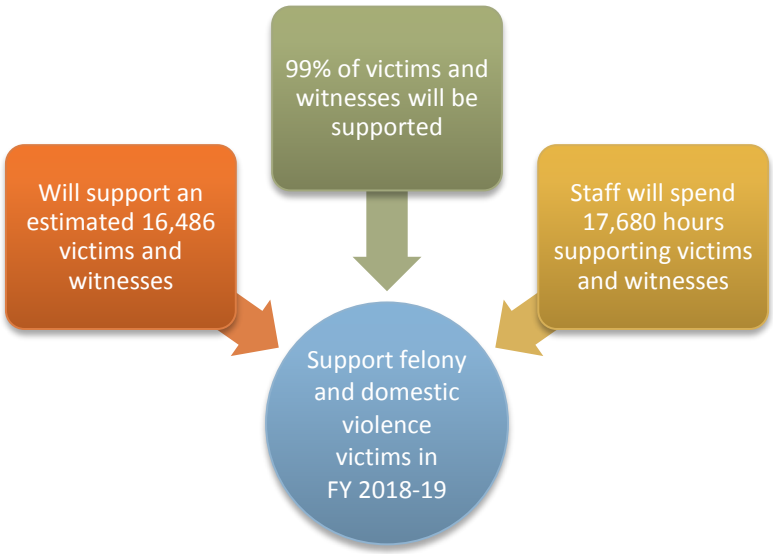
*The Office of the Commonwealth's Attorney is responsible for reviewing and prosecuting all felony cases as well as some misdemeanors and civil matters. At the discretion of the Commonwealth's Attorney, the office also prosecutes all DUI's, city and state misdemeanor appeals, domestic violence cases, and other misdemeanors upon request. The office also provides legal training and advice to all local law enforcement officers, magistrates, and other local officials. In addition, the office provides services and support for the victims and witnesses involved in the various cases handled by the office.*

## Department Overview

The Commonwealth's Attorney is an elected, constitutional, law enforcement official who is independent in his duties from both the city and the commonwealth. The primary responsibilities of the Commonwealth's Attorney's Office are:




- To review all felony, selected misdemeanor cases, and to pursue the prosecution of those cases where there is sufficient evidence.
- To handle many civil matters to include forfeitures, extraditions, and mental health appeals.
- To handle, at the office's discretion, all city and state misdemeanor appeals, all DUI's, domestic violence cases, and complicated misdemeanor cases upon request.
- To provide, at the office's discretion, legal training and advice to local officials, law enforcement, and other public safety agencies when requested.
- To prepare the Circuit Court criminal docket and the General District Court DUI docket as well as handle preliminary hearings on felony cases in the General District and Juvenile and Domestic Relations Courts.



## Key Performance Measures

**Goal: Be the Safest City in the Nation**

**Means to Residents: Residents feel safe throughout the city**

86.4% of residents agree with the statement "my neighborhood is a safe place to live"

88.2% of residents agree with the statement "Virginia Beach, in general, is a safe place to live"

| Domestic Violence: | Property Crime: | Serious Narcotic Violations: | Violent Felonies: |
|---|---|---|---|
| 85% conviction rate | 94% conviction rate | 92% conviction Rate | 90% conviction rate |
| 1,368 Defendants prosecuted | 1,020 Defendants prosecuted | 674 Defendants Prosecuted | 541 Defendants prosecuted |
| 72% open cases closed | 83% open cases closed | 72% open cases closed | 69% open cases closed |

## Trends & Issues

- Efforts continue to transition to a paperless operation progressing with the anticipated implementation of a replacement case management software system that has improved functionality. The new system will be browser-based and is highly configurable navigation screens/views and data elements, which will improve staff productivity. Because it is highly configurable, the system is adaptable to business needs and process changes.
- The office worked with other city and state agencies to form a Drug Treatment Court to offer an alternative sentencing option for non-violent drug addicts in need of treatment and other services.
- Workload increases are anticipated with the implementation of Police Body Worn Cameras (i.e. video reviewing and redacting, case preparation, and presentation). The first phase of a four-phase program was funded in FY 2016-17, and the second phase of staffing for the Commonwealth Attorney's Office is anticipated in FY 2018-19.
- The State Compensation Board provides funding for a portion of personnel costs for 50 of the 97.83 CWA staff members. To attract and retain personnel, the city has provided salary supplements for many years. Over the years, the trend has been for the city to provide increased funding while the state reduced its share of funding for the General Fund portion of the Operating Budget for the Commonwealth's Attorney's Office. For FY 2018-19, the Compensation Board will be providing $2.4 million towards personnel costs while General Fund support is $6.0 million.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Increase of 3 FTEs for the Expansion of CWA Body Camera Program<br><br>Total Cost: $299,343 | Phase two of the Virginia Beach Body Camera Program (VBBCP) adds two Assistant Commonwealth's Attorney (ACA) positions and one Paralegal position. These positions will be used to support the increased workload created by viewing video footage evidence associated with body worn cameras. |

## Commonwealth's Attorney - Departmental Resource Summary

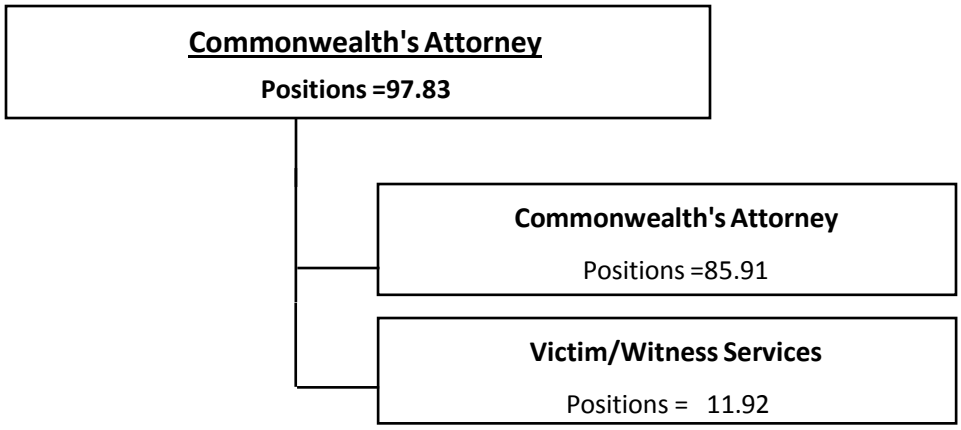
| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Commonwealth's Attorney | 7,832,998 | 8,538,112 | 8,896,166 | 358,054 |
| Total Expenditures | 7,832,998 | 8,538,112 | 8,896,166 | 358,054 |
| Revenues | | | | |
| State | 2,642,510 | 2,613,174 | 2,807,324 | 194,150 |
| Total Revenues | 2,642,510 | 2,613,174 | 2,807,324 | 194,150 |
| General City Support | 5,190,487 | 5,924,938 | 6,088,842 | 163,904 |
| **140 Commonwealth Attorney's Fed & State Seized Assets SRF** | | | | |
| Expenditures | | | | |
| DEA - Commonwealth's Attorney | 273,205 | 100,000 | 100,000 | 0 |
| Total Expenditures | 273,205 | 100,000 | 100,000 | 0 |
| Revenues | | | | |
| Fees | 4,594 | 0 | 0 | 0 |
| State | 107,900 | 0 | 0 | 0 |
| Fund Balance | 0 | 100,000 | 100,000 | 0 |
| Total Revenues | 112,494 | 100,000 | 100,000 | 0 |
| General City Support | 160,711 | 0 | 0 | 0 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Commonwealth's Attorney - Grants | 545,880 | 805,995 | 816,827 | 10,832 |
| Total Expenditures | 545,880 | 805,995 | 816,827 | 10,832 |
| Revenues | | | | |
| State | 91,300 | 140,397 | 140,397 | 0 |
| Federal | 273,900 | 421,191 | 421,191 | 0 |
| Transfers | 244,311 | 244,407 | 255,239 | 10,832 |
| Total Revenues | 609,511 | 805,995 | 816,827 | 10,832 |
| General City Support | (63,631) | 0 | 0 | 0 |
| Total Department Expenditure | 8,652,083 | 9,444,107 | 9,812,993 | 368,886 |
| Total Department Revenue | 3,364,516 | 3,519,169 | 3,724,151 | 204,982 |
| Total General City Support | 5,287,567 | 5,924,938 | 6,088,842 | 163,904 |

| | | | | |
|---|---|---|---|---|
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Commonwealth's Attorney | 82.93 | 82.91 | 85.91 | 3.00 |
| Total | 82.93 | 82.91 | 85.91 | 3.00 |
| **183 Grants Consolidated Fund** | | | | |
| Commonwealth's Attorney - Grants | 11.92 | 11.92 | 11.92 | 0.00 |
| Total | 11.92 | 11.92 | 11.92 | 0.00 |

## Commonwealth's Attorney - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Proposed | Variance from FY 2018 |
|---|---|---|---|---|
| Total Position Summary | 94.85 | 94.83 | 97.83 | 3.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 7,996,643 | 8,653,068 | 8,993,319 | 340,251 |
| Operating | 637,440 | 777,375 | 776,749 | (626) |
| Capital | 16,800 | 0 | 21,584 | 21,584 |
| Reserves | 1,201 | 13,664 | 21,341 | 7,677 |
| Total Expenditures: | 8,652,083 | 9,444,107 | 9,812,993 | 368,886 |
| **Revenue Category by Department** | | | | |
| From the Use of Money and Property | 4,594 | 0 | 0 | 0 |
| Other Sources from the Commonwealth | 2,841,711 | 2,753,571 | 2,947,721 | 194,150 |
| Revenue from the Federal Government | 273,900 | 421,191 | 421,191 | 0 |
| Transfers from Other Funds | 244,311 | 244,407 | 255,239 | 10,832 |
| Specific Fund Reserves | 0 | 100,000 | 100,000 | 0 |
| Total Revenue: | 3,364,516 | 3,519,169 | 3,724,151 | 204,982 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# COMMUNICATIONS

*The Communications Office mission is to provide the full range of strategic and tactical communications services that facilitate service delivery, relationship-building and the exchange of ideas to achieve established objectives.*

## Department Overview

The Communications Office is a full-service agency providing strategic and tactical communication solutions for citywide and department-level initiatives. Among the range of services provided, staff:

- Developes communication strategies
- Creates campaigns to achieve established objectives
- Promotes community awareness of and engagement in municipal government
- Organizes special events
- Produces videos and cablecasts live meetings
- Maintains content on the City website and social media sites
- Manages media inquiries
- Writes speeches, articles, newsletters, editorials, news releases, reports and presentations
- Designs logos, brochures, infographics and other creative collateral.

## Trends & Issues

- The Communications Office is expanding the City's social media reach which as of February 1, 2018 totaled more than 180,000 followers across all platforms (Facebook, Twitter, Nextdoor, YouTube, Flickr and Instagram) to provide greater coverage of issues and access to more people. The City's Instagram site launched January 1, 2018 and within a month had attracted more than 1,000 followers.

- In 2017-18, the Communications Office added several new tools to improve communications and citizen engagement, including Facebook Live for City Council, Planning Commission and some community meetings (new city hall, bikeways and trails planning) and publicinput.com, a new mobile-friendly online survey tool. In its first use with the Dome Site survey, 2,545 people participated.

- In addition to launching the new informational program, VB411 and a companion website, Fact or Fiction?, the Communications Office is developing plans to address results from the 2017 citizen satisfaction survey regarding communication and citizen engagement efforts as well as the communication and engagement-related priorities City Council identified in the February 2018 workshop.

- The Communications Office is developing new video programming, including mini-series that tell stories about locations around Virginia Beach and people who make a difference in our community.

- In the 2017 citizen satisfaction survey, 66% of respondents identified the City's website, VBGov.com, as their primary source of information. The Communications Office is working with Information Technology to select a new Content Management System (CMS) to provide enhanced functionality on our website, including notification options for content changes and service delivery interfaces.

## Key Performance Measures

**Goal: Leverage Data and Technology to Enhance Community Livability, Prosperity, and Sustainability**

**Means to Residents: Transparent government**

69.8% of citizens know how to inform the city about the way they feel on important issues

63.3% of citizens are satisfied with their opportunity to share their ideas or opinions before the city makes important decisions

2,191,450 of website visitors per year

446,340 plays of online files

179,255 social media followers across Facebook, Twitter, and Nextdoor.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | $9,500 for Archive Social | In FY 2018-19, the Communications Office will be purchasing a subscription to Archive Social. This service will allow the office to log all posts and edits made to social media accounts, along with private messages. |
| ↑ | $4,500 in Additional funding for PublicInput.com | Additional funding is being allocated to the Communications Office to maintain the subscription of PublicInput.com which was purchased in FY 2017-18. This will allow the department to better collect citizen input and communicate back to the constituents. |
| ↑ | Media and Communications Coordinator for $82,116 | An additional Media and Communications Coordinator position has been added for FY 2018-19. The new position will be focused on reporting information through a variety of platforms (social, video, print) and addressing misinformation and misconceptions about City services, projects and issues. |
| ↑ | Television Operations Technician funded through the School Operating Budget | This position will provide the Communications Office additional multi-media services support. Multi-media service is split 50/50 with schools as this division supports City and School coverage of media events. |

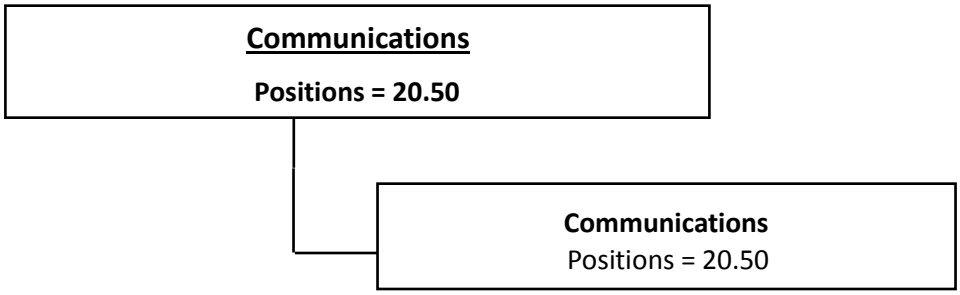
## Communications Office - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Communications Office | 0 | 1,639,665 | 1,798,262 | 158,597 |
| Total Expenditures | 0 | 1,639,665 | 1,798,262 | 158,597 |
| Revenues | | | | |
| Fees | 0 | 12,000 | 6,500 | (5,500) |
| Total Revenues | 0 | 12,000 | 6,500 | (5,500) |
| General City Support | 0 | 1,627,665 | 1,791,762 | 164,097 |
| Total Department Expenditure | 0 | 1,639,665 | 1,798,262 | 158,597 |
| Total Department Revenue | 0 | 12,000 | 6,500 | (5,500) |
| Total General City Support | 0 | 1,627,665 | 1,791,762 | 164,097 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Communications Office | 0.00 | 18.50 | 20.50 | 2.00 |
| Total | 0.00 | 18.50 | 20.50 | 2.00 |
| Total Position Summary | 0.00 | 18.50 | 20.50 | 2.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 0 | 1,520,255 | 1,645,441 | 125,186 |
| Operating | 0 | 115,810 | 149,221 | 33,411 |
| Capital | 0 | 3,600 | 3,600 | 0 |
| Total Expenditures: | 0 | 1,639,665 | 1,798,262 | 158,597 |
| **Revenue Category by Department** | | | | |
| From the Use of Money and Property | 0 | 12,000 | 6,500 | (5,500) |
| Total Revenue: | 0 | 12,000 | 6,500 | (5,500) |

**Resource Summary Notes**

The Communications Office received two new FTEs as part of an agreement between Schools. The first FTE was transferred from Human Services in FY 2017-18 and is City funded. The second FTE is being moved from the Schools budget for FY 2018-19. This position will still be funded by the Schools.

# City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# CONVENTION AND VISITORS BUREAU

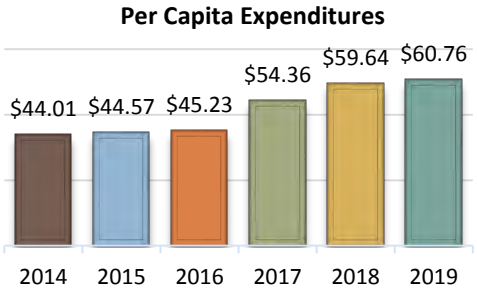
*The Virginia Beach Convention and Visitors Bureau develops and promotes Virginia Beach as a first-class, year-round travel destination that contributes to the city's quality of life and its diverse economy.*

On May 15, 2018, the City Council adopted amendments increasing the Convention and Visitors Bureau's operating budget by $260,857. This increase was composed of the following adjustments.

- Add $210,857 to the Tourism Investment Program (TIP) Fund for the purchase of two 12-passenger shuttle buses and related operating costs for the Preservation Virginia Cape Henry Landmarks/Fort Story Shuttle Grant.
- Add $50,000 to support marketing and advertising efforts for the 2019 induction ceremonies for the Virginia Sports Hall of Fame and to help solidify the Hall of Fame's presence at Town Center.

## Department Overview

The department supports, maintains, and expands the leisure travel, meeting, and convention markets in the city in order to promote Virginia Beach as a first-class, year-round travel destination. The four core program areas of the Convention and Visitors Bureau (CVB) are:




Increase in FY 2016-17 due to Resort Programs Office being transitioned from SGA Office to CVB

**Convention Promotion and Facility Management**
These staff members provide the management, operations, and marketing for the city's Convention Center as a destination for conventions, trade shows, and meetings. Staff members promote the city and Convention Center on a nation-wide basis with the objective of increasing the number of quality events.

**Tourism and Sports Marketing Promotion**
These services include developing domestic and international tours, family reunions, travel agent sales contacts and leads, sales opportunities, developing/servicing sporting events and sports related meetings, and conventions. These sales leads and opportunities are generated from trade shows, trade advertising, telemarketing, in-person sales calls, and site inspection visits. The sales leads are converted to bookings by the local hospitality industry in collaboration with the CVB team.

**Tourism Promotion and Advertising**
Advertising for the city and visitor information is provided through a dedicated funding stream, the Tourism Advertising Program (TAP) fund. The fund receives revenue from a dedication of one percent of the transient lodging tax, one-half of a percent of the restaurant meals tax, and a flat lodging tax of $1 per room night to support the city's advertising and marketing program and related activities including the operation of the Visitor Information Center. The Communications Division of CVB is charged with building media relationships on a local and regional level, and disseminating tourism-related information to our residents, and industry and regional partners. This includes overseeing the marketing and promotional efforts to encourage out-of-market tourism targeting leisure, meetings and conventions, sports marketing, group tours, and international visitors.

**Resort Programs and Special Events**
Schedules and coordinates special events at the oceanfront and resort area and plans and programs the entertainment events. It serves as the primary liaison between the special events organizer and the appropriate city operating department(s). This office facilitates the development of resort business opportunities, supports the Resort Advisory Commission's initiatives, and coordinates capital improvement projects in the resort area. In addition, this office interacts with citizen advisory groups, administers contracts, collects revenue, ensures city code compliance, and manages oceanfront franchise agreements (including open air cafe's, boardwalk vendors, beach equipment rentals, beach photography, and film production). The Office Interacts with other city departments to facilitate service delivery related to special events and routine services performed in the resort area including Building Maintenance, Landscape Services, Beach Operations, Traffic Operations Civil Inspections, Code Enforcement, Zoning Office, and the Police Department.

## Key Performance Measures

Goal: Be A Competitive, Sustainable, Year-Round Destination for Residents, Businesses and Tourists

Means to Residents: New tourist dollars to the local economy

$1.66 billion in direct spending by domestic travelers

83.9% repeat visitation for summer domestic overnight visitors

4.2% of visitors traveling from outside of the U.S.

325 convention center events drawing 630,000 visitors

Forecasted Hotel Room Nights Booked
812,078 summer
1,557,521 non-peak

99,849 visitors served at visitor center information locations

## Trends and Issues

- Virginia Beach Sports Center
  The Convention and Visitors Bureau is fully engaged with multiple City agencies as the approved CIP project to construct the Virginia Beach Sports Center continues to move forward. A study conducted by Victus in 2016 recommended a new sports center facility to enable growth of the City's sports marketing efforts to attract more participatory sports tournaments to Virginia Beach. The Convention and Visitors Bureau is working with the design/build team to design a facility that will meet our desired scope with the intention of moving to a comprehensive agreement with a target of an early 2020 opening.

- Convention Center Hotel Needed to Lure Larger Conventions
  The City's 500,000 square foot Convention Center is underperforming in terms of drawing large national conventions due to the absence of a convention center hotel. The Convention Center competes with many other destinations for conventions that are able to present a convention center and hotel package satisfying a required configuration by many organizations and national associations. Multiple consultant studies have expressed the need for a convention center hotel indicating that it will be difficult for Virginia Beach to be competitive in the marketplace without this asset in combination with the convention center. The Convention and Visitors Bureau is in the process of having HVS update the last study conducted in 2011 to reflect current market conditions in Virginia Beach and with primary competition.

- New Product Development (Dome Site/Pier Project)
  Travel related spending in the United States is over $990 billion per year. The annual share of that in Virginia Beach is almost $1.5 billion. These are new dollars that are added to the City's economy by visitors choosing the City of Virginia Beach as the destination to spend their discretionary dollars. However, steps should be taken to ensure this success will continue and the City remains competitive. The relationship between product development and marketing a destination cannot be overstated. To reach the City Council's goal of a year-round and competitive resort, a product is needed that can compete with other destinations; a product that will entice new generations of travelers; and a product that is relevant for year-round enjoyment. The current discussions taking place for the Dome Site development, the Pier development, and the Sports Center are all examples of products that will help achieve the goals to be competitive on a year-round basis and sustain the important benefits of a vibrant tourism based economy.

## Convention and Visitors Bureau - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 1,183,627 | 1,606,263 | 1,557,134 | (49,129) |
| Marketing, PR and Communications | 0 | 30,000 | 30,000 | 0 |
| Tourism Marketing and Sales | 74,751 | 564,543 | 551,305 | (13,238) |
| Sports Marketing | 386,946 | 464,330 | 509,211 | 44,881 |
| Convention Marketing and Sales | 884,501 | 947,550 | 1,004,769 | 57,219 |
| Convention Services | 0 | 277,745 | 269,240 | (8,505) |
| Virginia Beach Convention Center | 5,633,031 | 6,366,596 | 6,417,995 | 51,399 |
| Total Expenditures | 8,162,856 | 10,257,027 | 10,389,654 | 182,627 |
| Revenues | | | | |
| Fees | 4,827,494 | 3,960,581 | 4,100,872 | 140,291 |
| Total Revenues | 4,827,494 | 3,960,581 | 4,100,872 | 140,291 |
| General City Support | 3,335,362 | 6,296,446 | 6,288,782 | (7,664) |
| **152 Tourism Investment Program Fund** | | | | |
| Expenditures | | | | |
| TIP - Marketing, PR and Communications | 99,129 | 100,000 | 228,300 | 128,300 |
| TIP Resort Programs & Special Events | 4,138,094 | 4,506,323 | 4,411,787 | (94,536) |
| Total Expenditures | 4,237,222 | 4,606,323 | 4,640,087 | 33,764 |
| Revenues | | | | |
| Local Taxes | 2,620,075 | 3,070,792 | 2,957,068 | (113,724) |
| Fees | 1,857,288 | 1,535,531 | 1,692,226 | 156,695 |
| Transfers | 14,697 | 0 | 0 | 0 |
| Total Revenues | 4,492,059 | 4,606,323 | 4,640,087 | 33,764 |
| General City Support | (254,836) | 0 | 0 | 0 |

## Convention and Visitors Bureau - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **163 Tourism Advertising Program Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Visitor Information Center | 704,109 | 786,477 | 646,279 | (140,198) |
| TAP - Marketing, PR and Communications | 7,687,742 | 8,776,870 | 9,609,940 | 833,070 |
| Sports Marketing & Sales | 1,230,880 | 1,236,633 | 1,193,033 | (43,600) |
| Tourism Marketing & Sales | 805,735 | 362,719 | 461,653 | 98,934 |
| Administration | 368,132 | 260,636 | 152,187 | (108,449) |
| Convention Marketing & Sales | 345,307 | 511,447 | 333,350 | (178,097) |
| Convention Center Marketing | 7,525 | 0 | 0 | 0 |
| Convention Services | 437,453 | 247,970 | 290,334 | 42,364 |
| Reserve for Contingencies | 0 | 1,560 | 17,500 | 15,940 |
| Transfer to Other Funds | 61,992 | 56,838 | 56,838 | 0 |
| Total Expenditures | 11,648,875 | 12,241,150 | 12,761,114 | 519,964 |
| Revenues | | | | |
| Local Taxes | 11,783,650 | 12,076,046 | 12,631,114 | 555,068 |
| Fees | 122,692 | 165,104 | 130,000 | (35,104) |
| Total Revenues | 11,906,343 | 12,241,150 | 12,761,114 | 519,964 |
| General City Support | (257,467) | 0 | 0 | 0 |
| Total Department Expenditure | 24,048,954 | 27,104,500 | 28,000,912 | 896,412 |
| Total Department Revenue | 21,225,895 | 20,808,054 | 21,712,130 | 904,076 |
| Total General City Support | 2,823,058 | 6,296,446 | 6,288,782 | (7,664) |

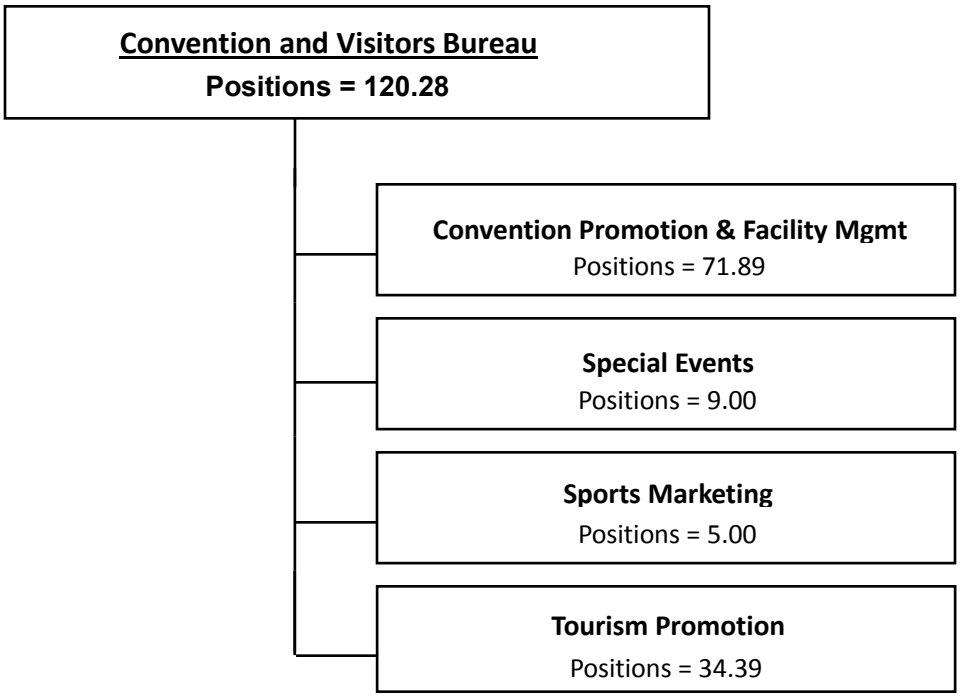
### Position Summary by Program

| | | | | |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Director's Office | 9.00 | 10.00 | 10.00 | 0.00 |
| Tourism Marketing and Sales | 0.00 | 5.00 | 5.00 | 0.00 |
| Sports Marketing | 4.00 | 5.00 | 5.00 | 0.00 |
| Convention Marketing and Sales | 9.00 | 9.00 | 10.00 | 1.00 |
| Convention Services | 0.00 | 3.00 | 3.00 | 0.00 |
| Virginia Beach Convention Center | 62.89 | 62.89 | 61.89 | -1.00 |
| Total | 84.89 | 94.89 | 94.89 | 0.00 |
| **152 Tourism Investment Program Fund** | | | | |
| TIP Resort Programs & Special Events | 9.00 | 9.00 | 9.00 | 0.00 |
| Total | 9.00 | 9.00 | 9.00 | 0.00 |
| **163 Tourism Advertising Program Special Revenue Fund** | | | | |
| Visitor Information Center | 7.39 | 7.39 | 6.39 | -1.00 |
| TAP - Marketing, PR and Communications | 9.00 | 9.00 | 10.00 | 1.00 |
| Tourism Marketing & Sales | 6.00 | 0.00 | 0.00 | 0.00 |
| Administration | 1.00 | 0.00 | 0.00 | 0.00 |
| Convention Services | 3.00 | 0.00 | 0.00 | 0.00 |
| Total | 26.39 | 16.39 | 16.39 | 0.00 |
| Total Position Summary | 120.28 | 120.28 | 120.28 | 0.00 |

## Convention and Visitors Bureau - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Expenditure Category by Department** | | | | |
| Personnel | 7,428,505 | 8,519,865 | 8,517,301 | (2,564) |
| Operating | 16,476,699 | 18,481,237 | 19,295,327 | 814,090 |
| Capital | 81,757 | 45,000 | 113,946 | 68,946 |
| Reserves | 0 | 1,560 | 17,500 | 15,940 |
| Transfers | 61,992 | 56,838 | 56,838 | 0 |
| Total Expenditures: | 24,048,954 | 27,104,500 | 28,000,912 | 896,412 |
| **Revenue Category by Department** | | | | |
| Hotel Room Tax | 8,488,772 | 8,805,235 | 8,953,062 | 147,827 |
| Restaurant Meal Tax | 5,914,953 | 6,341,603 | 6,835,970 | 494,367 |
| Permits, Privilege Fees, and Regulatory Licenses | 421,166 | 277,669 | 383,775 | 106,106 |
| From the Use of Money and Property | 4,678,746 | 3,774,837 | 4,010,172 | 235,335 |
| Charges for Services | 1,157,815 | 1,112,454 | 1,033,001 | (79,453) |
| Miscellaneous Revenue | 45,244 | 37,356 | 37,250 | (106) |
| Fines and Forfeitures | 504,503 | 458,900 | 458,900 | 0 |
| Transfers from Other Funds | 14,697 | 0 | 0 | 0 |
| Total Revenue: | 21,225,895 | 20,808,054 | 21,712,130 | 904,076 |

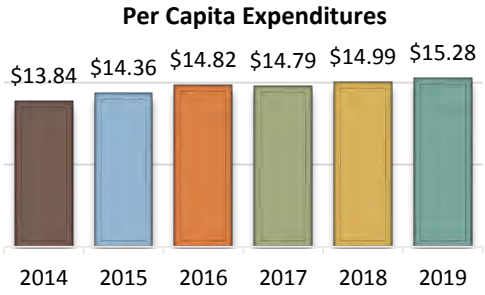
## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# COURTS AND COURT SUPPORT

*The mission of the court system is to provide an accessible and responsive forum for the resolution of disputes through the rule of law and quality service that ensures that all are treated with courtesy, dignity, and respect.*

## Department Overview




Courts and Court Support is comprised of six divisions, each with responsibilities focused on different aspects of the local judicial process. Each division has a separate state and city budget since the state provides a large portion of the total funding for all of them. The responsibilities for each division are detailed below:

**Virginia Beach Circuit Court**
This is the trial court for the City with the authority to try both civil and criminal cases. They have jurisdiction over all felonies and misdemeanors originating from grand jury indictments and hear appeals from the General District and Juvenile and Domestic Relations District Courts.

**Virginia Beach General District Court**
GDC hears cases involving traffic violations, civil disputes (for claims up to $25,000), criminal misdemeanors, the preliminary hearings for criminal felonies, and bond hearings.

**Virginia Beach Juvenile and Domestic Relations District Court**
JDR is responsible for cases involving juveniles as well as adults involved in issues concerning support, visitation, parentage, abuse, or custody of children.

**Clerk of the Circuit Court**
They are the keeper of vital documents recorded in the locality, some of which are deeds, deeds of trust, plats, powers of attorney, Certificate of Release or Discharge from Active Duty (DD-214s), financing statements, judgments, notary applications, and business names. The Clerk of Circuit Court also oversees 9 judges with dockets that consist of name changes, adoption, divorce, civil suits, complex criminal matters, and all of the appeals from the District Courts.

**Virginia Beach Magistrate's Office**
This division provides an independent review of complaints from law enforcement officers and citizens to determine if there is probable cause for criminal charges. Magistrates issue arrest and search warrants and can set bail or commit individuals to custody following an arrest.

**Court Services Unit (Juvenile Probation)**
This unit provides probation supervision to children placed on probation by the Juvenile Court and parole services to those youth who have been committed to the Department of Juvenile Justice. The unit prepares all social history background investigations for the Juvenile Court and refers juveniles who are brought before the court to community based systems for sanctions, programs, and services.

## Key Performance Measures

Goal: Be the Safest City in the Nation
Goal: Maintain a Financially Sustainable City Providing Excellent Services

Means to Residents: Residents feels safe throughout the city

Means to Residents: Feeling safe and secure within Virginia Beach - any place, anytime

Means to Residents: City services that are readily accessible and are provided in a customer friendly manner

16,020 new cases commenced in Circuit Court

51% of youth receiving detention alternative placement

37.5 Circuit Court Clerk customer service hours per week

144,292 new cases filed in General District Court

100% of youth assessed for detention

583 youth receiving supervision or unofficial counseling

68,714 deeds recorded; 100% of deeds returned within 3 days

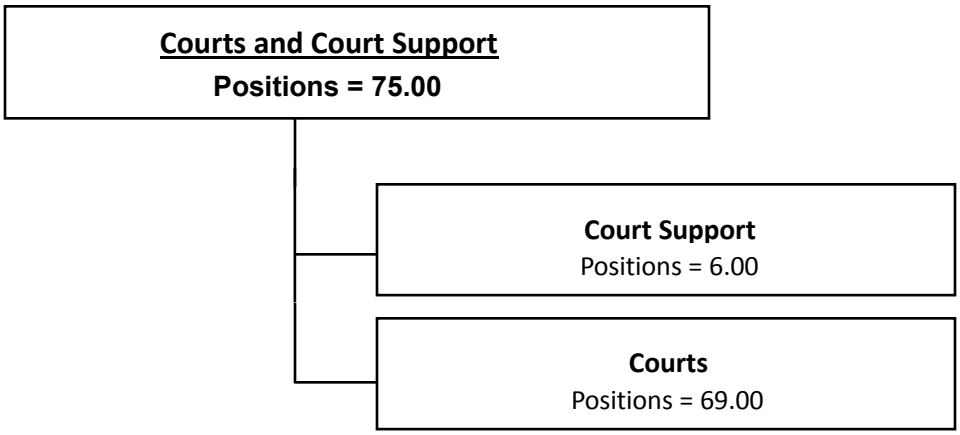
## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Clerk of the Circuit Court Supplements<br><br>+$22,158 | Funding is included in this year's budget to supplement the salaries of Clerk of the Circuit Court staff. Clerk of the Circuit Court salaries are set by the State Compensation Board. To ensure appropriate staffing similar to other Constitutional officers, the City will be providing extra support to increase overall employee compensation. The money necessary to fund these supplements will come from three sources: a reallocation of the Clerk's existing non-personnel operating accounts, a newly collected revenue related to paper filing fees, and $22,158 in additional funding from the City. |

## Courts and Courts' Support - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Circuit Court | 1,086,428 | 1,113,976 | 1,134,104 | 20,128 |
| General District Court | 420,727 | 462,413 | 476,224 | 13,811 |
| Juvenile and Domestic Relations District Court | 140,356 | 181,768 | 181,918 | 150 |
| Clerk of the Circuit Court | 3,385,924 | 3,476,551 | 3,628,282 | 151,731 |
| Magistrates | 61,460 | 70,483 | 64,858 | (5,625) |
| Juvenile Probation | 1,272,375 | 1,213,683 | 1,215,598 | 1,915 |
| Juvenile Probation CHINS Unit | 208,091 | 293,084 | 275,329 | (17,755) |
| Total Expenditures | 6,575,362 | 6,811,958 | 6,976,313 | 164,355 |
| Revenues | | | | |
| Local Taxes | 7,858,406 | 0 | 0 | 0 |
| Fees | 502,649 | 257,226 | 347,226 | 90,000 |
| State | 1,994,089 | 2,013,190 | 2,022,111 | 8,921 |
| Total Revenues | 10,355,144 | 2,270,416 | 2,369,337 | 98,921 |
| General City Support | (3,779,782) | 4,541,542 | 4,606,976 | 65,434 |
| Total Department Expenditure | 6,575,362 | 6,811,958 | 6,976,313 | 164,355 |
| Total Department Revenue | 10,355,144 | 2,270,416 | 2,369,337 | 98,921 |
| Total General City Support | (3,779,782) | 4,541,542 | 4,606,976 | 65,434 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Circuit Court | 12.00 | 12.00 | 12.00 | 0.00 |
| Clerk of the Circuit Court | 57.00 | 57.00 | 57.00 | 0.00 |
| Juvenile Probation | 1.00 | 1.00 | 1.00 | 0.00 |
| Juvenile Probation CHINS Unit | 5.00 | 5.00 | 5.00 | 0.00 |
| Total | 75.00 | 75.00 | 75.00 | 0.00 |
| Total Position Summary | 75.00 | 75.00 | 75.00 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 4,519,905 | 4,681,129 | 4,892,944 | 211,815 |
| Operating | 2,055,457 | 2,130,829 | 2,083,369 | (47,460) |
| Total Expenditures: | 6,575,362 | 6,811,958 | 6,976,313 | 164,355 |
| **Revenue Category by Department** | | | | |
| Other Taxes | 7,858,406 | 0 | 0 | 0 |
| Permits, Privilege Fees, and Regulatory Licenses | 15,358 | 17,505 | 107,505 | 90,000 |
| From the Use of Money and Property | 118,052 | 0 | 0 | 0 |
| Charges for Services | 172,376 | 164,721 | 164,721 | 0 |
| Miscellaneous Revenue | 75,958 | 75,000 | 75,000 | 0 |
| Fines and Forfeitures | 120,906 | 0 | 0 | 0 |
| Other Sources from the Commonwealth | 1,994,089 | 2,013,190 | 2,022,111 | 8,921 |
| Total Revenue: | 10,355,144 | 2,270,416 | 2,369,337 | 98,921 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

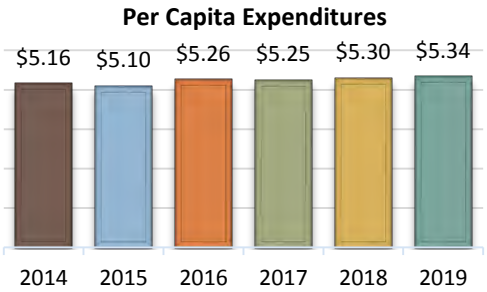


# CULTURAL AFFAIRS

*The mission of the Office of Cultural Affairs is to integrate the arts and humanities, in their full ethnic and cultural diversity, into the fabric of everyday life. Toward this end, the Office exists to stimulate and support excellence and accessibility in the arts and humanities for all citizens.*

## Department Overview

The Office of Cultural Affairs works with the Virginia Beach Arts and Humanities Commission to support cultural activities throughout the city. Funding for the commission is provided on a per capital basis, and grants are provided to local arts organizations. The Office is also responsible for:




- Overseeing the Sandler Center for the Performing Arts, a 1,300 seat theatre which opened in the fall of 2007 at Town Center and is managed by a private contractor.
- Acting as the liaison to the ViBe Creative District, African American Cultural Center, Zeiders American Dream Theater, and Sandler Center Foundation.
- Overseeing the city's public art program and works in conjunction with the Virginia Beach Public Art Foundation and the Public Art Committee to commission works of art for public spaces and to develop community art programs.
- Through the Arts and Humanities Commission, funding 20 grants to non-profit arts and cultural organizations.
- Providing a grant to the Virginia Museum of Contemporary Art for utilities and educational programs.
- Budget support for the Boardwalk Art Show funded by the Tourism Investment Program fund.

After over a year of public comment, in December 2015, Cultural Affairs released the first-year citywide strategic plan for the arts entitled Arts Plan 2030, which provides goals and strategies for art development over the next 15 years.

The Envision Virginia Beach 2040 report speaks to the importance of a culturally rich environment, the importance of public art, and a "performing and artistic offering… that general interest, excitement, entertainment and support tourism." The success of the Sandler Center indicates this goal is being met.

## Key Performance Measures

**Goal: Be a Competitive, Sustainable, Year-Round Destination for Residents, Businesses and Tourists**

| | |
|---|---|
| Means to Residents: Quality leisure activities for families | Means to Residents: More choices for your leisure time |
| 96.3% of residents satisfied with the city's museums, aquarium, & cultural arts activities | 503 event days at the Sandler Center |
| 503 programs funded by the Arts and Humanities Commission | 195,747 Attendees at events at the Sandler Center |

## Trends and Issues

- The Economic Impact Study of the Art was released in October 2017. Based on the results, the arts are an $87.7 million industry in Virginia Beach, with audiences spending on average $31.10 per person in addition to the cost of event admission, providing 2,075 full-time equivalent jobs, $27.8 million in resident household income, $3.7 million in local government tax revenues, and $3.3 million in state government tax revenues.

- Global Spectrum was hired as the Manager and Programmer of the Sandler Center in 2007. The contract was rebid in 2012 and 2017, and was again awarded to Global Spectrum (now called Spectra). Spectra is responsible for the management and operations of the Sandler Center and in the most recent bidding process, the City costs were reduced while the level of service remained the same.

- The Virginia Beach Arts and Humanities Commission is comprised of 11 members appointed by City. The Commission meets in late March to determine grant allocations for the upcoming fiscal year. The Commission awards two types of grants: Project Grants and Leadership and Organizational Development (LOD) grants. LOD grants are intended to support the leadership of arts and humanities organizations by funding professional development or outside consulting. Project grants are designed to increase access to quality cultural programs for all residents of Virginia Beach and this program supports a wide variety of artistic and cultural activities.

- Organizations awarded Leadership and Organizational Development Grants in FY 2017-18:

| Organization | Amount |
|---|---|
| Virginia Symphony Orchestra | 750 |
| Virginia Museum of Contemporary Art | 750 |
| Tidewater Arts Outreach | 750 |
| Total | $2250 |

- Organizations awarded Project grants in FY 2017-18:

| Organization | Amount | Organization | Amount |
|---|---|---|---|
| Ballet Virginia International | 10,000 | Little Theatre of Virginia Beach | 22,000 |
| Richmond Ballet | 3,000 | Symphonicity | 80,000 |
| The Hurrah Players | 25,000 | The Tidewater Winds | 13,000 |
| Tidewater Arts Outreach | 9,000 | Virginia Beach Surf & Rescue Museum | 2,500 |
| Virginia Arts Festival | 20,000 | ViBe Creative District | 15,000 |
| Virginia Museum of Contemporary Art | 120,000 | Virginia Musical Theatre | 105,000 |
| Virginia Opera Association, Inc. | 15,000 | Virginia Stage Company | 4,000 |
| Virginia Symphony Orchestra | 80,000 | World Affairs Council of Greater Hampton Roads | 3,000 |
| Young Audiences of Virginia, Inc. | 13,500 | Zeiders American Dream Theater | 15,000 |
| | | Total | $552,000 |

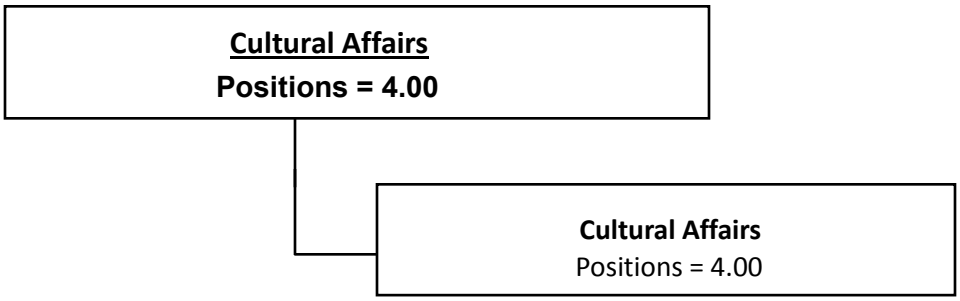
## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Administrative Specialist<br><br>$0<br>1 FTE | Position will oversee the Arts and Humanities Commission's grants portfolio, manage a new Community Arts Program, work with underrepresented communities to ensure more diverse arts submissions, serve as the City's liaison to the African American Cultural Center, and develop diverse arts programming including exhibitions, performances, public art, and education programs. (Cost of position being offset by reduction in the grant to the Sandler Center Foundation for administrative support and a reduction in contracted manpower) |

## Cultural Affairs - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Cultural Affairs | 492,572 | 703,467 | 744,322 | 40,855 |
| Sandler Center | 952,081 | 820,000 | 768,000 | (52,000) |
| Contemporary Arts Center Grant | 275,000 | 290,000 | 285,000 | (5,000) |
| Arts and Humanities Commission | 529,379 | 575,000 | 590,000 | 15,000 |
| Total Expenditures | 2,249,032 | 2,388,467 | 2,387,322 | (1,145) |
| Revenues | | | | |
| Fees | 100 | 0 | 0 | 0 |
| State | 5,000 | 5,000 | 5,000 | 0 |
| Total Revenues | 5,100 | 5,000 | 5,000 | 0 |
| General City Support | 2,243,932 | 2,383,467 | 2,382,322 | (1,145) |
| **152 Tourism Investment Program Fund** | | | | |
| Expenditures | | | | |
| Cultural Affairs - TIP | 50,500 | 50,500 | 50,500 | 0 |
| Total Expenditures | 50,500 | 50,500 | 50,500 | 0 |
| Revenues | | | | |
| Local Taxes | 53,554 | 50,500 | 50,500 | 0 |
| Total Revenues | 53,554 | 50,500 | 50,500 | 0 |
| General City Support | (3,054) | 0 | 0 | 0 |
| Total Department Expenditure | 2,299,532 | 2,438,967 | 2,437,822 | (1,145) |
| Total Department Revenue | 58,654 | 55,500 | 55,500 | 0 |
| Total General City Support | 2,240,877 | 2,383,467 | 2,382,322 | (1,145) |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Cultural Affairs | 3.00 | 3.00 | 4.00 | 1.00 |
| Total | 3.00 | 3.00 | 4.00 | 1.00 |
| Total Position Summary | 3.00 | 3.00 | 4.00 | 1.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 303,359 | 315,205 | 369,090 | 53,885 |
| Operating | 1,996,173 | 2,123,762 | 2,068,732 | (55,030) |
| Total Expenditures: | 2,299,532 | 2,438,967 | 2,437,822 | (1,145) |
| **Revenue Category by Department** | | | | |
| Hotel Room Tax | 53,554 | 50,500 | 50,500 | 0 |
| Permits, Privilege Fees, and Regulatory Licenses | 100 | 0 | 0 | 0 |
| Other Sources from the Commonwealth | 5,000 | 5,000 | 5,000 | 0 |
| Total Revenue: | 58,654 | 55,500 | 55,500 | 0 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# ECONOMIC DEVELOPMENT

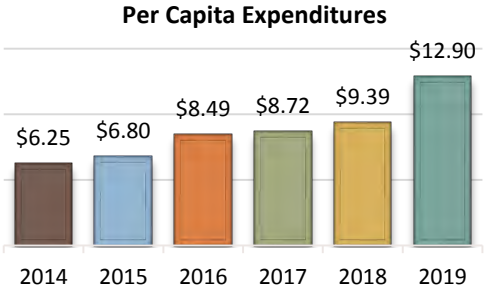
*The mission of the Department of Economic Development is to develop, implement, and maintain programs that facilitate the creation of a diversified, continually expanding dynamic economy through the development of, and investment in new, targeted businesses and enhance existing businesses. This will lead to the creation of quality jobs, higher wages, and lower tax rates, as well as encouraging the retention and expansion of activities and enhancing the overall quality of life in Virginia Beach.*

## Department Overview

Economic Development encourages and assists in the attraction of new businesses, retention and expansion of existing businesses, and international trade opportunities. Specific outcomes of the Economic Development program are: 1) a growing local economy 2) economic opportunity and prosperity for residents 3) revenue growth to fund city services.

**Economic Development Administration and Staff**

Staff work to expand and diversify the tax base and employment opportunities for the city through business development. They work closely with the business community to provide site selection, market information, financial guidance, and business assistance. Regular assessments of market needs are evaluated providing staff with the knowledge of market voids and necessities. The department places special interest on key industries such as biomedical and life sciences, defense, information services, retail, maritime and logistics, small women-owned and minority (SWaM) businesses etc.




Note: The increase in FY 2018-19 is largely due to $1.5M in funding for the City's bio med and cybersecurity initiatives being placed in Economic Development's operating budget.

**Workforce Development**

A well-educated and skilled population is vital for a thriving community. Virginia Beach residents and employers benefit from an excellent public and private education system. The GrowSmart program works with VBCPS and community partners to ensure the childrens' healthy development and access to high-quality education in the first five years of life, which prepares them to be ready to learn and succeed in school. The local colleges and exiting members of the military provide talented individuals to meet the employment needs of the business community. Economic Development dialogues with the business community to assess if the educational community is meeting the needs of employers.

**Virginia Beach Development Authority (VBDA) Staff Support**

The VBDA is appointed by City Council with the goal of facilitating the expansion of the tax base through increased business investment. The VBDA administers the Economic Development Investment Program (EDIP) that is funded through the city's CIP. The funding source for this program is a dedicated 26-cent of the cigarette tax. Economic Development staff provides support and implements decisions made by the VBDA.

## Key Performance Measures

### Goal: Grow the Local Economy

**Means to Residents: Job opportunities with higher pay for residents to work in Virginia Beach**

- 18 new companies in target industries opened/located 8 new SWaM businesses
- 24 existing companies expanded in target industries
- 84% of 3rd graders reading on grade level
- 75 new company prospects
- 50 company prospects
- 90 1st grade students in "3rd Grade Reads" program
- 90% of kindergarten students passing PALS

**Means to Residents: Opportunities to start and grow businesses in Virginia Beach**

- 74.3% of Virginia Beach residents are satisfied with job opportunities
- $135 million in new capital investment
- 1,548 employment opportunities created

## Trends & Issues

- Diversification of the City's economy occurred on 3 primary fronts: in 2017 the VaBeach Bio initiative, high speed telecommunications/information technology, and small business development. This past year, VaBeach Bio announced its second accelerator tenant (OWL Metabolomics from Spain) and accepted possession of 155 acres in the Princess Anne Commons Corridor for development of a +1 million square foot bioscience R&D business park. The program also launched the Bio Innovation Challenge, a first-of-its-kind program designed to create 2,000 knowledge-based jobs and launch 20 veteran-led startups.

- Construction has been completed on the first cable landing station in the Mid-Atlantic, a 24,000 square foot facility owned and operated by a consortium including Telxius/Telefonica, Facebook and Microsoft that connects the highest bandwidth/fastest subsea data cables in the world to Virginia Beach. Corporate Landing has received designation from Dominion Energy as a "certified data center site" and plans are underway for development of a larger data center park. In early 2018 Globalinx announced plans to open only the 2nd carrier neutral cable colocation center on the East Coast, which will be connected directly to the MAREA and BRUSA subsea cables.

- Small business growth has continued in the city, as one-third of the region's startup activity takes place in Virginia Beach. The city's small business web portal was redesigned, and targeted programming for small businesses and entrepreneurs has attracted more than 2,000 attendees. SWaM certified firms accounted for 7 announcements last fiscal year, resulting in creation of 75 new jobs.

- In addition to locating new companies in Virginia Beach, convincing existing ones to expand in the area can also create major economic impact. GTS, a Virginia Beach-based engineering technology company, announced a significant breakthrough in the areas of carbon fiber and flywheel technologies that will allow them to begin the manufacture and sell of the world's most efficient electro-mechanical energy storage devices. The company has acquired part of the former Owl's Creek Golf Course from the city to build a 500,000 sf manufacturing and research facility for 1,100 employees. GTS has also committed to partnering with the historic Seatack Community to develop specialized workforce training programs for these new jobs,

which will pay an average of $74,000 annually. This green energy technology will support the city's initiative to become a new data center hub and maximize the opportunities created by the high speed subsea cables that are landing in Virginia Beach.

- The GrowSmart program has continued to expand and positively impact the educational attainment of Virginia Beach children in 2017. Virginia Beach Reads, the first grade tutoring program which pairs striving or struggling readers with community volunteers, has continued to improve the scores of participants. Mean Developmental Reading Assessment 2 (DRA2) scores for participants improved from 2.9 in the fall to 15, a grade level reading score, by end of year. In the 2016-17 school year, 100 children participated and the total volunteer service value of the program was $76,415. A new program, LENA Start, launched in 2017 and aims to educate parents about how to maximize brain development in children during the peak window of 0-3 years. By using innovative technology such as a talk pedometer, parents receive individual reports measuring the amount of adult words, conversational turns, and TV / electronics that the child was exposed to.

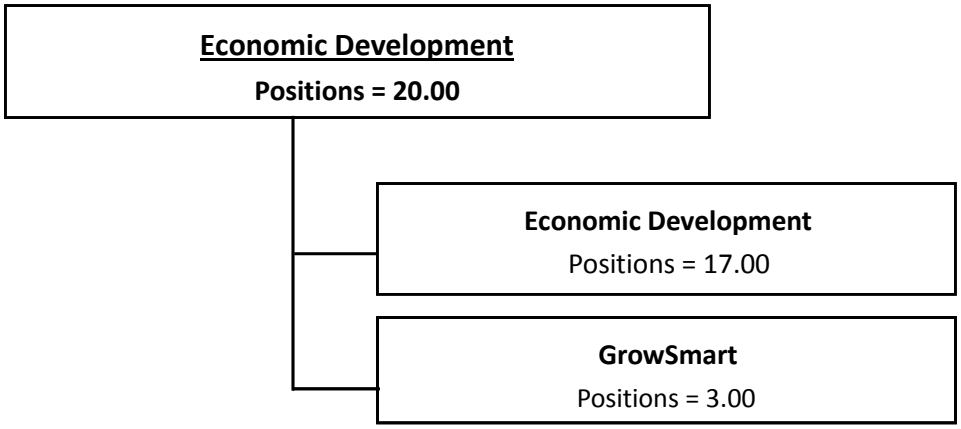
## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Bio Medical and Cybersecurity development funding<br><br>$1,500,000 | Economic Development's budget includes $1.5M in additional funding for the City's bio medical and cybersecurity initiatives. The bio medical funding will be used for a 30,000 square foott, master lease of space in the first building of the bio med park. This space will be built-out with wet lab space and then be sublet to small or start-up bio companies as a part of the City's bio med incubator program. This subsidized lab space will spur development in the park and help incentivize bio med companies to locate and grow in Virginia Beach.<br><br>The cybersecurity funding will allow the City to explore a public-private partnership to construct a cybersecurity engineering, research, and development space. This facility could serve as a training center on cybersecurity issues for groups from school age to post-graduate students, and also serve as an expansion location for the organizations. The City's investment is to fund equipment and build-out of the facility and would be matched with private investment. |
| ↑ | Administrative Technician<br><br>$50,378<br>1 FTE<br><br>(Cost of position partially offset by reduction in contracted manpower) | Funding is included in GrowSmart for an administrative technician position to sustain the VB Reads first grade tutoring program. This program is a partnership between GrowSmart and Virginia Beach Public Schools and pairs trained community volunteers with struggling first grade students to build their confidence as readers. The program was previously staffed by an AmeriCorps VISTA at a very limited cost to the City; however, the three year sunset for the VISTA was reached and an additional position was needed to sustain the program. |
| ↑ | Economic Development space build-out<br><br>$100,000 | Additional funding to build-out recently vacated space adjacent to Economic Development's offices is included in the department's budget. The additional 4,000 square foott will be used to add conference room space and increase the number of offices available to the department. Due to Economic Development's location in Town Center, its conference rooms are frequently booked by outside departments, leaving a need for more meeting space for the department. |

## Economic Development - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 3,493,041 | 3,888,526 | 5,498,713 | 1,610,187 |
| GrowSmart | 256,232 | 379,974 | 390,926 | 10,952 |
| Total Expenditures | 3,749,273 | 4,268,500 | 5,889,639 | 1,621,139 |
| General City Support | 3,749,273 | 4,268,500 | 5,889,639 | 1,621,139 |
| Total Department Expenditure | 3,749,273 | 4,268,500 | 5,889,639 | 1,621,139 |
| Total Department Revenue | 0 | 0 | 0 | 0 |
| Total General City Support | 3,749,273 | 4,268,500 | 5,889,639 | 1,621,139 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Director's Office | 17.00 | 17.00 | 17.00 | 0.00 |
| GrowSmart | 1.00 | 2.00 | 3.00 | 1.00 |
| Total | 18.00 | 19.00 | 20.00 | 1.00 |
| Total Position Summary | 18.00 | 19.00 | 20.00 | 1.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 1,870,277 | 2,013,130 | 2,089,130 | 76,000 |
| Operating | 1,878,997 | 2,253,570 | 3,800,509 | 1,546,939 |
| Capital | 0 | 1,800 | 0 | (1,800) |
| Total Expenditures: | 3,749,273 | 4,268,500 | 5,889,639 | 1,621,139 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# EMERGENCY COMMUNICATIONS AND CITIZEN SERVICES

*The mission of Emergency Communications and Citizen Services (ECCS) is to provide efficient, accurate, professional processing of emergency, non-emergency and information requests. This is achieved through commitment, teamwork, excellent customer service, and a willingness to serve in a respectful and professional manner.*

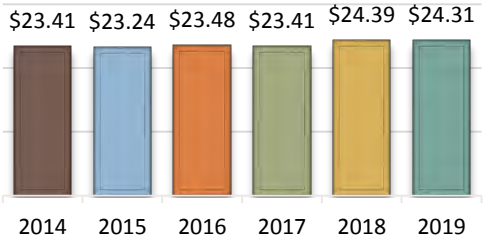
## Department Overview

The Department has six main program areas:

**VB 9-1-1- Emergency Communications**
Receives and processes citizens' calls for emergency and non-emergency public safety service requests requiring response from emergency personnel including police, fire, emergency medical services, and animal control.

**VB 3-1-1- Citizen Services**
Processes general government information and service requests via multiple communication channels including telephone, online assistance, email, walk-ins, print, radio dispatching, and emergency notifications. Assistance is provided for service and information requests to other city agencies including the Real Estate Assessor, Public Safety, Public Utilities, Public Works, Parks and Recreation/Landscape Services, and Information Technology/Telecommunications.

**Per Capita Expenditures**




**Director's Office**
Provides oversight, leadership, executive level assistance for ECCS, as well as management of the Commission on Accreditation for Law Enforcement accreditation program, which consists of tri-annual on-site assessment, renewal, and annual mandatory training conferences.

**Administration**
Provides support for the day-to-day business affairs for ECCS including payroll, accounts payable/receivable, human resources, quality assurance and quality improvement related to call processing, and departmental inventory.

**Training**
This includes training and policy development for all ECCS employees, learning and development tracking, and professional development.

**Technology and Support**
Provides on-site support and maintenance of ECCS' business applications to ensure optimal operation to enable ECCS to provide services efficiently and effectively.

## Key Performance Measures

Goal: Be the Safest City in the Nation

Goal: Maintain a Financially Sustainable City Providing Excellent Services

Means to Residents: City services that are readily accessible and are provided in a customer friendly manner.

89.1% of citizens satisfied with the 3-1-1 system

23.3 second average wait time for VB 3-1-1 calls

9,395 VB 3-1-1 online inquiries

11,747 service requests handled for city agencies

Means to Residents: Residents feel safe throughout the City & Residents feeling safe and secure within Virginia Beach – any place, anytime.

88.2% of residents agree with the statement " Virginia Beach, in general, is a safe place to live"

86.4% of residents agree with the statement "my neighborhood is a safe place to live"

411,956 public safety calls recieved, entered, & dispatched

224,216 incoming 9-1-1 phone calls and 543,292 total emergency and non-emergency phone calls handled

Means to Residents: Timely response to an emergency call for service.

90.0% of citizens are satisfied with 911 emergency telephone center services

17 second average wait time for 9-1-1 calls

97% of priority 1 EMS calls dispatched within 90 seconds & 74.5% processed within 2 minutes

## Trends & Issues

- The General Assembly has proposed legislation to implement Next Generation 9-1-1 (NG9-1-1) across the Commonwealth utilizing revenues received from the 9-1-1 wireless fee. Virginia Beach and the entire Hampton Roads region plans on deploying NG9-1-1 in Fiscal Year 2019-2020. This new technology will enhance 9-1-1 services, providing better call processing capabilities.

- The new ECCS Training and Back-Up Center will open for operational service this fiscal year. The center will allow for a continuous training schedule for ECCS personnel and will provide the department with the ability to assign operators for assistance efforts during identified emergency and weather conditions.

- In conjunction with the Virginia Beach Public School System, ECCS is providing training within the Public Safety curriculum at the Virginia Beach Technical and Career Education Center. This program teaches students about the career of an emergency communicator, and educates students about another potential career choice. ECCS is currently working on allowing students in the Public Safety curriculum access to the Computer Aided Dispatch (CAD) training system and on developing a formal internship within the department for interested high school seniors.

- The 3-1-1 Citizen Services division of ECCS is awaiting the implementation over the next few years of the City's new Enterprise Customer Relationship Management System (ECRM). The ECRM will enable customer information from interactions with numerous city departments to be complied into one comprehensive record. Such a program will provide departments with more up-to-date information when speaking with and responding to citizens, and will give departments the ability to generate improved actionable reports during and after citizen contact.

## Emergency Communications and Citizen Services - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 240,517 | 231,954 | 232,691 | 737 |
| Administration | 380,201 | 479,983 | 501,027 | 21,044 |
| Training | 51,768 | 50,000 | 108,024 | 58,024 |
| Emergency Communications | 6,828,322 | 8,599,923 | 8,593,085 | (6,838) |
| Citizen Services | 693,794 | 944,069 | 904,291 | (39,778) |
| Technology and Support | 664,635 | 779,363 | 758,118 | (21,245) |
| Total Expenditures | 8,859,237 | 11,085,292 | 11,097,236 | 11,944 |
| Revenues | | | | |
| Fees | 250 | 0 | 0 | 0 |
| State | 1,868,147 | 1,735,000 | 1,735,000 | 0 |
| Transfers | 141,396 | 141,396 | 141,396 | 0 |
| Total Revenues | 2,009,793 | 1,876,396 | 1,876,396 | 0 |
| General City Support | 6,849,444 | 9,208,896 | 9,220,840 | 11,944 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| ECCS Grant | 5,750 | 2,000 | 2,000 | 0 |
| Total Expenditures | 5,750 | 2,000 | 2,000 | 0 |
| Revenues | | | | |
| State | 3,750 | 2,000 | 2,000 | 0 |
| Total Revenues | 3,750 | 2,000 | 2,000 | 0 |
| General City Support | 2,000 | 0 | 0 | 0 |
| Total Department Expenditure | 8,864,987 | 11,087,292 | 11,099,236 | 11,944 |
| Total Department Revenue | 2,013,543 | 1,878,396 | 1,878,396 | 0 |
| Total General City Support | 6,851,444 | 9,208,896 | 9,220,840 | 11,944 |

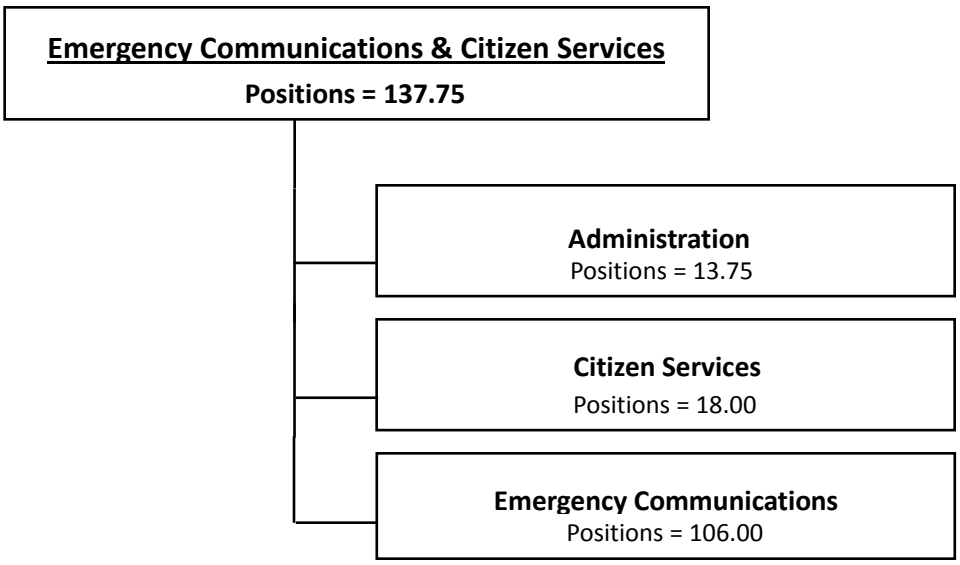
| | | | | |
|---|---|---|---|---|
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Director's Office | 1.75 | 1.75 | 1.75 | 0.00 |
| Administration | 4.00 | 5.00 | 5.00 | 0.00 |
| Emergency Communications | 107.00 | 106.00 | 106.00 | 0.00 |
| Citizen Services | 14.00 | 18.00 | 18.00 | 0.00 |
| Technology and Support | 4.00 | 7.00 | 7.00 | 0.00 |
| Total | 130.75 | 137.75 | 137.75 | 0.00 |
| Total Position Summary | 130.75 | 137.75 | 137.75 | 0.00 |

| | | | | |
|---|---|---|---|---|
| **Expenditure Category by Department** | | | | |
| Personnel | 7,435,529 | 9,470,113 | 9,392,270 | (77,843) |
| Operating | 1,429,458 | 1,615,999 | 1,702,966 | 86,967 |
| Capital | 0 | 1,180 | 4,000 | 2,820 |
| Total Expenditures: | 8,864,987 | 11,087,292 | 11,099,236 | 11,944 |

## Emergency Communications and Citizen Services - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Revenue Category by Department** | | | | |
| Charges for Services | 250 | 0 | 0 | 0 |
| Other Sources from the Commonwealth | 1,871,897 | 1,737,000 | 1,737,000 | 0 |
| Transfers from Other Funds | 141,396 | 141,396 | 141,396 | 0 |
| Total Revenue: | 2,013,543 | 1,878,396 | 1,878,396 | 0 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# EMERGENCY MEDICAL SERVICES

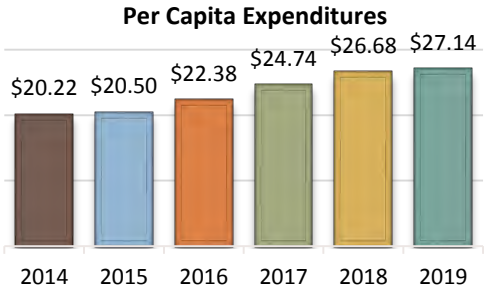
*The mission of the Department of Emergency Medical Services (EMS) is to provide quality services to the community, which preserve life, reduce suffering, improve health, and promote the safety of citizens and visitors, who live, learn, work, and play in our community. This mission is accomplished through a systems approach focused on providing high quality patient care services, organizational sustainment, public awareness and education, proactive safety interventions, and all-hazards readiness.*

On May 15, 2018, the City Council adopted an amendment increasing the Emergency Medical Services operating budget by $105,000 and authorizing one additional FTE. This amendment provides initial staffing to establish a City Paramedicine program. The purpose of the program is to provide proactive medical services to individuals who frequently call upon the City's emergency medical resources for routine medical assistance.

## Department Overview

**Administration**

Provides for leadership, direction, and support through the provision of manpower (retention and recruitment, human resources), development of policies, management of departmental budgets and finances, performance of liaison activities with related state, local, and federal agencies, processing of public inquiries, provision of logistics support, gathering and analysis of data and research, and development of programs.




**Operations and Emergency Response**

Provides quality emergency medical services in order to increase the probability of stabilizing or improving patients' conditions. This includes rapid response to and proper provision of basic and advanced patient care pre-hospital and inter-facility care services, as well as specialized services to the general public to reduce patient morbidity and mortality. This involves oversight of ten independent Volunteer Rescue Squads comprised of 531 highly trained and certified volunteer medics (varies daily) distributed throughout the 18 EMS stations augmented by 38 field career paramedics to ensure staffing of a minimum of 9 ambulances daily with the goal of 1 ambulance per 3,000 calls for service (totaling 16 ambulances). In addition, EMS provides specialized rescue teams utilizing volunteers (marine rescue, bike medics, tactical medics, vehicle extrication, mass casualty operations, and disaster response.

**Regulation and Enforcement**

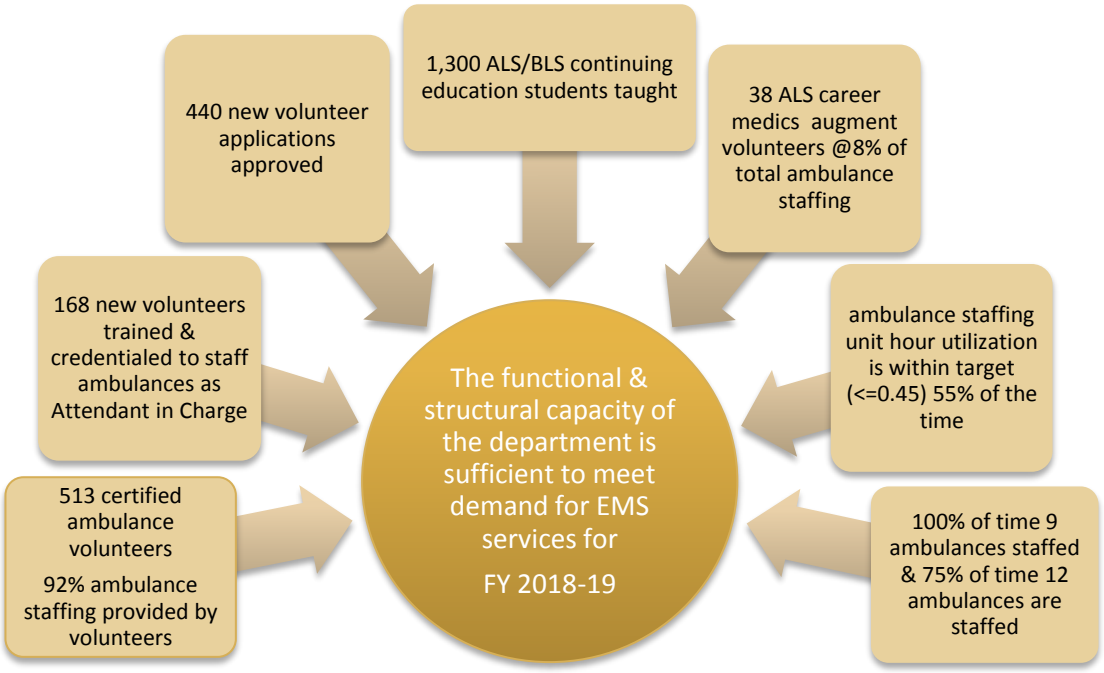
Provides the oversight of medical control to ensure medical protocols are followed; conducts quality assurance assessments, inspects commercial EMS ambulance agencies operating in the city, and provides oversight for infection control as well as mandates promulgated by the federal and state governments.

**Training**

Provides basic life support (BLS), advanced life support (ALS) and specialized training for EMS volunteers, career medics and specialty team members, Fire, Police, emergency dispatchers, and hospital personnel. Keeps personnel certified, in compliance with state requirements, to work on ambulances and perform medical duties.

**EMS Lifeguard Services**

Provides in-house lifeguard services to Sandbridge Beach from Memorial Day weekend to Labor Day weekend from 9:30 a.m. to 6:00 p.m. EMS also manages the lifeguard contract serving the resort area beaches from 2nd Street to 42nd Street including 57th Street and Croatan beaches from the middle of May until the end of September. This contract represents 13.4% of the EMS operating budget.




## Key Performance Measures

Goal: Be the Safest City in the Nation
Goal: Maintain a Financially Sustainable City Providing Excellent Services

Means to Residents: Residents feel safe throughout the City & Residents feeling safe and secure within Virginia Beach – any place, anytime.

98.1% of residents satisfied with the city's paramedic and rescue squad services

99% of patients' condition stabalized or improved while in the care of EMS

35% sudden cardiac arrest survival rate

100% properly staffed lifeguard stands at Sandbridge for the summer

Means to Residents: Timely response to an emergency call for service

Increase probability that patients' conditions are stablilized or improved

First medical help is on scene in 6.00 minutes or less for 69% of priority one calls

80% ambulance on scene of ALS calls within 12.00 minutes of dispatch

10,646 ALS transports / 22,405 BLS transports

46,852 calls for service

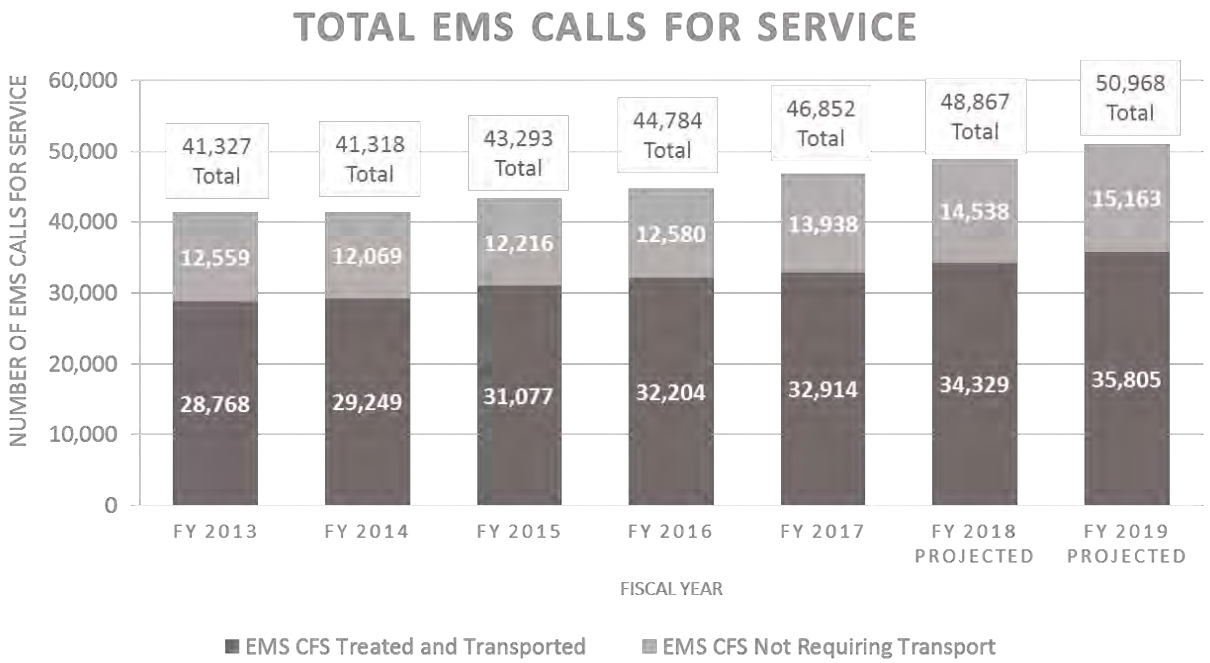
352 marine rescue requests for response

125 EMS SWAT Team requests for response

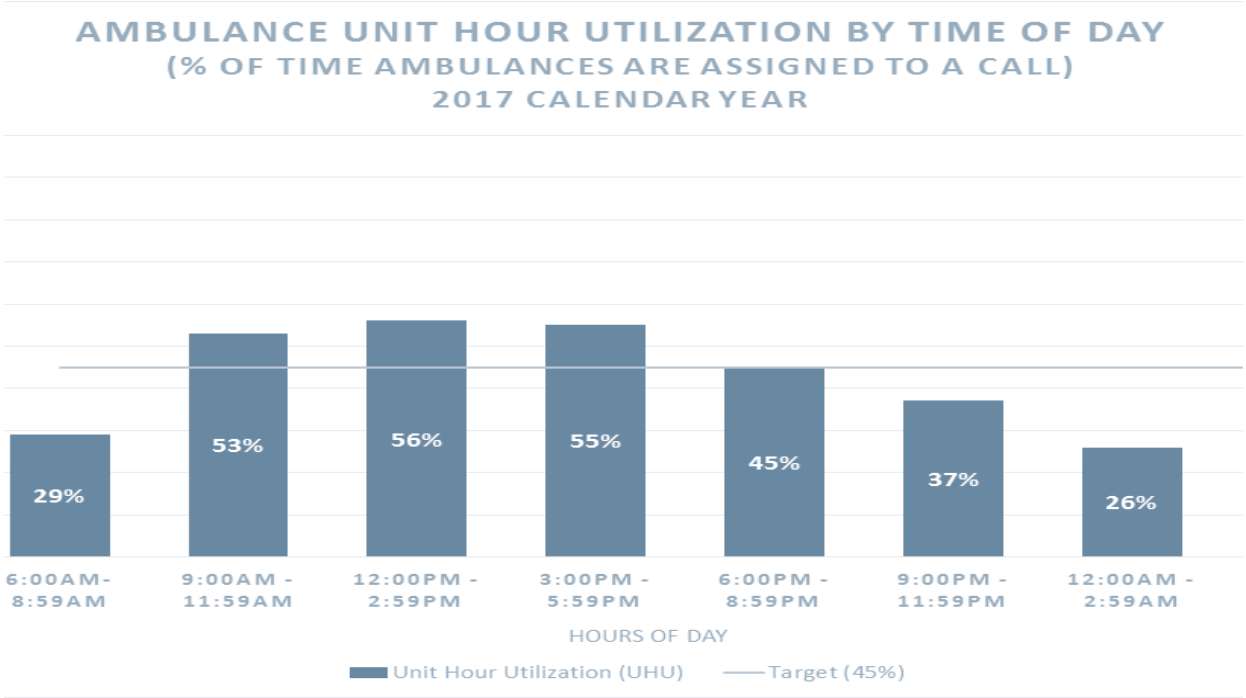
15 Search & Rescue Team requests for response

## Trends & Issues

- **Increased calls for service-** Calls for service are projected to reach over 50,000 in FY 2019. This is an increase of 4.3% over the calls for service in FY 2017-18. Over the last three fiscal years, EMS calls-for-service have increased 13.4% overall or by an average of 4.3% annually. The majority of calls require transport to the hospital. This trend will continue as the population ages and requires more complicated medical support. In FY 2017, 70% of EMS calls required transport with an average of 51 minutes in duration for each call.



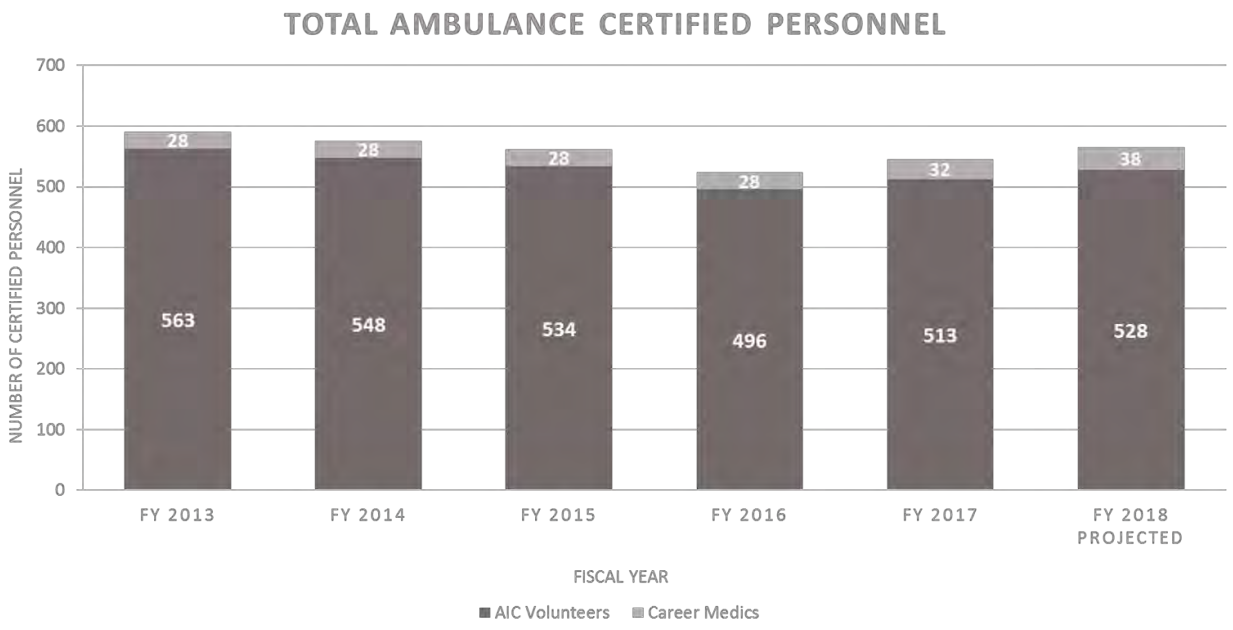

- **Ambulance staffing-** Demands for service vary by time of day, resulting in variations in workload. To better define the need for staffing, EMS tracks Unit Hour Utilization (UHU) which evaluates the actual time ambulances are assigned to calls. The ideal target UHU is 0.45, meaning that ambulances are on calls 45% of the time. This is considered the ideal usage rate for efficient use of personnel, good response times and acceptable workload. In FY 2016-17, EMS identified excessive UHU levels during peak times 9:00 a.m. to 9:00 p.m. The chart below shows current UHU achievement.




To help address this issue, the FY 2017-2018 budget authorized hiring six additional career paramedics to be utilized during the peak demand period. The new medics were deployed in December, 2017. This effort has shown promising initial results.

In addition to increasing the number of staffed ambulances, a reduction in calls for service would also measurably reduce UHU. As noted above, demand trends have consistently increased year after year. EMS agencies across the country are looking for creative ways to reduce call demands. The Department of EMS is following this trend by exploring creative options for decreasing call demands.

- **Volunteer Staffing**- The majority of ambulance staffing is made up of volunteers (90%). The current certified volunteer workforce is equivalent to 92 FTEs. This represents a significant salary cost avoidance to the City of Virginia Beach. While the number of certified volunteers had been steadily declining for several years, enhanced efforts to recruit and retain members have shown positive returns over the last year. Additional resources were added for recruiting and training in both FY 2016-17 and FY 2017-18. Since it takes approximately one year to recruit, train and certify a new volunteer, long-term trends are hard to project, however the volunteer workforce appears to have stabilized.




To increase ambulance staffing solely with volunteers, EMS will need to recruit and train at least 50 new members for each additional ambulance. Meanwhile, the incumbent workforce must be maintained at current levels. It takes at least 5 applicants to produce 1 certified member, so continued attention to recruiting and retention is necessary to sustain and grow the volunteer rescue squad workforce. The Department of EMS, in conjunction with the Virginia Beach Rescue Squad Foundation and other partners, continues to focus on recruiting and retention.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Additional Brigade Chief<br><br>1.0 FTE<br><br>$130,585 | This budget includes the addition of one EMS Brigade Officer to serve as the department's Safety Officer and to serve as the Operational Scheduling Coordinator.<br><br>As a Safety Officer, this position will be tasked with establishing a formal program within the Department of EMS to improve safety, health and wellness of EMS responders.<br><br>As an Operational Scheduling Coordinator, this position will assist with member scheduling, which is a key consideration with volunteer retention. A common concern cited in exit surveys is the lack of flexibility in the scheduling process. Creating flexibility and managing schedules citywide has been difficult within existing staff resources. This position will provide increased capacity to work with the rescue squads and individual members to more optimally utilize their time and talents. This will be a key component of providing more flexibility in order to retain longer-term volunteer members. |

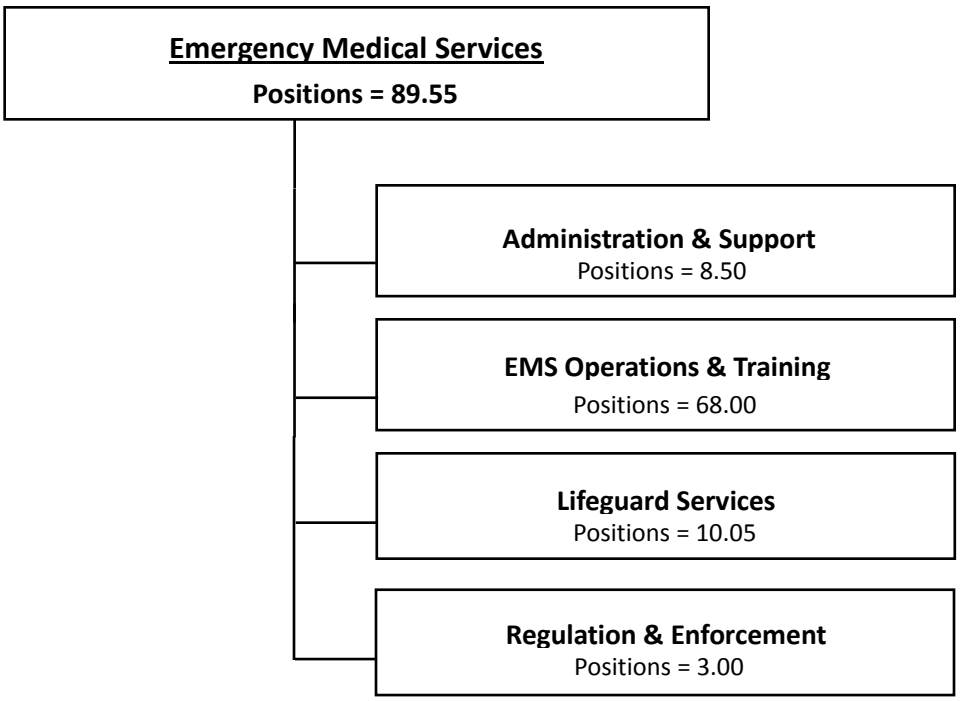
## Emergency Medical Services - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Administration | 800,370 | 804,950 | 887,087 | 82,137 |
| Operations | 3,020,774 | 3,575,607 | 3,887,967 | 312,360 |
| Emergency Response System | 4,367,731 | 4,287,302 | 4,194,500 | (92,802) |
| Training | 579,801 | 860,064 | 901,751 | 41,687 |
| Regulation and Enforcement | 258,245 | 252,189 | 245,723 | (6,466) |
| Lifeguard Services | 1,828,167 | 1,970,361 | 2,002,161 | 31,800 |
| Total Expenditures | 10,855,087 | 11,750,473 | 12,119,189 | 368,716 |
| Revenues | | | | |
| Fees | 69,438 | 56,500 | 66,500 | 10,000 |
| Transfers | 58,000 | 0 | 0 | 0 |
| Total Revenues | 127,438 | 56,500 | 66,500 | 10,000 |
| General City Support | 10,727,649 | 11,693,973 | 12,052,689 | 358,716 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Emergency Medical Services Grants | 0 | 5,000 | 0 | (5,000) |
| State Four-for-Life Grants | 414,433 | 370,000 | 375,000 | 5,000 |
| Total Expenditures | 414,433 | 375,000 | 375,000 | 0 |
| Revenues | | | | |
| State | 69,602 | 375,000 | 375,000 | 0 |
| Total Revenues | 69,602 | 375,000 | 375,000 | 0 |
| General City Support | 344,831 | 0 | 0 | 0 |
| Total Department Expenditure | 11,269,520 | 12,125,473 | 12,494,189 | 368,716 |
| Total Department Revenue | 197,039 | 431,500 | 441,500 | 10,000 |
| Total General City Support | 11,072,480 | 11,693,973 | 12,052,689 | 358,716 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Administration | 8.50 | 8.50 | 8.50 | 0.00 |
| Operations | 6.00 | 11.00 | 13.00 | 2.00 |
| Emergency Response System | 47.00 | 46.00 | 46.00 | 0.00 |
| Training | 6.50 | 9.00 | 9.00 | 0.00 |
| Regulation and Enforcement | 3.00 | 3.00 | 3.00 | 0.00 |
| Lifeguard Services | 9.05 | 10.05 | 10.05 | 0.00 |
| Total | 80.05 | 87.55 | 89.55 | 2.00 |
| Total Position Summary | 80.05 | 87.55 | 89.55 | 2.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 6,451,718 | 7,291,276 | 7,534,070 | 242,794 |
| Operating | 4,736,006 | 4,832,947 | 4,957,645 | 124,698 |
| Capital | 81,796 | 1,250 | 2,474 | 1,224 |
| Total Expenditures: | 11,269,520 | 12,125,473 | 12,494,189 | 368,716 |

## Emergency Medical Services - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Revenue Category by Department** | | | | |
| From the Use of Money and Property | 13,415 | 11,500 | 11,500 | 0 |
| Charges for Services | 56,023 | 45,000 | 55,000 | 10,000 |
| Other Sources from the Commonwealth | 69,602 | 375,000 | 375,000 | 0 |
| Transfers from Other Funds | 58,000 | 0 | 0 | 0 |
| Total Revenue: | 197,039 | 431,500 | 441,500 | 10,000 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



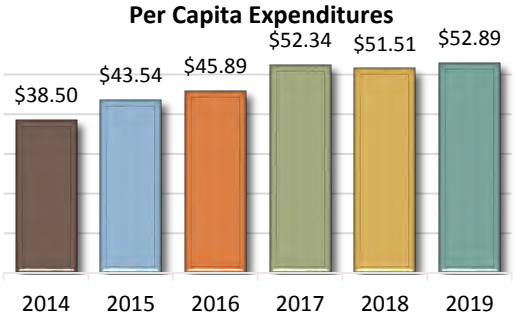
# FINANCE

*The mission of the Finance Department is through strong leadership, deliver comprehensive financial and business services, and protect the city's resources in a high quality, cost effective, and innovative environment that inspires trust and supports our community for a lifetime.*

On May 15, 2018, the City Council adopted an amendment decreasing the Finance Department's operating budget by $97,047 and reducing one FTE by eliminating a position to support the City's new Enterprise Resource Planning (ERP) system.

## Department Overview

The Finance Department objectives include: conservative financial management; quality core services to vendors; citizens, and departments; long range fiscal sustainability; and improve financial technology, controls and financial resource management citywide. This is done through various divisions and programs listed below.




**Debt Management**
Supports the approved CIP debt requirements by providing planning, debt issuances and analysis, reporting, and administration of the city's bond programs.

**Payroll**
Prepares city employee payroll, manages federal and state tax reporting and compliance, manages Virginia Retirement System programs, and other functions including garnishments, liens, and pay deductions.

**Accounting and Reporting**
Prepares mandated financial reports in compliance with federal and state laws, including the Comprehensive Annual Financial Report. Responsible for oversight and integrity of the financial management system for operating and capital projects funds. Manages unclaimed property reporting, and provides oversight of accounting policies and internal controls citywide.

**Accounts Payable**
Processes all invoices, generates and manages city payments and payment tax compliance.

**Purchasing**
Responsible for the procurement of all goods, services, and construction in accordance with state law and city code. Manages the bidding and competitive negotiation processes for all formal procurement solicitations. Provides staff and management for minority business programs.

**Risk Management**
Manages the city's self-insurance program including: identifying and evaluating city risk, managing the loss control programs, purchasing insurances, and processing workers' compensation adjustments and civil liability claims. Also manages public assistance recovery and reimbursement efforts.

**Financial Services**
Prepares financial business policies, procedures and practices for the city, provides functional systems management, advances the use of data for decision-making, fosters a financial learning and teaching environment and promotes best practices, transparency and financial controls.

## Key Performance Measures

Goal: Maintain a Financially Sustainable City Providing Excellent Services

Means to Residents: City services delivered in the most cost-effective manner

75.2% of residents agree with the statement, "Overall, I receive a good value for my city tax dollar."

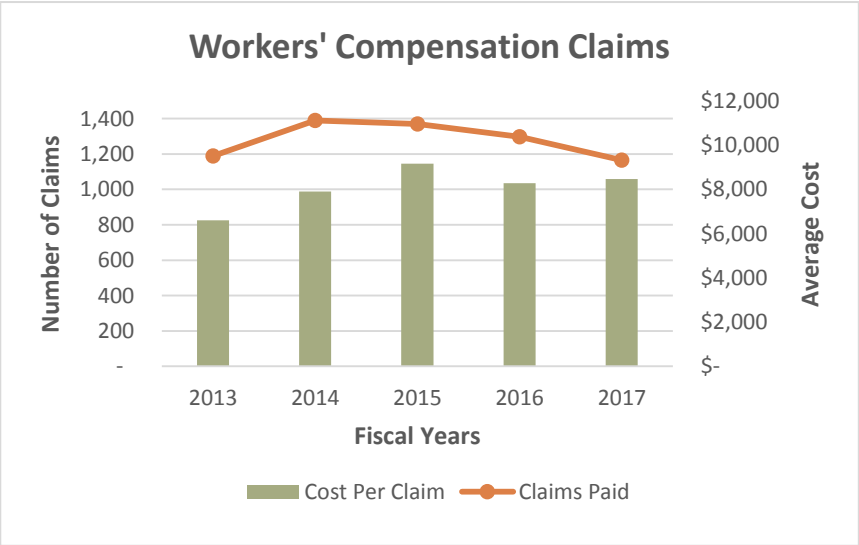
Steps to mitigate costs: 1) streamline processes and provider networks 2) build a safety culture

$373 million in purchase orders and 188 formal purchasing solicitations

Estimated 1,062 of workers compensation claims valued at $10.9 million

## Trends & Issues

- **Workers' Compensation Claims**
  During the last five years, the total workers' compensation claims ranged from $7.8 million to $12.6 million, and the average amount of claims paid ranged from $6,605 to $9,169 as illustrated in the chart. To stem the number and cost of claims, building a "Safety Culture" is of utmost importance. The City continues to work towards the goal of having a fund balance that can cover 70% of expected future liabilities; as of June 30, 2018, it is at 42%.




- **Triple-A Ratings**
  The city has been rated Triple-A for the last eight consecutive years by all three major ratings agencies: Fitch, Moody's, and Standard & Poor's as a result of its excellent financial management practices. The Triple-A rating indicates an extremely strong capacity to meeting financial commitments, thus resulting in favorable interest rates whenever the City borrows money.

- **Business Process and Technology Initiatives**
  In FY 2017-18 Finance began major business process and technology initiatives that will modernize city-wide time and scheduling systems and financial & reporting systems. The ability to automate the procure-to-pay

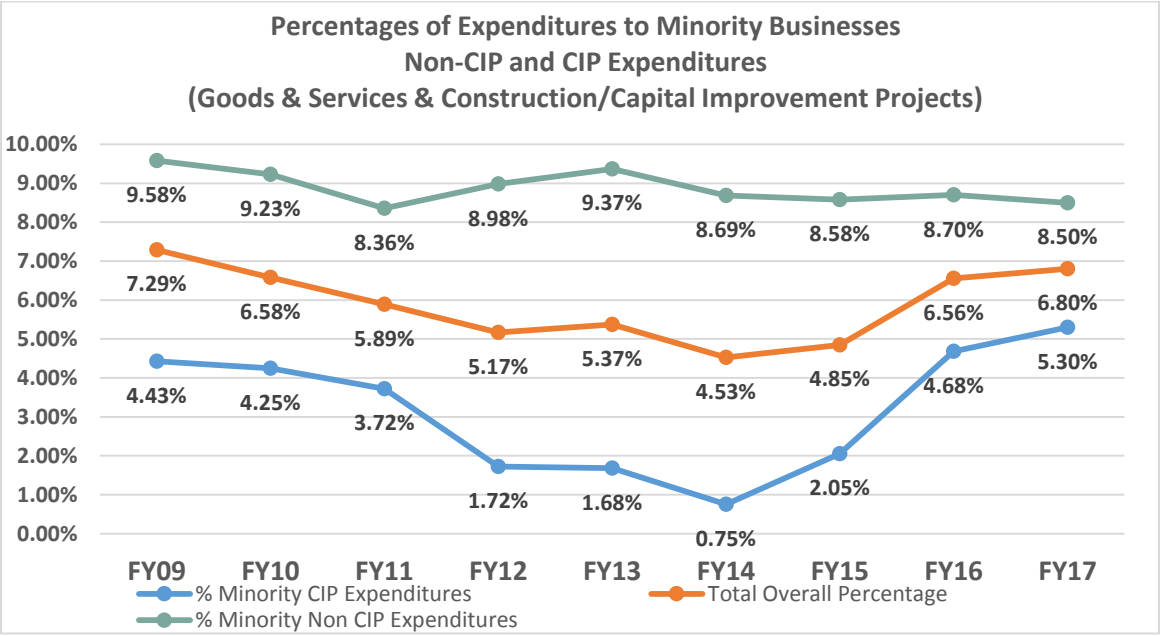
process, time collection and staff scheduling will enable the City to eliminate costs, streamline processes, improve controls and leverage data to support decision-makers, priorities and innovation. Beginning with the analysis of new financial system functionality and new financial reporting tools, the Finance Department is rethinking the way it operates with the future year planned replacement of the City's legacy financial technology.

**DMV Stop Program**

This budget reflects an increase in the DMV Stop Program. The Department of Motor Vehicles (DMV) assists the city of Virginia Beach with the collection of delinquent personal property taxes. Once an account has become delinquent, the city notifies DMV who then places a hold preventing the delinquent account holder from renewing their vehicle registration. The hold remains until the delinquent account is paid. DMV charges the city of Virginia Beach a flat fee for each account that a hold is placed. The city of Virginia Beach passes the fee through to the account holder at the time that the delinquent personal property tax bill is paid. The flat fee charged by the DMV has increased from $20 to $25 resulting in a cost increase for this program in FY 2018-19.

**Support of Minority Business Council**

The Purchasing Division supports the Minority Business Council, which serves as an advisory agency to the City Manager and City Council with respect to the city's procurement policies and procedures for small, woman-owned, disabled-owned, and minority-owned businesses. The mission of the Minority Business Council is to focus on increasing expenditures to minority and woman-owned businesses within the city as a means to further the city's economic development and vitality. The chart illustrates the percentage of city expenditures for goods & services and construction (capital improvement project) related expenditures, which were awarded to Small Woman and Minority (SWaM) businesses over the past nine years.




## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Financial Analyst<br>Total Cost: $97,047<br>FTEs: 1.00 | The Financial Analyst position will support the timekeeping and scheduling modules of the ERP system. This position will assist with the design, implementation, roll-out, and ongoing support of new ERP modules. Cost includes the position and operating support. |

## Finance - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 707,813 | 630,531 | 852,053 | 221,522 |
| DMV Stop Program | 288,506 | 313,000 | 650,000 | 337,000 |
| Financial Systems Services | 0 | 452,483 | 645,051 | 192,568 |
| Accounting Office | 1,720,211 | 856,340 | 928,458 | 72,118 |
| Payroll | 892,204 | 876,586 | 865,629 | (10,957) |
| Accounts Payable | 0 | 722,899 | 565,484 | (157,415) |
| Purchasing | 1,228,578 | 1,286,880 | 1,342,978 | 56,098 |
| Total Expenditures | 4,837,313 | 5,138,719 | 5,849,653 | 710,934 |
| Revenues | | | | |
| Fees | 138,732 | 286,665 | 905,665 | 619,000 |
| Total Revenues | 138,732 | 286,665 | 905,665 | 619,000 |
| General City Support | 4,698,581 | 4,852,054 | 4,943,988 | 91,934 |
| **607 Risk Management Internal Service Fund** | | | | |
| Expenditures | | | | |
| Risk Management Insurance Payments | 14,767,910 | 17,200,088 | 17,200,088 | 0 |
| Risk Management | 578,483 | 1,054,768 | 997,023 | (57,745) |
| Total Expenditures | 15,346,393 | 18,254,856 | 18,197,111 | (57,745) |
| Revenues | | | | |
| Fees | 19,293,448 | 18,254,856 | 18,197,111 | (57,745) |
| Transfers | 1,800,000 | 0 | 0 | 0 |
| Total Revenues | 21,093,448 | 18,254,856 | 18,197,111 | (57,745) |
| General City Support | (5,747,055) | 0 | 0 | 0 |
| **610 Capital Projects Internal Service Fund** | | | | |
| Expenditures | | | | |
| Capital Projects - Finance | 163,815 | 174,030 | 0 | (174,030) |
| Total Expenditures | 163,815 | 174,030 | 0 | (174,030) |
| Revenues | | | | |
| Fees | 163,815 | 174,030 | 0 | (174,030) |
| Total Revenues | 163,815 | 174,030 | 0 | (174,030) |
| General City Support | 0 | 0 | 0 | 0 |
| Total Department Expenditure | 20,347,521 | 23,567,605 | 24,046,764 | 479,159 |
| Total Department Revenue | 21,395,995 | 18,715,551 | 19,102,776 | 387,225 |
| Total General City Support | (1,048,475) | 4,852,054 | 4,943,988 | 91,934 |

| | | | | |
|---|---|---|---|---|
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Director's Office | 6.00 | 5.00 | 6.00 | 1.00 |
| Financial Systems Services | 0.00 | 4.00 | 6.00 | 2.00 |
| Accounting Office | 19.00 | 8.00 | 8.00 | 0.00 |

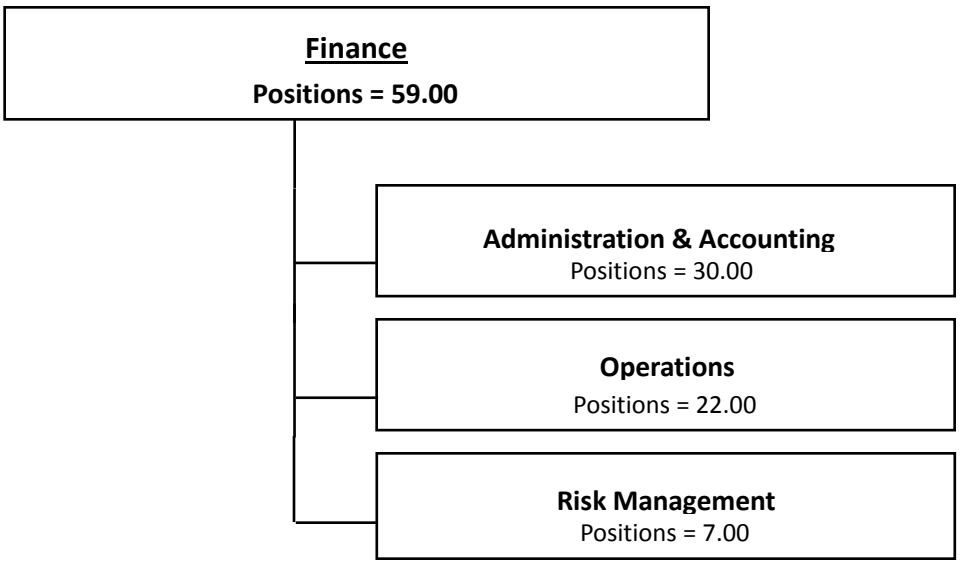
## Finance - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Payroll | 10.00 | 10.00 | 10.00 | 0.00 |
| Accounts Payable | 0.00 | 9.00 | 8.00 | -1.00 |
| Purchasing | 13.00 | 14.00 | 14.00 | 0.00 |
| Total | 48.00 | 50.00 | 52.00 | 2.00 |
| **607 Risk Management Internal Service Fund** | | | | |
| Risk Management | 7.00 | 7.00 | 7.00 | 0.00 |
| Total | 7.00 | 7.00 | 7.00 | 0.00 |
| **610 Capital Projects Internal Service Fund** | | | | |
| Capital Projects - Finance | 2.00 | 2.00 | 0.00 | -2.00 |
| Total | 2.00 | 2.00 | 0.00 | -2.00 |
| Total Position Summary | 57.00 | 59.00 | 59.00 | 0.00 |

| **Expenditure Category by Department** | | | | |
|---|---|---|---|---|
| Personnel | 5,018,032 | 5,225,129 | 5,411,763 | 186,634 |
| Operating | 15,315,514 | 18,333,016 | 18,628,096 | 295,080 |
| Debt Service | 13,975 | 0 | 0 | 0 |
| Reserves | 0 | 9,460 | 6,905 | (2,555) |
| Total Expenditures: | 20,347,521 | 23,567,605 | 24,046,764 | 479,159 |

| **Revenue Category by Department** | | | | |
|---|---|---|---|---|
| Permits, Privilege Fees, and Regulatory Licenses | 8,750 | 9,350 | 9,350 | 0 |
| From the Use of Money and Property | 111,407 | 40,000 | 40,000 | 0 |
| Charges for Services | 18,805,271 | 18,314,986 | 18,082,711 | (232,275) |
| Miscellaneous Revenue | 670,567 | 351,215 | 970,715 | 619,500 |
| Transfers from Other Funds | 1,800,000 | 0 | 0 | 0 |
| Total Revenue: | 21,395,995 | 18,715,551 | 19,102,776 | 387,225 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# FIRE

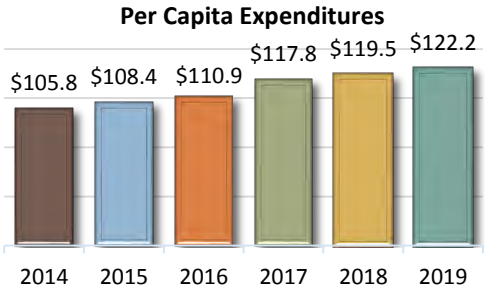
*The mission of the Virginia Beach Fire Department is to partner with communities, members, citizens and visitors to foster the feeling of safety any place, any time through planning, mitigation, response and restoration.*

On May 15, 2018, the City Council adopted an amendment increasing the Fire Department's operating budget by $101,203. This amendment was composed of the following adjustments.

- Reduced the Department's budget by $78,797 and one FTE by eliminating the Resource Management Captain position.
- Added $180,000 to provide an annual stipend for firefighters that hold an Advanced EMT certification. Please note that this amount has been included in a reserve highlighted in the Non-Departmental section of the budget and will be added to the Fire Department's operating budget after the beginning of the fiscal year. Therefore, the change in the Department's operating budget from the City Manager's Proposed Budget to this document is a reduction of $78,797.

## Department Overview

The core services provided by the department are categorized into the following areas:




**Fire Administration**
This division provides executive direction, guidance, and administrative support in the areas of payroll, budget and finance, grants management, procurement and inventory, research and analysis, accreditation, and alignment with City Council goals.

**Fire Prevention Bureau**
This division administers and enforces the statewide Fire Prevention Code, which includes: providing annual fire maintenance inspections and operational permits for commercial establishments that are considered to pose a higher risk of fire hazard; providing periodic inspections of businesses that pose a lower risk of fire hazard and are not mandated for inspection; community risk reduction through life safety education programming; and providing site plan review related to fire code issues. Another key activity is investigating criminal/arson and non-criminal fires as well as hazardous material dumping.

**Fire Operations**
This division is distributed among 19 city owned fire stations located throughout Virginia Beach, and one shared facility at Fort Story, to deliver comprehensive emergency services through a seamless and integrated emergency response system. Examples of services include: fire suppression, salvage and overhaul, emergency medical services, search and rescue, technical rescue services, hazardous materials response, and mutual aid to neighboring localities. Apparatus staffed include twenty engine companies, eight ladder companies, three tankers, two heavy rescue companies, six command units, and one safety unit. The department has four specialized teams that serve the region and state: Tidewater Regional Technical Rescue Team, which is one of

the seven Regional State Urban Search and Rescue Teams, marine firefighting (located at First Landing Fire Station #1, Creeds Fire Station #6, and Seatack Fire Station #12), hazardous materials response (located at London Bridge Fire Station #3), and Metro Medical Response System (located at Nimmo Fire Station # 21). It also has a Volunteer Support Technician Team and houses one of 28 national FEMA Urban Search and Rescue teams.

**Fire Personnel and Development**
This division provides human resource management, diverse workforce recruiting, mandated career development, and organizational enhancement training programs meeting nationally recognized standards in the following areas: fire, EMS, rescue, life safety, management, driver operator, and any specialty training for volunteer and career firefighters. All research and analysis for department accreditation, performance measurement, and operational efficiency is also completed by this division.

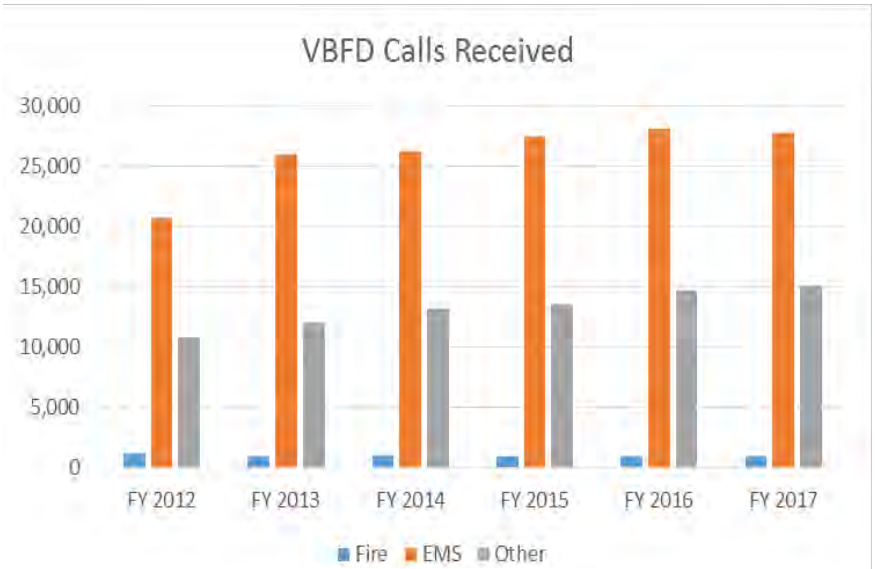
## Key Performance Measures

Goal: Revitalize Neighborhoods and Plan for the Future
Goal: Maintain a Financially Sustainable City Providing Excellent Services
Goal: Be the Safest City in the Nation

| Means to Residents: Protection of residents' property values | Means to Residents: Timely response to an emergency call for service | Means to Residents: Residents feel safe throughout the City |
|---|---|---|
| 940 fire calls | 27,854 medical calls | 52 fire injuries; 6 fire deaths |
| Projected 97.99% of buildings and property saved | Projected 58% of fire incidents responded to in under 4 minutes | Projected 99% citizen satisfaction rating with the Fire Department's services |

## Trends and Issues

- Total calls for service have been increasing over the last five years. In FY 2016-17, the Fire Department began an effort to reduce the impact of non-emergency service calls. The department was able to reduce the number of lift assist responses and began to classify these calls as 'service' versus 'emergency response'. The department is also beginning to see the impact of station alerting upgrades and additional apparatus through improved response times. For the metro/urban areas of Virginia Beach, the goal is to have the first unit on scene within five minutes for an EMS incident and five minutes and twenty seconds to a fire incident from time of dispatch.



Note: Other calls include: hazardous materials, service or good intent calls, false alarms, and severe weather / natural disasters.

- The Fire Department will be boosting its operational capacity in the summer of 2018 with calls being run from the Fort Story fire station. This station is a collaborative effort between the Virginia Beach Fire Department and the Joint Expeditionary Base Litte Creek Fort Story. This joint effort was approved by City Council in FY 2017-18 and the FY 2018-19 budget includes the first full year of operating costs. In addition, the Burton Station fire station is scheduled to come online in January of 2020. At that time, the first apparatus including 15 firefighters will begin to serve the Burton Station strategic growth area of the City. A second apparatus with an additional 15 firefighters are programmed for FY 2020-21. These two stations will improve the Fire Department's depth of coverage, reducing response times, and providing an even safer community for residents and visitors.

- The Fire Department has continued to invest heavily in advancing technology over the past several years including projects such as the UAS (drone) program, expanding simulation training, and technology upgrades at the fire training center. These technological advances are intended to improve firefighter safety, enhance training activities, and assist with data collection.

- A significant percentage of fire injuries and deaths occur among seniors, young children, and the disabled. Virginia Beach saw a decrease in civilian deaths and injuries from fires last year however, the trends for fire deaths remain high at the national level. To ensure the fewest injuries and deaths possible among these vulnerable groups, the Fire Department runs a Life Safety Education program that is responsible for providing education about fires and other hazards from pre-school age children to seniors.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Resource Management Captain | The Fire Department's budget includes funding for a new resource management captain to oversee the Resource Management |

| | | |
|---|---|---|
| | $78,797<br>1 FTE | Bureau. This division has been the sole responsibility of a battalion chief for over 30 years, and that chief's responsibilities have increased to include activities such as contract negotiations, overseeing station renovations, equipment testing, and apparatus maintenance. Due to this expanded role within the organization, the chief has had less time to oversee the day to day operations of the Resource Management Bureau. This resource management captain will provide direct oversight for the department's growing inventory which has recently moved from a 4,000 square foot to a 20,000 square foot facility. |
| ↑ | Public Safety Strength, Conditioning, and Exercise Specialist<br><br>$89,832<br>1 FTE | Promoting the safety of public safety personnel is a top priority of the City and training accidents account for a large portion of the Fire Department's total injuries. The total cost for new strains and sprains in the Fire Department in FY 2016-17 alone was $93,606. This position will seek to minimize these preventable injuries by promoting proper form and working with the most at risk personnel to create personalized training plans. The specialist will be shared between Fire, Police, and EMS and will be responsible for leading the peer fitness program and training a representative from each station and precinct to go back and teach the proper form and exercises to their location. |
| ↑ | Educational Instruction Supervisor<br><br>$28,011<br>0.5 FTE | The Fire Department's budget includes a part-time FTE which will be responsible for conducting EMT and ALS training and recertification for all Fire personnel. Currently, these trainings are provided by a contracted employee and the addition of the part-time position will be absorbed by the department's operating budget at no additional cost. A dedicated EMS training employee is needed due to the department's recent decision to certify all recruits and existing personnel at the Advanced Life Support level. |
| ↑ | Full year Fort Story fire station costs<br><br>$159,732 | The shared Fort Story fire station was approved by City Council in FY 2017-18 and is scheduled to come online in May of 2018. As the first full fiscal year of station operation, the FY 2018-19 budget includes $159,732 in additional funding to annualize the station's costs. |

## Fire - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Fire Administration | 2,145,375 | 2,343,490 | 2,619,821 | 276,331 |
| Emergency Management | 123 | 0 | 0 | 0 |
| Fire Prevention Bureau | 2,537,041 | 2,884,612 | 3,298,971 | 414,359 |
| Fire Operations | 45,686,433 | 46,540,089 | 47,023,197 | 483,108 |
| Fire Personnel and Development | 1,400,365 | 1,539,149 | 1,359,171 | (179,978) |
| Total Expenditures | 51,769,337 | 53,307,340 | 54,301,160 | 993,820 |
| Revenues | | | | |
| Fees | 743,467 | 481,265 | 575,868 | 94,603 |
| Federal | 22,845 | 94,603 | 0 | (94,603) |
| Total Revenues | 766,313 | 575,868 | 575,868 | 0 |
| General City Support | 51,003,024 | 52,731,472 | 53,725,292 | 993,820 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Fire - Grants | 2,112,975 | 567,929 | 0 | (567,929) |
| Fire Program Grants | 799,589 | 311,691 | 383,191 | 71,500 |
| Transfer to Other Fund (Fire Programs) | 666,127 | 1,111,057 | 1,038,155 | (72,902) |
| Total Expenditures | 3,578,691 | 1,990,677 | 1,421,346 | (569,331) |
| Revenues | | | | |
| State | 1,471,346 | 1,421,346 | 1,421,346 | 0 |
| Federal | 2,210,079 | 552,568 | 0 | (552,568) |
| Transfers | (1,143) | 16,763 | 0 | (16,763) |
| Total Revenues | 3,680,282 | 1,990,677 | 1,421,346 | (569,331) |
| General City Support | (101,591) | 0 | 0 | 0 |
| Total Department Expenditure | 55,348,028 | 55,298,017 | 55,722,506 | 424,489 |
| Total Department Revenue | 4,446,595 | 2,566,545 | 1,997,214 | (569,331) |
| Total General City Support | 50,901,433 | 52,731,472 | 53,725,292 | 993,820 |

| | | | | |
|---|---|---|---|---|
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Fire Administration | 22.00 | 20.00 | 24.00 | 4.00 |
| Fire Prevention Bureau | 30.71 | 29.71 | 34.71 | 5.00 |
| Fire Operations | 423.00 | 449.00 | 451.00 | 2.00 |
| Fire Personnel and Development | 13.00 | 14.00 | 12.50 | -1.50 |
| Total | 488.71 | 512.71 | 522.21 | 9.50 |
| **183 Grants Consolidated Fund** | | | | |
| Fire - Grants | 12.00 | 8.00 | 0.00 | -8.00 |
| Fire Program Grants | 1.00 | 1.00 | 1.00 | 0.00 |
| Total | 13.00 | 9.00 | 1.00 | -8.00 |
| Total Position Summary | 501.71 | 521.71 | 523.21 | 1.50 |

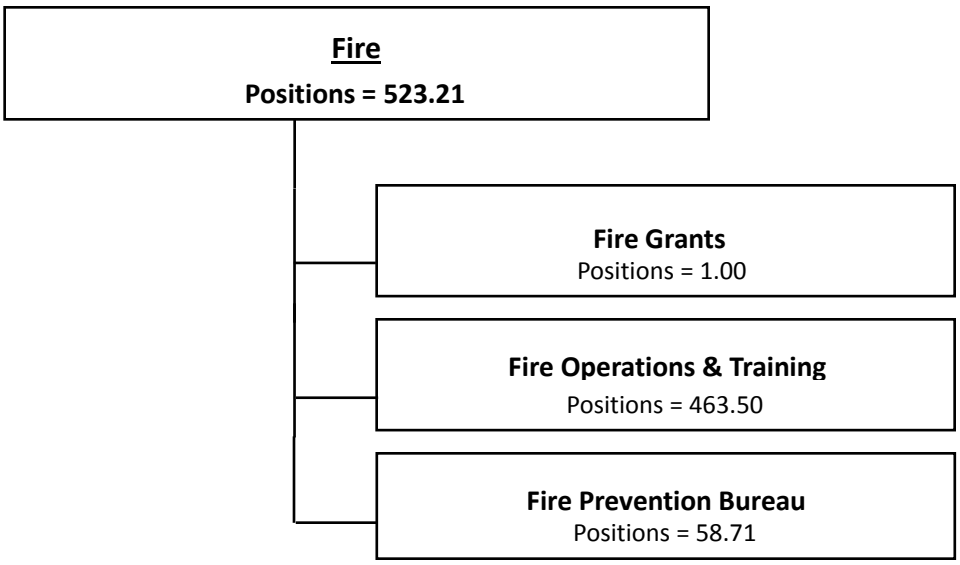
## Fire - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Expenditure Category by Department** | | | | |
| Personnel | 46,490,946 | 47,194,172 | 48,218,601 | 1,024,429 |
| Operating | 7,751,846 | 6,633,821 | 6,414,768 | (219,053) |
| Capital | 439,109 | 358,967 | 50,982 | (307,985) |
| Transfers | 666,127 | 1,111,057 | 1,038,155 | (72,902) |
| Total Expenditures: | 55,348,028 | 55,298,017 | 55,722,506 | 424,489 |
| **Revenue Category by Department** | | | | |
| Permits, Privilege Fees, and Regulatory Licenses | 238,155 | 180,045 | 180,045 | 0 |
| From the Use of Money and Property | 800 | 0 | 0 | 0 |
| Charges for Services | 446,962 | 261,220 | 355,823 | 94,603 |
| Miscellaneous Revenue | 57,550 | 40,000 | 40,000 | 0 |
| Other Sources from the Commonwealth | 1,471,346 | 1,421,346 | 1,421,346 | 0 |
| Revenue from the Federal Government | 2,232,925 | 647,171 | 0 | (647,171) |
| Transfers from Other Funds | (1,143) | 16,763 | 0 | (16,763) |
| Total Revenue: | 4,446,595 | 2,566,545 | 1,997,214 | (569,331) |

**Resource Summary Notes**

In FY 2017 18, the remaining 8 FTEs from the SAFER grant were moved to the General Fund once the grant expired.

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# HEALTH

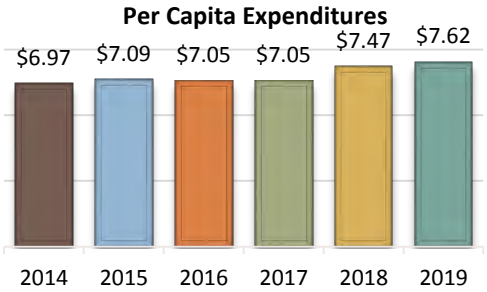
*Promoting health, preventing disease, and protecting the environment so that all in Virginia Beach are empowered to achieve optimal health and well-being.*

## Department Overview

The Virginia Beach Department of Public Health (VBDPH) is a State-City cooperative agency which provides a wide range of health services to the Virginia Beach population. The department has 108 FTE's, of which 9.08 are City-funded. The City is required to provide a 45% match to State funding for the VBDPH which goes to support a wide array of mandated services such as childhood immunizations, communicable disease treatment and prevention, family planning services, pregnancy testing, and food service inspections.

The VBDPH also provides the following non-mandated services to residents:

**Dental Program**
Provides free and low-cost dental services for eligible children and teenagers ages 6 months to 18 years. Services include cleanings, fillings, sealants, x-rays, restorations, and extractions. This program is completely funded by the City, and patients must be residents of the City of Virginia Beach to qualify for services.




**Healthy Families Program**
Encompasses a continuum of services from prenatal to 5 years of age. The program offers outreach, screening, assessment and home visitation, education, support, and referrals to other providers for new parents that have multiple challenges and few coping mechanisms.

**Senior Services Program**
Includes community clinics and education for senior citizens, concentrating on the most vulnerable seniors and also those in rural areas of the City. These clinics offer services ranging from blood pressure screenings to preventative health education classes. This program is funded fully by the City.

**Maternity Program**
Offers funding for delivery services for uninsured residents who are unable to qualify for Medicaid. If the patient qualifies for Emergency Medicaid then that funding source is used to pay for the delivery services.

**Laboratory Program**
Issues needed laboratory tests required to support the various health department clinics.

## Key Performance Measures

Goals: Be the Safest City in the Nation;
Be an Inclusive Community that is Welcoming and Empowers All

Means to Residents: Increased access to quality health care

Means to Residents: Easy access to government participation and services

Average rating of 5.00 (very satisfied) on immunization patient satisfaction survey

Average rating of 3.0 (very good) on dental patient satisfaction survey

Average rating of 3.0 (very satisfied) on senior services client satisfaction survey

3,500 total immunization visits

750 children provided dental services

3,200 total services provided to elderly citizens

## Trends and Issues

- Opioid Crisis: The opioid epidemic has become a crisis--not only impacting the country but close to home as well, with 72 people in 2016 overdosing in Virginia Beach. Healthcare leaders must continue to work together on health and community programs to fight addiction and overdose.

- Depending upon the actions taken by the state and federal governments, there are various issues that could affect the VBDPH in very different ways:
  1) Health Reform: 2018 will likely bring continued federal efforts to reduce and cap Medicaid spending, to loosen the Affordable Care Act (ACA) consumer protections, to soften the individual and employer mandates, and to repeal ACA taxes and fees. These actions would increase the number of clients to whom the VBDPH would provide health services, such as immunizations and family planning, without compensation.
  2) Medicaid Expansion: Efforts to expand Medicaid to about 400,000 low-income adults in Virginia continue to gain momentum. Virginia is one of 19 states that have not adopted the Obamacare expansion, which allows individuals to qualify for Medicaid if they have incomes up to 138% of the federal poverty level, or roughly $16,600 for an individual. An expansion of Medicaid could increase the clinical revenue stream for the VBDPH. In lieu of any increase in the number of Medicaid providers in Hampton Roads, many clients would likely continue to utilize immunization, family planning, communicable disease, and home visiting services; however, VBDPH would be able to bill Medicaid instead of providing uncompensated care.
  3) Cuts to Federal Spending: Funding cuts outlined in the President's FY 2019 budget request would adversely affect vital public health programs. The budget includes a $17.9 billion cut, or a 21% decrease from 2017 funding levels, for the U.S. Department of Health and Human Services. This includes cuts to Centers for Disease Control and Prevention programs that address immunizations, environmental health, birth defects and occupational health and safety, among others.

- Focus on Social Determinants of Health: Greater attention to social factors can affect care utilization patterns, strengthen prevention, and shift services from higher-cost emergency rooms and hospitals to lower-cost primary care settings. Data sharing partnerships and cross-sector collaborations will be critical to match patients with the support services that they need.

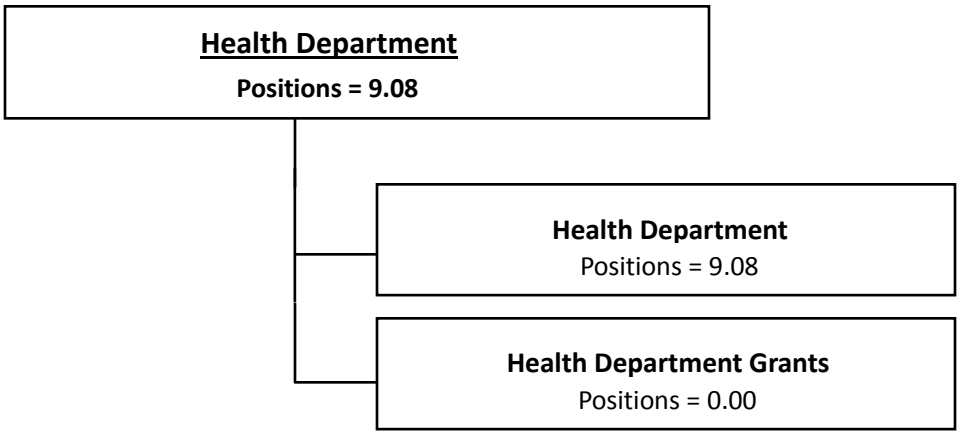
## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Restructuring of Dental Program<br>$68,860 | The budget includes funding for a full-time Senior Program Support Technician. In order to improve the dental program, it is in need of a consistent, sustained administrator. This City-funded State position will allow the dental program to increase revenue, decrease insurance denials, and increase clinical productivity and efficiency. The position needs to be aligned with the Health Department's organizational needs that primarily include the increase of patient load, the verification of client eligibility, and better clinical coding and billing procedures/results. This position will increase accountability for revenue recovery, engage in outreach to the citizenry, and provide supervision of and back-up for the dental assistant. |

## Health - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Public Health | 3,271,548 | 3,404,567 | 3,479,663 | 75,096 |
| Total Expenditures | 3,271,548 | 3,404,567 | 3,479,663 | 75,096 |
| Revenues | | | | |
| State | 32,844 | 170,099 | 170,099 | 0 |
| Federal | 99,171 | 0 | 0 | 0 |
| Total Revenues | 132,015 | 170,099 | 170,099 | 0 |
| General City Support | 3,139,533 | 3,234,468 | 3,309,564 | 75,096 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Health Department Grants | 105,211 | 0 | 0 | 0 |
| Total Expenditures | 105,211 | 0 | 0 | 0 |
| Revenues | | | | |
| Fees | 300,000 | 0 | 0 | 0 |
| Total Revenues | 300,000 | 0 | 0 | 0 |
| General City Support | (194,789) | 0 | 0 | 0 |
| Total Department Expenditure | 3,376,759 | 3,404,567 | 3,479,663 | 75,096 |
| Total Department Revenue | 432,015 | 170,099 | 170,099 | 0 |
| Total General City Support | 2,944,744 | 3,234,468 | 3,309,564 | 75,096 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Public Health | 9.08 | 9.08 | 9.08 | 0.00 |
| Total | 9.08 | 9.08 | 9.08 | 0.00 |
| Total Position Summary | 9.08 | 9.08 | 9.08 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 536,309 | 497,492 | 502,616 | 5,124 |
| Operating | 2,840,450 | 2,907,075 | 2,977,047 | 69,972 |
| Total Expenditures: | 3,376,759 | 3,404,567 | 3,479,663 | 75,096 |
| **Revenue Category by Department** | | | | |
| Miscellaneous Revenue | 300,000 | 0 | 0 | 0 |
| Other Sources from the Commonwealth | 32,844 | 170,099 | 170,099 | 0 |
| Revenue from the Federal Government | 99,171 | 0 | 0 | 0 |
| Total Revenue: | 432,015 | 170,099 | 170,099 | 0 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



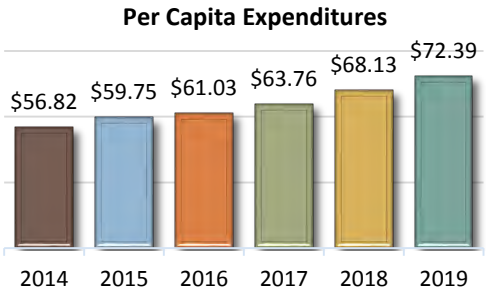
# HOUSING AND NEIGHBORHOOD PRESERVATION

*The Department of Housing and Neighborhood Preservation's mission is to create quality solutions that expand housing opportunities and promote vibrant, well maintained neighborhoods.*

## Department Overview

**Code Enforcement**

This division is responsible for the enforcement of the Virginia Maintenance Code and the City's Property Maintenance Codes. Duties and responsibilities include: citywide patrol inspections; citizen complaint response; systematic exterior inspections of entire communities; Certificate of Compliance rental inspections; monitoring of commercial trash collection in the resort area; issuing citations for code violations such as the accumulation of trash/junk, overgrown grass/weeds, graffiti, buildings and structures in disrepair, inoperable vehicles, unsafe natural gas and electrical appliances, graffiti, and illegally parked recreational equipment and commercial vehicles.




**Rental Housing**

This division administers various rental subsidy programs that provide affordable rental housing--mainly the Federal Section 8 Housing Choice Voucher Program. It also administers family self-sufficiency, portability, project-based HUD vouchers, home-funded tenant-based rental assistance, Community Development Block Grant (CDBG) funded optional relocation, and special allocations for groups such as the disabled and homeless veterans. Property inspections for the Section 8 program are also conducted. Housing counseling services related to the Section 8 program are provided for existing renters and for those seeking rental housing.

**Housing Development**

This division is responsible for managing all aspects of homeowner rehabilitation programs, and the development and coordination of new housing programs and the City's neighborhood revitalization strategy. The division also seeks and utilizes other sources of funding for housing improvements, works closely with housing development organizations seeking to create new housing in the City, and coordinates with the Planning department for the review of proposed housing developments.

**Homeless Services**

This division is responsible for the achievement of the goals of the City's strategic plan to reduce homelessness. As part of that, the division will oversee contracts for services for multiple non-profits, coordinate the work of the BEACH Community Partnership and sub-groups, coordinate the community-wide application for funds under the Continuum of Care grant, and manage the operation of the new Housing Resource Center and all of the activities which will occur there.

**Director's Office**

This office contracts for key services, provides overall direction and resource development, and administrative

and support functions for the department. This includes obtaining and administering multiple federal grants that provide approximately 80% of the department's funding. Duties include: accounting, budgeting and reporting for one of the most complex finance systems in the city; obtaining information, performing analysis and creating reports in order to track trends in the community; contract administration and compliance review for over 15 different grantees; information technology support; and community outreach and communication with the public and multiple stakeholder groups. Included in the grant administration work is the administration of the Housing Opportunities for People with Aids grant which provides short- and long- term housing assistance and support services to over 290 households regionally.

## Key Performance Measures

### Goal: Revitalize Neighborhoods and Plan for the Future

Means to Residents: Upgraded older, aging homes and buildings

Means to Residents: Safe homes & buildings in the city

90.5% of residents agree that the houses in their neighborhood are well maintained

89.9% of residents are satisfied with the overall appearance of their neighborhood

94.1% of residents agree that Virginia Beach is a good place to live

9,175 Building maintenance code violations cited

16,304 Property maintenance code violations cited

1,058 Certificates of compliance issued

## Trends and Issues

- Homelessness: In October of 2017, the City Council adopted the *Community of One* Plan, a strategic plan to make homelessness rare, brief, and non-recurring. The plan lays out key trends and issues with actions to address them. One of the top-priority actions is to complete and open the Housing Resource Center (HRC), which will become the centerpiece of our community's efforts. It will contain a dorm-style single-occupancy shelter containing forty-nine (49) beds (twenty (20) males, eighteen (18) females, four (4) LGBTQ, seven (7) mobility ADA accessible); ten (10) short-term motel-style family units accommodating forty (40) beds; a Health Clinic; dining facilities, training rooms, classrooms, and offices for the Homeless Services divisions of DHNP; and, flexible office space to accommodate non-profit, faith community, and volunteers to be able to provide services for the homeless of the City.

  The HRC is scheduled to open in the summer of 2018. As such, the department will be working with all its partners within the City and the community to ensure the success of the HRC and to identify and counter potential issues. These issues could include a temporary increase in the homeless population due to the publicity surrounding the HRC and/or an increase in the homeless population due to unknown causes. This is similar to what has occurred in other--especially West Coast communities. The department is planning to research this phenomenon and is attempting to minimize potential impacts.

- Vulnerabilities in the City's Housing Stock: There were 73,000 homes built between 1970 and 1989, and as they are all over twenty-five (25) years old, they will need substantial reinvestment over the next

twenty (20) years; Virginia Beach grew in an almost unilaterally suburban fashion – single family homes developed entirely around a car as the primary mode of transportation, and these homes are especially susceptible to changing consumer preferences. Reduced values, deferred maintenance, and transfer of properties into investor-owned rental properties are all evidence of softening demand.

- Housing Affordability Gap (HAG): The HAG is defined as the total number of households that need to find affordable housing reduced by the number of vacant affordable units currently available in the marketplace. Regarding the local renters who earn 80% or less of the Area Median Income (AMI), the gap is calculated to be 20,965 needed units with affordable rent. Those earning 100% or less of the AMI encounter a gap of 20,810 needed units with affordable costs. Other factors influencing the HAG are limited vacant, available stock; limited total stock affordable to those with the lowest incomes; higher income households compete more effectively for housing; and lower income households are financially strained and cost burdened.

- The Department of Housing and Neighborhood Preservation (DHNP) is leading multi-department efforts to develop programs and activities that are part of an overall housing strategy. In addition, DHNP and the City's Planning Department are co-leading the Neighborhood Revitalization strategic goal initiative to develop a neighborhood revitalization strategy to address one of the City Council's goals. This work is intertwined and inter-connected. Key elements of it include: new housing investment programs to support and spur reinvestment, disaster recovery and hazard mitigation for low and moderate income homeowners; new land use and development policies that allow and/or incentivize new types, styles and densities of development, in appropriate locations, to help bring new housing that is attractive and affordable to new generations of buyers; a pilot neighborhood revitalization project; a new approach to citizen engagement; and new incentives for preferred development types.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ⇔ | Conversion of Contracted Manpower to Full-Time City Employee (FTE)<br>$0 Cost<br>1.0 FTE | The Department is redirecting Federal funding to convert current contracted manpower to a Construction Specialist position. This position will support the owner-occupied rehabilitation program, and provide inspection services for all of the housing development projects and other rehabilitation projects throughout the community to which the City contributes funding. |
| ↑ | Housing Resource Center (HRC)<br>$1,211,211 Cost | The FY 2018-19 budget includes the annualization of operating costs for the HRC. The HRC is expected to open in June 2018. A collaborative effort across many City departments, the Center will provide shelter and services to homeless persons and those at risk of homelessness. Additional information is included in the "Trends & Issues" section. |
| ↑ | Portability Payments<br>$930,950 | The Federal Housing Choice Voucher Rental Housing Program has a portability component. This component is designed so that the participants in the program are able to move from one area to another, which will allow them to seek better living quarters, job opportunities, support, etc.<br><br>When a client with a voucher moves, they are "ported" to the other locality, where they are then serviced. When a portability client comes |

| | | |
|---|---|---|
| | | into a locality (such as Virginia Beach), the City has the choice to accept them into our own program (absorbing them) or to bill the housing agency from where they came. If the City absorbs them into their program, the City is using a voucher with a participant from another locality instead of using vouchers for people in its own community.<br><br>Additionally, when utilization of existing vouchers in an area is maximized, there is no room to absorb any more portability vouchers, and the City must bill the initiating housing authority. In Virginia Beach, the City prefers to utilize the vouchers for local clients from the existing waiting list; therefore, the City bills other housing agencies for their voucher holders that move here.<br><br>The number of people that move to Virginia Beach from other areas is approximately 7 per month. There is some attrition and some do move back or to other places; however, the City's portability clients continue to grow. When the City services clients from other housing agencies, we are paid for the housing rental assistance that is paid for their clients as well as administration fees. |

## Housing and Neighborhood Preservation - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Code Enforcement | 1,813,255 | 1,837,530 | 1,906,234 | 68,704 |
| Housing Resource Center | 0 | 2,128,350 | 3,339,561 | 1,211,211 |
| Total Expenditures | 1,813,255 | 3,965,880 | 5,245,795 | 1,279,915 |
| Revenues | | | | |
| Fees | 232,997 | 177,800 | 177,800 | 0 |
| Total Revenues | 232,997 | 177,800 | 177,800 | 0 |
| General City Support | 1,580,259 | 3,788,080 | 5,067,995 | 1,279,915 |
| **146 State Rental Assistance Program** | | | | |
| Expenditures | | | | |
| State Rental Assistance Program (SRAP) | 74,042 | 833,796 | 689,476 | (144,320) |
| Reserve for Contingencies | 0 | 83,380 | 70,078 | (13,302) |
| Total Expenditures | 74,042 | 917,176 | 759,554 | (157,622) |
| Revenues | | | | |
| Fees | 1,122 | 0 | 0 | 0 |
| State | 503,237 | 917,176 | 759,554 | (157,622) |
| Total Revenues | 504,359 | 917,176 | 759,554 | (157,622) |
| General City Support | (430,316) | 0 | 0 | 0 |
| **147 Federal Section 8 Program Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Mainstream Vouchers | 1,415,325 | 0 | 0 | 0 |
| VASH Vouchers | 973,357 | 0 | 0 | 0 |
| Section 8 Operating | 1,568,904 | 1,677,462 | 1,644,478 | (32,984) |
| Cloverleaf SRO Vouchers | 118,584 | 106,240 | 132,457 | 26,217 |
| Portability Payments | 2,425,320 | 2,569,500 | 3,500,000 | 930,500 |
| Section 8 Vouchers - Housing Choice | 14,603,397 | 16,882,019 | 16,699,672 | (182,347) |
| Reserve for Contingencies | 0 | 0 | 26,789 | 26,789 |
| Total Expenditures | 21,104,887 | 21,235,221 | 22,003,396 | 768,175 |
| Revenues | | | | |
| Fees | 2,623,878 | 2,696,500 | 3,627,000 | 930,500 |
| Federal | 18,662,922 | 18,396,900 | 18,232,670 | (164,230) |
| Transfers | 252,053 | 141,821 | 143,726 | 1,905 |
| Total Revenues | 21,538,853 | 21,235,221 | 22,003,396 | 768,175 |
| General City Support | (433,966) | 0 | 0 | 0 |

## Housing and Neighborhood Preservation - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **180 Community Development Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Certificate of Compliance Program | 633,131 | 651,546 | 571,160 | (80,386) |
| Rehabilitation and Construction | 793,328 | 418,466 | 463,598 | 45,132 |
| Director's Office | 588,169 | 623,265 | 645,750 | 22,485 |
| Reserve for Contingencies | 0 | 0 | 28,354 | 28,354 |
| Transfer to Other Funds | 128,858 | 128,858 | 128,858 | 0 |
| Total Expenditures | 2,143,486 | 1,822,135 | 1,837,720 | 15,585 |
| Revenues | | | | |
| Fees | 3,479 | 0 | 0 | 0 |
| Federal | 1,296,381 | 1,282,136 | 1,289,468 | 7,332 |
| Transfers | 990,060 | 539,999 | 548,252 | 8,253 |
| Total Revenues | 2,289,919 | 1,822,135 | 1,837,720 | 15,585 |
| General City Support | (146,433) | 0 | 0 | 0 |
| **181 CD Loan and Grant Fund** | | | | |
| Expenditures | | | | |
| Loan and Grants | 907,626 | 756,831 | 791,115 | 34,284 |
| Total Expenditures | 907,626 | 756,831 | 791,115 | 34,284 |
| Revenues | | | | |
| Fees | 112,659 | 125,000 | 120,000 | (5,000) |
| State | 15,000 | 0 | 0 | 0 |
| Federal | 486,732 | 495,565 | 534,849 | 39,284 |
| Transfers | 118,836 | 136,266 | 136,266 | 0 |
| Total Revenues | 733,227 | 756,831 | 791,115 | 34,284 |
| General City Support | 174,399 | 0 | 0 | 0 |
| **182 Federal Housing Assistance Grant Fund** | | | | |
| Expenditures | | | | |
| Federal HOME Grants | 1,429,332 | 882,798 | 862,063 | (20,735) |
| Reserve for Contingencies | 0 | 0 | 1,510 | 1,510 |
| Total Expenditures | 1,429,332 | 882,798 | 863,573 | (19,225) |
| Revenues | | | | |
| Fees | 1,016,485 | 75,000 | 75,000 | 0 |
| Federal | 887,797 | 807,798 | 788,573 | (19,225) |
| Transfers | 1,686 | 0 | 0 | 0 |
| Total Revenues | 1,905,969 | 882,798 | 863,573 | (19,225) |
| General City Support | (476,636) | 0 | 0 | 0 |

## Housing and Neighborhood Preservation - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Housing Grants | 966,241 | 1,180,789 | 1,345,471 | 164,682 |
| Housing Grants - ESG | 154,137 | 156,528 | 160,042 | 3,514 |
| COC Permanent Housing Bonus | 27,946 | 44,425 | 41,209 | (3,216) |
| Total Expenditures | 1,148,324 | 1,381,742 | 1,546,722 | 164,980 |
| Revenues | | | | |
| Federal | 1,492,300 | 1,381,742 | 1,546,722 | 164,980 |
| Transfers | 1,269 | 0 | 0 | 0 |
| Total Revenues | 1,493,569 | 1,381,742 | 1,546,722 | 164,980 |
| General City Support | (345,245) | 0 | 0 | 0 |
| **910 Parking Meters - Homeless Donation Fund** | | | | |
| Expenditures | | | | |
| Parking Meter Donations | 0 | 1,000 | 1,000 | 0 |
| Total Expenditures | 0 | 1,000 | 1,000 | 0 |
| Revenues | | | | |
| Fees | 0 | 1,000 | 1,000 | 0 |
| Total Revenues | 0 | 1,000 | 1,000 | 0 |
| General City Support | 0 | 0 | 0 | 0 |
| Total Department Expenditure | 28,620,953 | 30,962,783 | 33,048,875 | 2,086,092 |
| Total Department Revenue | 28,698,892 | 27,174,703 | 27,980,880 | 806,177 |
| Total General City Support | (77,938) | 3,788,080 | 5,067,995 | 1,279,915 |

### Position Summary by Program

| | | | | |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Code Enforcement | 20.20 | 20.20 | 21.00 | 0.80 |
| Housing Resource Center | 3.00 | 19.21 | 18.26 | -0.95 |
| Total | 23.20 | 39.41 | 39.26 | -0.15 |
| **146 State Rental Assistance Program** | | | | |
| State Rental Assistance Program (SRAP) | 0.00 | 0.78 | 0.63 | -0.15 |
| Total | 0.00 | 0.78 | 0.63 | -0.15 |
| **147 Federal Section 8 Program Special Revenue Fund** | | | | |
| Section 8 Operating | 18.19 | 18.44 | 18.58 | 0.14 |
| Cloverleaf SRO Vouchers | 0.20 | 0.20 | 0.19 | -0.01 |
| Total | 18.39 | 18.64 | 18.77 | 0.13 |
| **180 Community Development Special Revenue Fund** | | | | |
| Certificate of Compliance Program | 8.02 | 8.02 | 7.22 | -0.80 |
| Rehabilitation and Construction | 5.75 | 4.62 | 5.65 | 1.03 |
| Director's Office | 6.54 | 5.49 | 6.49 | 1.00 |
| Total | 20.31 | 18.13 | 19.36 | 1.23 |

## Housing and Neighborhood Preservation - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **182 Federal Housing Assistance Grant Fund** | | | | |
| Federal HOME Grants | 0.98 | 0.90 | 0.89 | -0.01 |
| Total | 0.98 | 0.90 | 0.89 | -0.01 |
| **183 Grants Consolidated Fund** | | | | |
| Housing Grants | 0.40 | 0.40 | 0.40 | 0.00 |
| Housing Grants - ESG | 0.15 | 0.15 | 0.15 | 0.00 |
| COC Permanent Housing Bonus | 0.57 | 0.59 | 0.54 | -0.05 |
| Total | 1.12 | 1.14 | 1.09 | -0.05 |
| Total Position Summary | 64.00 | 79.00 | 80.00 | 1.00 |

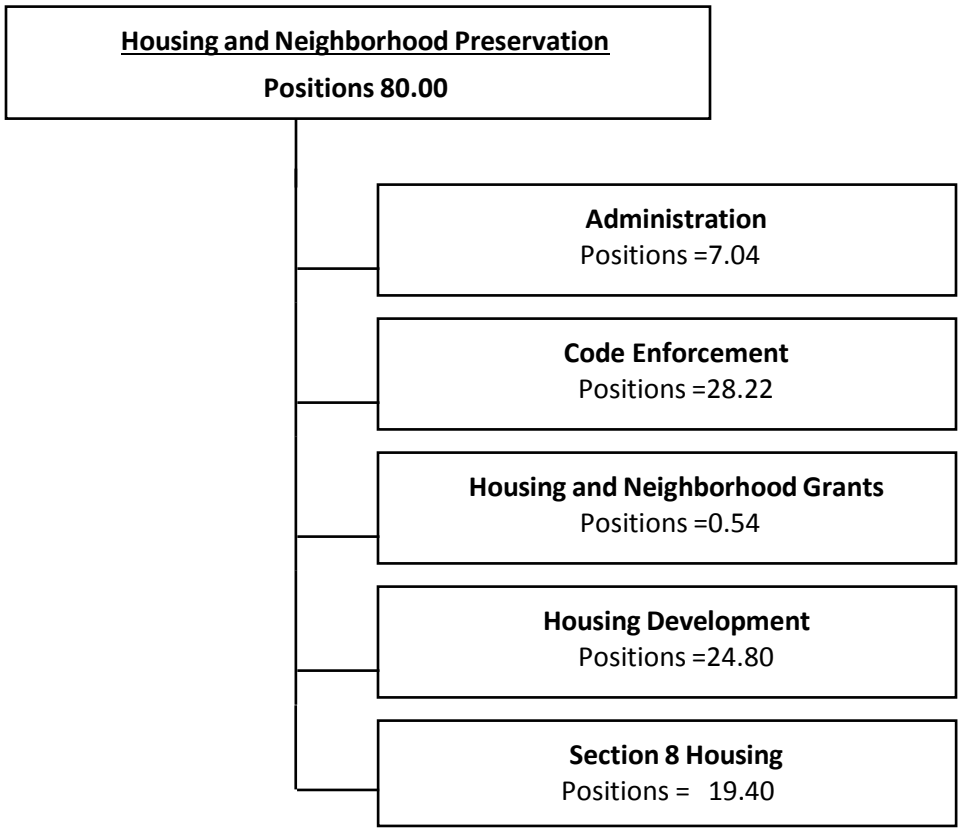
| **Expenditure Category by Department** | | | | |
|---|---|---|---|---|
| Personnel | 4,931,379 | 5,793,160 | 6,031,361 | 238,201 |
| Operating | 23,560,717 | 24,957,385 | 26,760,610 | 1,803,225 |
| Reserves | 0 | 83,380 | 128,046 | 44,666 |
| Transfers | 128,858 | 128,858 | 128,858 | 0 |
| Total Expenditures: | 28,620,953 | 30,962,783 | 33,048,875 | 2,086,092 |

| **Revenue Category by Department** | | | | |
|---|---|---|---|---|
| From the Use of Money and Property | 15,858 | 0 | 0 | 0 |
| Charges for Services | 2,802,734 | 2,872,300 | 3,802,800 | 930,500 |
| Miscellaneous Revenue | 55,799 | 3,000 | 3,000 | 0 |
| Fines and Forfeitures | 25 | 0 | 0 | 0 |
| Other Sources from the Commonwealth | 518,237 | 917,176 | 759,554 | (157,622) |
| Revenue from the Federal Government | 22,826,132 | 22,364,141 | 22,392,282 | 28,141 |
| Non-Revenue Receipts | 1,116,203 | 200,000 | 195,000 | (5,000) |
| Transfers from Other Funds | 1,363,904 | 818,086 | 828,244 | 10,158 |
| Total Revenue: | 28,698,892 | 27,174,703 | 27,980,880 | 806,177 |

**Resource Summary Notes**

FY 2018 19 will represent the first full year of City funding for the new Housing Resource Center (HRC).

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



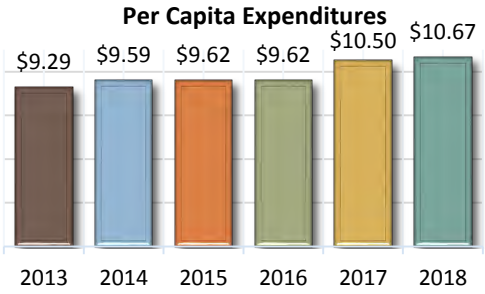
# HUMAN RESOURCES

*The mission of the Department of Human Resources is to facilitate the recruitment, retention and development of a sustainable quality workforce and its alignment with the City's strategy.*

On May 15, 2018, the City Council adopted an amendment increasing the Human Resources Department's operating budget by $21,000 for the City's Human Rights Commission to fund additional commissioner memberships, professional development of commissioners, travel for the City coordinator, and marketing and promotion of the Commission.

## Department Overview

Funding for the Human Resources Department comes primarily from general city revenues. Significant services include:




**Staffing and Compensation**
Coordinates and oversees the city's recruitment, test administration, selection processes, employee personnel records, and administration of the city's compensation system. This division provides technical assistance to all departments, employees, and applicants on matters which affect the selection, classification, and pay of employees. They support the city's commitment to ensuring pay equity by conducting position evaluations and salary analysis.

**Learning and Development**
Provides citywide learning opportunities to allow a comprehensive and integrated learning and development continuum for every city employee. This recognizes the city's underlying commitment to provide leadership and learning opportunities by enabling employees to realize their full potential and to continue learning throughout their career and for a lifetime.

**Workforce Planning and Development**
Coordinates the development of departmental plans that will anticipate and design ways to meet the needs of the city's current and future workforce.

**Human Rights Commission**
Conducts and engages in educational and informational programs to promote mutual understanding among citizens. The Commission serves as a forum for discussion on human rights issues, conducts studies, proposes solutions for the improvement of human relations, and provides referral assistance to persons who believe their rights have been violated.

**Investigative Review Panel (IRP)**
Reviews complaints involving the Police Department as requested by citizens to ensure that reports and conclusions of the Police Department's Internal Affairs Office investigations involving abuse of authority or other serious misconduct are complete, accurate, and factually supported.

**Equal Employment Opportunity (EEO)/ADA/Diversity Programs** Provides consultative services to departments in managing their EEO/ADA/Diversity programs. Staff advises and investigates EEO/ADA related complaints and issues and provides training that will raise awareness for both employees and managers.

**Member Communications**
Provides a multidirectional communication program that enhances information, knowledge, employee engagement, and builds strong relationships that encourage trust. This program provides, coordinates, and implements: *Member Update, Beam, OnPoint* newsletters, *Member Conversations with the City Manager, Because You Asked, Quality of Work Life Member Survey and Action Plans* (other surveys as needed), member recognition programs, and the Member Advisory Committee.

**HR/Police Services**
Administers the Police Department's performance feedback program, coordinates departmental selection process, provides professional support for police command staff, and provides consultation regarding employee disciplinary and performance issues. Staff also conducts exit interviews and other research of employee retention issues for the Police Department.

**Employee Relations**
Focuses on maintaining effective management and employee relationships. The division provides technical advice and assistance to departments regarding human resource policies and procedures, performance management and counseling, performance and discipline based actions, an alternative dispute resolution process, leave management and administration, and work life issues.

**Occupational Safety and Health Services**
Conducts pre-placement and annual medical examinations for public safety and safety sensitive positions that screen for correctable risk factors. Provides fitness for duty testing, substance abuse testing, and manages the Return to Work Program. Occupational Safety coordinates DMV checks and supports city operations conducting ergonomic evaluations of work stations, indoor air quality testing, job hazard studies, and safety compliance training.

## Key Performance Measures

Goal: Maintain a Financially Sustainable City Providing Excellent Services

Means to Residents: City services that are readily accessible and are provided in a customer friendly manner

**Learning and Development**
Participants attending
8,912 - instructor led training
1,369 - e-learning courses

**Staffing and Compensation**
65% of positions are filled within 60 days of initial advertisement

**Occupational Health & Safety**
3,195 - participants attending training
15,443 - medical exams/nursing services
1,146- injuries reported

## Trends and Issues

**Continuing Efficiency through Deployment of Technology**

- Human Resources is continuing their effort to automate and modernize the city's employee records system. Employee personnel records have moved from paper files to electronic records. With the integration of the applicant tracking and onboarding module to the existing Human Resource Information System (HRIS), an employee's entire personnel record is now digital. This provides for more accessible records, additional reporting capabilities, and eliminates storage issues that paper files create.
- The department is working on an electronic employee performance management system. This system will make the performance management cycle more efficient and increase employee and supervisor engagement.
- In partnership with Finance and IT, Human Resources is reviewing pay policies and vetting Time & Attendance Systems with a plan to implement an automated timekeeping and scheduling solution in phases over the next two years. This system will provide scheduling and payroll efficiencies while ensuring appropriate compliance with federal timekeeping standards.

**Modernization of Employee Benefits**

The department has also worked with city leadership to modernize employee benefits. Changes to this program include; maternity and parental leave, revisions to the sick leave bank program, and updates to other leave categories. The City has also revised the hiring policy to include internal job postings.

- Maternity leave- All employees eligible to take leave under this policy shall be granted three weeks of paid maternity leave no more than two times in a 12-month period.
- Parental leave- After the birth of a child, the non-birthing parent will receive two weeks of paid parental leave no more than two times in a 12-month period for the purpose of bonding and care of a newborn. Additionally, after the adoption of children, parents will receive two weeks of paid parental leave.
- Care of a sick parent- Eligible employees will receive one week of paid parental leave within a 12-month period to care for a sick parent with a serious health condition.
- Extended Sick Leave Donation Program- The sick leave bank was replaced with an extended leave program that is available to all members regardless of VRS status. If an employee uses all of their available leave they can now solicit leave donations from employees Citywide.
- Bereavement leave- Funeral leave was updated to allow full time employees to take up to forty hours in full day increments within ten calendar days immediately following the date of the death of an immediate family member.
- Christmas Eve-Effective in calendar year 2018, Christmas Eve will be considered a City Holiday.
- Birthday leave- Previously, employees with ten or more years of service were offered birthday leave within the pay period of their birthday. Effective January 2019, an additional flexible holiday will be given to all employees in lieu of birthday leave.

**Occupational Safety and Health**

Occupational Safety and Health Services (OSHS) offers a wide variety of trainings aimed at reducing hazards to employee safety. These programs increase staff productivity and morale, while decreasing job related injuries and operating costs. Other services offered by OSHS include substance abuse testing, vaccinations, lab work, comprehensive physical examinations, return to work program, and exposure control.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Human Resources Coordinator<br>Amount: $96,379<br>FTEs: 1.0 | The Human Resources Coordinator will serve as the liaison for the Department of Human Resources in all technology related projects and system implementations. It will improve service delivery and provide the required day-to-day ongoing support of HR technology systems. |
| ↑ | Funding for OSHS equipment<br>Amount: $50,000 | This funding will replace and purchase net new Automatic External Defibrillators (AEDs) for buildings citywide. It will also replace the current Electrocardiogram machine that is outdated and not compatible with current software. |

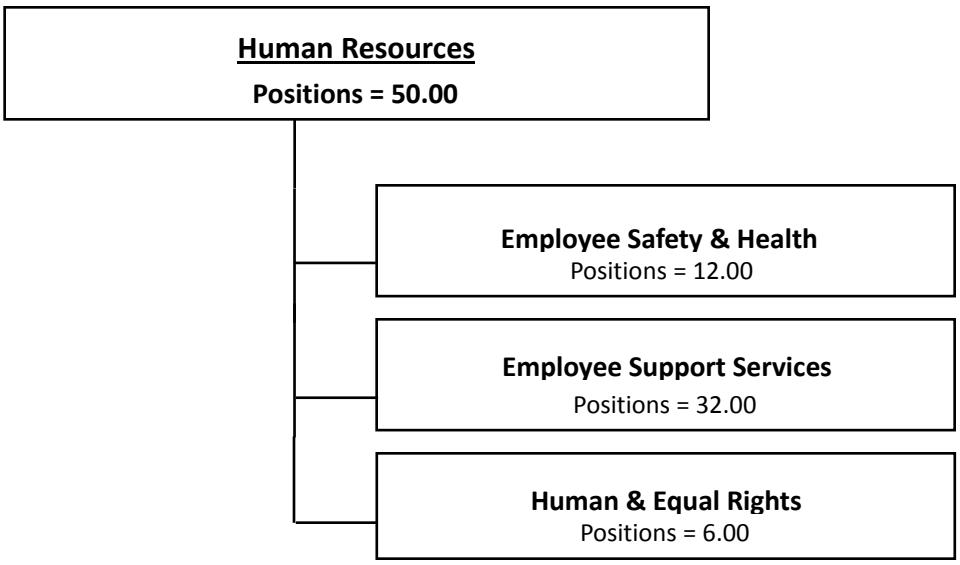
## Human Resources - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 353,377 | 392,419 | 487,765 | 95,346 |
| Employee Relations | 408,795 | 543,524 | 538,249 | (5,275) |
| Staffing and Compensation Services | 1,059,129 | 1,340,598 | 1,352,225 | 11,627 |
| Learning and Development | 780,419 | 810,253 | 800,106 | (10,147) |
| HR Police Services | 119,020 | 119,061 | 118,746 | (315) |
| Member Communications | 126,416 | 119,457 | 119,676 | 219 |
| Human Rights Commission | 72,411 | 72,328 | 87,229 | 14,901 |
| Occupational Safety | 276,922 | 0 | 0 | 0 |
| Occupational Health | 930,416 | 0 | 0 | 0 |
| Occupational Safety and Health Services | 9 | 1,372,073 | 1,388,511 | 16,438 |
| Total Expenditures | 4,126,914 | 4,769,713 | 4,892,507 | 122,794 |
| Revenues | | | | |
| Fees | 14,907 | 15,617 | 7,750 | (7,867) |
| Transfers | 26,000 | 35,000 | 35,000 | 0 |
| Total Revenues | 40,907 | 50,617 | 42,750 | (7,867) |
| General City Support | 4,086,007 | 4,719,096 | 4,849,757 | 130,661 |
| Total Department Expenditure | 4,126,914 | 4,769,713 | 4,892,507 | 122,794 |
| Total Department Revenue | 40,907 | 50,617 | 42,750 | (7,867) |
| Total General City Support | 4,086,007 | 4,719,096 | 4,849,757 | 130,661 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Director's Office | 3.00 | 3.00 | 4.00 | 1.00 |
| Employee Relations | 7.00 | 7.00 | 7.00 | 0.00 |
| Staffing and Compensation Services | 16.00 | 17.00 | 17.00 | 0.00 |
| Learning and Development | 7.00 | 7.00 | 7.00 | 0.00 |
| HR Police Services | 1.00 | 1.00 | 1.00 | 0.00 |
| Member Communications | 1.00 | 1.00 | 1.00 | 0.00 |
| Human Rights Commission | 1.00 | 1.00 | 1.00 | 0.00 |
| Occupational Safety | 3.00 | 0.00 | 0.00 | 0.00 |
| Occupational Health | 8.00 | 0.00 | 0.00 | 0.00 |
| Occupational Safety and Health Services | 0.00 | 12.00 | 12.00 | 0.00 |
| Total | 47.00 | 49.00 | 50.00 | 1.00 |
| Total Position Summary | 47.00 | 49.00 | 50.00 | 1.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 3,336,440 | 3,861,731 | 3,972,486 | 110,755 |
| Operating | 762,964 | 864,982 | 915,021 | 50,039 |
| Capital | 12,336 | 43,000 | 5,000 | (38,000) |
| Reserves | 15,175 | 0 | 0 | 0 |
| Total Expenditures: | 4,126,914 | 4,769,713 | 4,892,507 | 122,794 |

## Human Resources - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Revenue Category by Department** | | | | |
| From the Use of Money and Property | 1,241 | 0 | 1,200 | 1,200 |
| Charges for Services | 4,589 | 0 | 0 | 0 |
| Miscellaneous Revenue | 9,078 | 15,617 | 6,550 | (9,067) |
| Transfers from Other Funds | 26,000 | 35,000 | 35,000 | 0 |
| Total Revenue: | 40,907 | 50,617 | 42,750 | (7,867) |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# HUMAN SERVICES

*The mission of the Department of Human Services is to provide Virginia Beach citizens the opportunity to achieve the highest level of self-sufficiency, safety, and quality of life possible through an array of coordinated services delivered in a climate of dignity, respect, and accountability.*

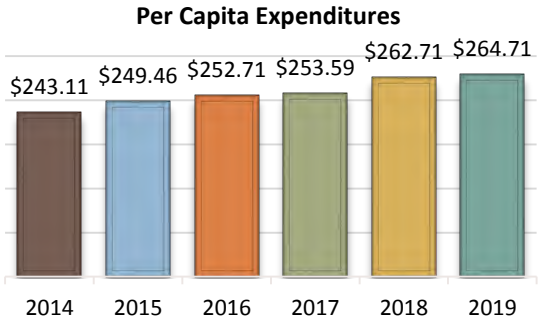
On May 15, 2018, the City Council adopted an amendment reducing the number of authorized FTEs in the Department of Human Services by 0.45. This is the result of a conversion of 1.7 part-time Psychiatrist FTEs to one full-time Psychiatrist and a 0.25 part-time Psychiatrist position (total of 1.25 FTEs). City Council originally adopted this amendment in March of 2018; however, due to the timing of that ordinance in relation to the preparation of the City Manager's Proposed Budget, this amendment was necessary to effect the change in the FY 2018-19 operating budget. As with the ordinance adopted in March, this adjustment in the FY 2018- 19 operating budget is cost neutral.

## Department Overview

The Department of Human Services (DHS) is comprised of the following service areas:

**Administration**

Provides leadership and support to all divisions. This division consists of the Department Director, Medical Director, and Divisional Deputy Directors, as well as Continuous Quality Improvement, departmental Finance, departmental Human Resources, Medicaid Transportation, and departmental Facilities and Fleet Management units.




**Continuous Quality Improvement**

Monitors and reports on all levels of quality throughout the department to ensure the highest quality services are provided to internal and external customers. Leverages the use of technology to ensure data integrity, and enforce compliance and adherence to internal and external requirements for Medicaid, Licensure, Department of Behavioral Health and Developmental Services (DBHDS) Community Consumer Submission of performance data, Commission on Accreditation of Rehabilitation Facilities, Health Insurance Portability and Accountability Act, and Corporate Compliance. Maintains the Cerner Electronic Health Record and provides Information Technology support at the department level.

**Social Services**

Aids residents in meeting their fundamental needs during times of temporary economic and social crisis; protects children and vulnerable adults from abuse and neglect; manages a range of services to help maintain families in the least restrictive and intrusive manner possible; assists in preparing clients to find and retain employment and administers a variety of federal and state financial assistance programs including temporary, emergency, or general assistance to needy families, Supplemental Nutrition Assistance Program (SNAP), and Medicaid eligibility. The Juvenile Detention Center provides temporary and safe custody of juveniles that have criminal charges and require a restricted environment for their own protection or the protection of the public. Through the Community Corrections and Pre-Trial program, the division also works with judges, magistrates and local and regional jails to provide sentencing alternatives to incarceration and reduce recidivism for adults

convicted of certain misdemeanors or non-violent felonies.

**Community Services Board**
Responds to psychiatric emergencies 24-hours a day; meets the residential, outpatient, employment, and day support/psycho-social rehabilitation service needs of individuals with severe mental illness; assists families in caring for members with mental illness, intellectual disabilities, and substance abuse disorders; offers opportunities for occupational and residential independence for individuals with intellectual disabilities; enables children and youth with mental illness, intellectual disabilities and substance abuse disorders to remain in their homes, schools and communities and promotes resiliency in youth and communities through case management, crisis services, outpatient services, prevention and education activities. Finally, the Infant Toddler Connection program works to ensure the growth and development of infants, who are or at risk of developmental disabilities, birth to age three, as well as supporting their families.

## Key Performance Measures

Goal: Maintain a Financially Sustainable City Providing Excellent Services
Goal: Be the Safest City in the Nation
Goal: Be an Inclusive Community that is Welcoming and Empowers All

Means to Residents: Feeling safe and secure within Virginia Beach – any place, anytime; increased access to quality health care; decreased opioid addiction; easy access to government participation and services.

68.3% of citizens are satisfied with mental health/intellectual disability services

54.8% of citizens satisfied with the services for needy or homeless families

88.2% of residents agree with the statement "Virginia Beach, in general, is a safe place to live"

86.4% of residents agree with the statement "my neighborhood is a safe place to live"

Clients with developmental disabilities in residential services:

47 at four intermediate care facilities

25 at group homes

775 individuals admitted to Pathways to Recovery Center

3,000 individuals served with Behavioral Health Emergency Services

By year-end :

14,000 households to be assisted by Supplemental Nutrition Assistance Program

650 cases opened to Temporary Assistance for Needy Families

1,250 child protective service complaints investigated/assessed

350 juvenile offenders detained in temporary & safe custody

## Trends & Issues

- During the formulation of the DHS Strategic Plan in 2017, thirty individuals from the public and private sectors, with input from fifteen community-based focus groups involving over 200 residents, collaborated with DHS to create a strategic plan that sets the direction for the department for the next three to five years. The plan focuses on these four main components: service integration, access to services, communication and community engagement, and talent acquisition and development.

- During FY 2017-18, DHS collaborated with the departments of Housing and Neighborhood Development and Public Health on plans to open the Housing Resource Center (HRC), a multi-use residential and program building, to provide services to individuals experiencing homelessness. In late spring or early summer 2018, DHS will move a multi-disciplinary team of employees into the HRC to provide a one-stop shop for integrated services, where an individual can access assistance with housing placement, social safety net benefits, and behavioral health services all in one building, all on one day.

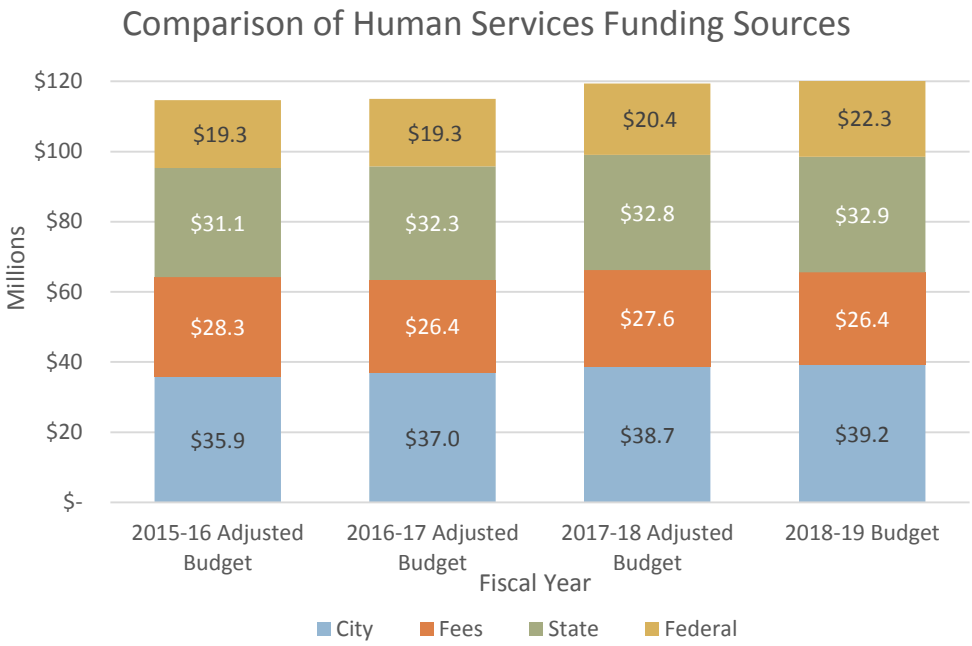
- As the nation, and the state, continue to reel from the devastating impact of opioid addictions, several programs were expanded to address opioid use with federal pass-thru funding received in FY 2017-18 from the Virginia Department of Behavioral Health and Developmental Services (DBHDS):
  - OPT-R funding for treatment has been utilized to pay for daily opioid replacement therapy medications, and, where needed, intensive detoxification residential services, while also providing support for out of pocket costs such as transportation, child care and housing that provide stability and the means to access treatment services.
  - OPT-R funding for recovery pays for peer support via telephone or in person in hospital emergency rooms to help individuals in recovery stay the course.
  - HSD continues to provide REVIVE training on the administration of naloxone to prevent death by overdose, to Police, emergency workers, and the public.

- In order to meet rapidly changing Medicaid rules, state demands for service data, and measure performance, DHS is investing in a state-of-the-art comprehensive health record (CHR) that will replace the over ten-year old current electronic health record (EHR). Gains are anticipated in documentation time, allowing more time for providing services to Virginia Beach citizens. A streamlined intake process will bring individuals into services in a timelier manner. FY 2018-19 will be dedicated to system design, implementation, and training, with a go-live goal of early FY 2019-20. During this process, DHS will need to redirect staff from service delivery, which will impact the department's ability to seek reimbursement. The projected revenue loss is $1.2 million in FY 2018-19 and $4.0 million in FY 2019-20.

- State requirements for same-day access to services, immediate access to Emergency Services, and for 24-hour admissions, along with the acceptance of temporary detaining orders (TDO), at Crisis Stabilization units, continue to put a strain on human resources and allocation. Medical personnel are vital to meet these mandates. There is an ongoing shortage of psychiatrists across the country, and compensation for nurses and doctors is highly competitive across the region. The department has been operating without a Medical Director for eighteen months. DHS has taken several steps to start closing this gap:

  - DHS contracted with a national medical staff recruiting firm to search for a Medical Director and psychiatrists. The department also updated a contract with a temporary nursing staffing company to include a direct hire clause, allowing the agency to directly recruit for DHS programs.
  - Human Resources partnered with DHS to conduct a salary survey on medical personnel and developed a more competitive compensation package for those positions.
  - Hard to fill part-time positions are being considered for combination into full-time positions.
  - Additional positions and contracted manpower position conversions to City positions that offer benefits are all options currently under consideration.

- Four main sources of funding: DHS implements necessary practices to maximize the use of all available outside funding sources (fees, state and federal governments) to optimize services. For FY 2018-19, City funding is increasing by $584, 470 to be comparable with FY 2016-17 levels, with fee revenue (mainly from Medicaid) decreasing, while state and federal revenues (e.g. Public Assistance Grant revenue, Department of Juvenile Justice Block Grant and State Ward revenues) are anticipated to rise due to anticipated increases in clients to be served by various programs including the Juvenile Detention Center, Children's Services Act, Child and Youth Services, and increased client payments and Medicaid reimbursements for costs incurred at some Intermediate Care Facilities. For FY 2018-19, the City is funding 32.4% of Human Services' budget for special programs not funded by state or federal governments and funding matches required to obtain state and federal funding. State funding comprises 27.2% of the department's budget and is provided by the Department of Behavioral Health and Developmental Services, Virginia Department of Social Services, Virginia Department of Juvenile Justice, and a grant from the Department of Criminal Justice Services for Community Corrections and Pretrial Services. Fees mainly from Medicaid and other insurance payments comprise 21.9% of the department's budget. Federal funding supports 18.5% of the department's budget and provides for general public assistance grants for substance abuse prevention and selected mental health services.




- SNAP and Medicaid Benefits: DHS must comply with state and federal timeframes for processing applications for public assistance to ensure timelines in the distribution of benefits to residents. SNAP active caseloads decreased by 8,831 (15.2%) in FY 2016-17. Medicaid recipient counts decreased by 1,247 (8.8%) over the same time period.

**SNAP and Medicaid Recipients by Fiscal Year**

| | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 |
|---|---|---|---|---|---|---|
| SNAP Active Cases | 16,868 | 17,361 | 17,628 | 15,533 | 14,197 | 12,950 |
| Medicaid Recipients | 47,775 | 50,328 | 50,554 | 42,626 | 58,035 | 49,204 |

There are 2 factors contributing to the decline in SNAP benefits: 1) Improved economic conditions; and 2) A change in SNAP policy which added a work requirement for able-bodied adults that limits the duration of benefits. The SNAP requirements are as follows:

*If you are age 18 to 50 and able to work, you may be subject to a work requirement in order to receive SNAP. This requirement would limit the number of months for which you could receive SNAP to three months in a 36-month period. After you receive SNAP for three months, you may be able to receive three additional months if you complete certain work-related requirements.*

*You may be exempt from this work requirement if you are currently working or participating in an approved work program; responsible for the care of a child; pregnant; medically certified as unable to work; meet one of several work registration exemption reasons; or live in an exempt locality.*

It is anticipated that the downward trend in active SNAP cases will continue. Additionally, the President's federal budget for FY 2018-19 proposes reducing funding for SNAP by about $213.5 billion over 10 years.

Medicaid fluctuates year over year and is eligibility driven by state legislature. If Medicaid Expansion is approved, the City would expect the local number of recipients to increase. Across the state, it is estimated that 400,000 more people will be eligible if Medicaid is expanded, with the City's portion of that increase being unknown. Currently, a recipient needs to have income at 80% or less of the poverty level to qualify. Even with improved economic conditions, the City has not experienced the same downward trend as with the SNAP benefits.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Comprehensive Health Record (CHR)<br>$115,350 Net Cost<br>(Reduction in revenue of $1.2 million netted against a reduction in appropriations of $1.1 million) | The budget includes the first year's costs for the implementation of a new CHR system followed by an eighteen-month implementation period of process mapping, system configuration, and training with an anticipated go-live date of January 1, 2020.<br><br>Specifically, this item covers seven (7) contracted administrative and scanning staff, licenses required to utilize project management and documentation software, a backfill allowance for service continuity when direct service staff are pulled for training and other implementation activities, and other related expenditures.<br><br>The implementation period mentioned above is projected to adversely affect DHS' fee revenue totals in both FY 2018-19 and FY 2019-20. |
| ↑ | Emergency Services<br>$204,732<br>4.0 FTE | Adds two (2) full-time City Clinician III positions and conversion of one (1) contracted manpower Clinician III to a full-time City position to provide pre-screening services in order to meet state mandated response times. Additionally, conversion of one (1) contracted manpower Administrative Technician to a full-time City position to provide enhanced services to the Crisis Intervention Team (CIT) and liaison with the Police Department. |
| ↑ | Housing Resource Center (HRC)<br>$459,349<br>6.0 FTE | Adds six (6) full-time positions to support DHS' operations within the HRC: two (2) full-time FSS Resource Specialists, one (1) full-time HSS Program Supervisor, one (1) full-time Eligibility Worker Assistant, and two (2) full-time Clerk Receptionists. These positions will help the City to provide shelter and services to homeless persons and those at risk of homelessness. |

## Human Services - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Central Administration | 1,209,405 | 1,354,227 | 1,268,357 | (85,870) |
| Information Technology Services | 165,396 | 0 | 0 | 0 |
| Reimbursement | 956,143 | 856,824 | 876,976 | 20,152 |
| Quality Assurance | 2,031,338 | 2,717,595 | 3,027,346 | 309,751 |
| Personnel | 494,246 | 3,932,181 | 3,714,740 | (217,441) |
| Accounts Payable | 509,589 | 329,356 | 330,919 | 1,563 |
| Transportation | 1,508,710 | 1,524,632 | 1,539,432 | 14,800 |
| Facilities and Fleet Management | 0 | 523,354 | 464,353 | (59,001) |
| Payroll | 0 | 0 | 202,002 | 202,002 |
| BHDS Administration | 0 | 673,917 | 660,048 | (13,869) |
| BH Program Support | 632,717 | 265,783 | 249,157 | (16,626) |
| Senior Adult Services | 229,804 | 231,839 | 231,347 | (492) |
| Adult Outpatient Services | 5,238,007 | 6,439,946 | 5,860,181 | (579,765) |
| Community Rehabilitation | 1,262,168 | 1,426,354 | 1,428,697 | 2,343 |
| Emergency Services | 1,587,283 | 1,631,030 | 1,762,674 | 131,644 |
| Child and Youth Services | 2,990,340 | 3,083,460 | 3,146,298 | 62,838 |
| Residential Services | 2,637,852 | 2,459,308 | 2,291,930 | (167,378) |
| Permanent Supportive Housing | 84,904 | 684,415 | 881,084 | 196,669 |
| Crisis Management | 374,771 | 939,687 | 865,390 | (74,297) |
| BH Case Management | 2,929,446 | 2,136,147 | 2,393,203 | 257,056 |
| PATH | 294,917 | 225,912 | 271,952 | 46,040 |
| Harbour | 919,137 | 778,117 | 832,452 | 54,335 |
| Program of Assertive Community Treatment | 1,426,607 | 1,681,063 | 1,696,564 | 15,501 |
| Discharge Assistance Planning (DAP) | 666,516 | 953,085 | 0 | (953,085) |
| Complex Care Fund | 0 | 0 | 50,000 | 50,000 |
| Office of Consumer and Family Affairs | 38,732 | 215,828 | 189,953 | (25,875) |
| DS Program Support | 418,638 | 408,251 | 392,493 | (15,758) |
| DS Case Management | 2,667,367 | 2,884,806 | 2,915,511 | 30,705 |
| Employment Services | 1,430,111 | 1,489,412 | 1,428,032 | (61,380) |
| Skillquest | 3,092,236 | 3,007,828 | 2,951,996 | (55,832) |
| Respite Care Program | 429,802 | 366,566 | 360,557 | (6,009) |
| Infant Program | 1,911,984 | 2,257,077 | 2,206,486 | (50,591) |
| Supportive Living | 2,896,931 | 2,797,130 | 2,667,173 | (129,957) |
| Skilled Nursing | 121,144 | 419,043 | 429,905 | 10,862 |
| Family Support | 53,723 | 67,757 | 67,757 | 0 |
| Group Homes | 2,677,458 | 2,800,524 | 2,896,024 | 95,500 |
| Kentucky Avenue ICF | 1,692,476 | 2,120,257 | 1,945,562 | (174,695) |
| Early Intervention | 206,371 | 0 | 0 | 0 |
| Colby Way ICF | 1,003,999 | 955,253 | 944,376 | (10,877) |
| West Neck ICF Side A | 3,952,567 | 2,590,178 | 2,946,598 | 356,420 |
| Indian River Road ICF | 2,358,382 | 2,445,667 | 2,643,258 | 197,591 |
| West Neck ICF Side B | 845,210 | 2,615,951 | 2,248,956 | (366,995) |
| Medically Assisted Treatment OPT-R | 0 | 0 | 942,586 | 942,586 |
| Pathways at Birdneck | 2,672,475 | 3,133,622 | 3,488,341 | 354,719 |
| Adult Day Treatment Services | 319,755 | 351,927 | 350,024 | (1,903) |
| Prevention | 757,812 | 594,460 | 594,818 | 358 |
| Adult Drug Court | 1,200 | 0 | 0 | 0 |

## Human Services - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Adult Correctional Services | 638,024 | 727,153 | 769,120 | 41,967 |
| HIV Prevention | 64,645 | 83,237 | 87,883 | 4,646 |
| Project LINK | 327,161 | 286,083 | 270,236 | (15,847) |
| Regional Opioid Recovery Program OPT-R | 0 | 0 | 64,696 | 64,696 |
| Child Services | 16,603,854 | 15,103,668 | 16,286,088 | 1,182,420 |
| Benefit Program | 10,606,029 | 11,135,107 | 10,458,312 | (676,795) |
| Employment Services | 3,350,291 | 3,397,488 | 3,337,914 | (59,574) |
| Community Services | 6,138 | 0 | 0 | 0 |
| Adult Services | 1,984,269 | 2,168,746 | 2,187,411 | 18,665 |
| Social Services Administration | 1,627,416 | 2,280,900 | 2,400,091 | 119,191 |
| Benefits Fraud Investigation | 0 | 0 | 370,940 | 370,940 |
| Virginia Beach Juvenile Detention Center | 4,879,917 | 5,071,554 | 5,445,956 | 374,402 |
| CSA Administration and Social Services | 9,147,248 | 10,815,233 | 10,599,145 | (216,088) |
| Total Expenditures | 106,932,659 | 117,438,938 | 118,933,300 | 1,494,362 |
| Revenues | | | | |
| Fees | 25,728,472 | 27,526,102 | 26,409,794 | (1,116,308) |
| State | 30,644,911 | 31,667,374 | 31,768,605 | 101,231 |
| Federal | 21,427,448 | 20,220,284 | 22,189,407 | 1,969,123 |
| Transfers | 204,012 | 350,000 | 350,000 | 0 |
| Fund Balance | 0 | 143,124 | 98,970 | (44,154) |
| Total Revenues | 78,004,843 | 79,906,884 | 80,816,776 | 909,892 |
| General City Support | 28,927,816 | 37,532,054 | 38,116,524 | 584,470 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Hard to Serve Grant | 70,987 | 137,058 | 135,673 | (1,385) |
| Social Services - Revenue Max Grants | (1,400) | 0 | 0 | 0 |
| Community Corrections and Pre-Trial | 1,719,075 | 1,779,712 | 1,744,066 | (35,646) |
| Total Expenditures | 1,788,662 | 1,916,770 | 1,879,739 | (37,031) |
| Revenues | | | | |
| Fees | 30,782 | 33,068 | 0 | (33,068) |
| State | 1,131,165 | 1,140,013 | 1,157,061 | 17,048 |
| Federal | 98,376 | 135,647 | 135,647 | 0 |
| Transfers | 595,371 | 608,042 | 587,031 | (21,011) |
| Total Revenues | 1,855,694 | 1,916,770 | 1,879,739 | (37,031) |
| General City Support | (67,032) | 0 | 0 | 0 |

## Human Services - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **916 Social Services Gift Fund** | | | | |
| Expenditures | | | | |
| Social Services - Holiday Project | 4,000 | 14,000 | 4,930 | (9,070) |
| Social Services - Pennies for Prescriptions | 2,497 | 12,500 | 19,342 | 6,842 |
| Social Services - Community Resources | 0 | 0 | 328 | 328 |
| Domestic Violence Assistance | 100 | 5,000 | 6,798 | 1,798 |
| Memories and Educational Milestones (MEM) | 0 | 3,000 | 3,666 | 666 |
| Total Expenditures | 6,597 | 34,500 | 35,064 | 564 |
| Revenues | | | | |
| Fees | 5,609 | 6,500 | 5,875 | (625) |
| Fund Balance | 0 | 28,000 | 29,189 | 1,189 |
| Total Revenues | 5,609 | 34,500 | 35,064 | 564 |
| General City Support | 987 | 0 | 0 | 0 |
| Total Department Expenditure | 108,727,917 | 119,390,208 | 120,848,103 | 1,457,895 |
| Total Department Revenue | 79,866,146 | 81,858,154 | 82,731,579 | 873,425 |
| Total General City Support | 28,861,771 | 37,532,054 | 38,116,524 | 584,470 |

### Position Summary by Program

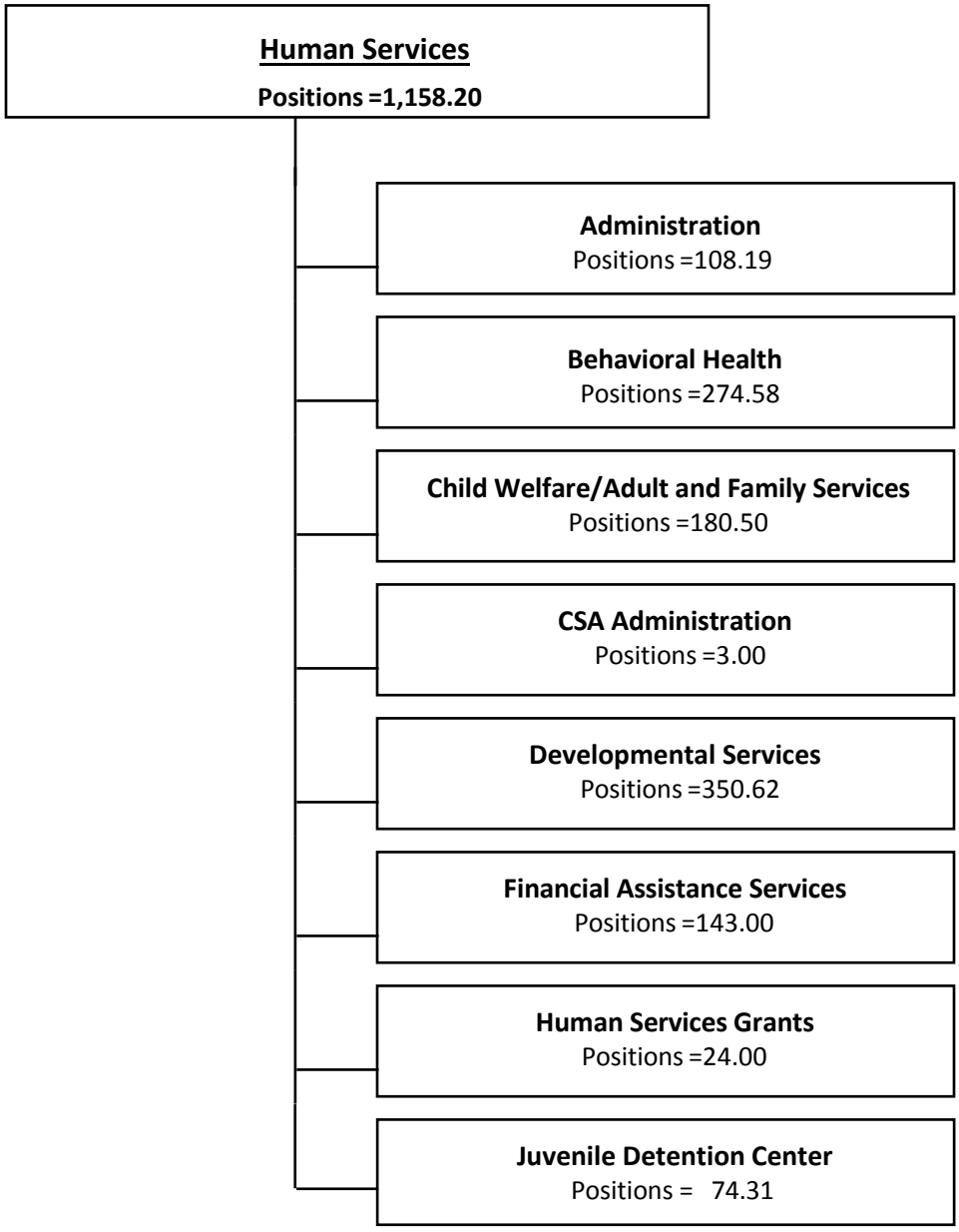
| | | | | |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Central Administraton | 11.00 | 9.00 | 9.00 | 0.00 |
| Reimbursement | 12.00 | 12.00 | 12.00 | 0.00 |
| Quality Assurance | 15.00 | 25.00 | 27.00 | 2.00 |
| Personnel | 12.50 | 16.00 | 13.00 | -3.00 |
| Accounts Payable | 5.00 | 5.00 | 5.00 | 0.00 |
| Transportation | 31.19 | 30.44 | 30.19 | -0.25 |
| Facilities and Fleet Management | 0.00 | 9.00 | 8.00 | -1.00 |
| Payroll | 0.00 | 0.00 | 4.00 | 4.00 |
| BHDS Administration | 0.00 | 8.00 | 8.00 | 0.00 |
| BH Program Support | 5.75 | 1.00 | 1.00 | 0.00 |
| Senior Adult Services | 2.63 | 2.63 | 2.63 | 0.00 |
| Adult Outpatient Services | 51.07 | 52.82 | 51.37 | -1.45 |
| Community Rehabilitation | 18.00 | 17.00 | 17.00 | 0.00 |
| Emergency Services | 16.63 | 16.63 | 20.63 | 4.00 |
| Child and Youth Services | 29.30 | 32.05 | 32.00 | -0.05 |
| Residential Services | 22.04 | 22.04 | 18.04 | -4.00 |
| Permanent Supportive Housing | 1.50 | 2.00 | 2.00 | 0.00 |
| Crisis Management | 13.25 | 12.25 | 11.25 | -1.00 |
| BH Case Management | 23.00 | 24.00 | 27.00 | 3.00 |
| PATH | 1.75 | 2.75 | 2.75 | 0.00 |
| Harbour | 9.63 | 8.63 | 8.75 | 0.12 |
| Program of Assertive Community Treatment | 14.00 | 15.00 | 16.00 | 1.00 |
| Office of Consumer and Family Affairs | 2.00 | 2.00 | 2.00 | 0.00 |
| DS Program Support | 5.00 | 4.00 | 4.00 | 0.00 |
| DS Case Management | 35.65 | 35.65 | 35.65 | 0.00 |
| Employment Services | 19.00 | 19.00 | 19.00 | 0.00 |
| Skillquest | 39.71 | 41.33 | 41.33 | 0.00 |
| Respite Care Program | 6.75 | 4.75 | 4.75 | 0.00 |
| Infant Program | 9.45 | 19.45 | 19.65 | 0.20 |

## Human Services - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Supportive Living | 43.15 | 43.15 | 42.20 | -0.95 |
| Skilled Nursing | 4.00 | 4.00 | 4.00 | 0.00 |
| Group Homes | 38.79 | 39.54 | 40.54 | 1.00 |
| Kentucky Avenue ICF | 24.00 | 26.55 | 24.85 | -1.70 |
| Colby Way ICF | 11.50 | 11.50 | 12.25 | 0.75 |
| West Neck ICF Side A | 30.00 | 31.40 | 35.45 | 4.05 |
| Indian River Road ICF | 32.50 | 34.35 | 36.45 | 2.10 |
| West Neck ICF Side B | 31.00 | 35.70 | 30.50 | -5.20 |
| Pathways at Birdneck | 29.78 | 29.78 | 31.65 | 1.87 |
| Adult Day Treatment Services | 3.00 | 3.00 | 3.00 | 0.00 |
| Prevention | 6.13 | 6.13 | 6.13 | 0.00 |
| Adult Correctional Services | 8.75 | 8.75 | 9.75 | 1.00 |
| HIV Prevention | 1.00 | 1.00 | 1.00 | 0.00 |
| Project LINK | 2.75 | 2.63 | 2.63 | 0.00 |
| Child Services | 109.00 | 107.50 | 106.50 | -1.00 |
| Benefit Program | 151.00 | 145.00 | 143.00 | -2.00 |
| Employment Services | 42.00 | 40.00 | 41.00 | 1.00 |
| Adult Services | 15.50 | 20.00 | 20.00 | 0.00 |
| Social Services Administration | 5.00 | 6.00 | 8.00 | 2.00 |
| Benefits Fraud Investigation | 0.00 | 0.00 | 5.00 | 5.00 |
| Virginia Beach Juvenile Detention Center | 68.31 | 74.31 | 74.31 | 0.00 |
| CSA Administration and Social Services | 5.00 | 5.00 | 3.00 | -2.00 |
| Total | 1,074.96 | 1,124.71 | 1,134.20 | 9.49 |
| **183 Grants Consolidated Fund** | | | | |
| Hard to Serve Grant | 1.00 | 1.00 | 1.00 | 0.00 |
| Community Corrections and Pre-Trial | 22.00 | 23.00 | 23.00 | 0.00 |
| Human Services Grants | 1.00 | 0.00 | 0.00 | 0.00 |
| Total | 24.00 | 24.00 | 24.00 | 0.00 |
| Total Position Summary | 1,098.96 | 1,148.71 | 1,158.20 | 9.49 |

| | | | | |
|---|---|---|---|---|
| **Expenditure Category by Department** | | | | |
| Personnel | 74,292,611 | 82,976,143 | 83,741,060 | 764,917 |
| Operating | 34,366,629 | 36,390,315 | 37,088,293 | 697,978 |
| Capital | 68,677 | 23,750 | 18,750 | (5,000) |
| Total Expenditures: | 108,727,917 | 119,390,208 | 120,848,103 | 1,457,895 |
| **Revenue Category by Department** | | | | |
| Charges for Services | 25,011,212 | 26,863,381 | 25,570,881 | (1,292,500) |
| Miscellaneous Revenue | 753,650 | 702,289 | 844,788 | 142,499 |
| Other Sources from the Commonwealth | 31,776,076 | 32,807,387 | 32,925,666 | 118,279 |
| Revenue from the Federal Government | 21,525,824 | 20,355,931 | 22,325,054 | 1,969,123 |
| Transfers from Other Funds | 799,383 | 958,042 | 937,031 | (21,011) |
| Specific Fund Reserves | 0 | 171,124 | 128,159 | (42,965) |
| Total Revenue: | 79,866,146 | 81,858,154 | 82,731,579 | 873,425 |

## City of Virginia Beach
## Fiscal Year 2018 Department Organizational Chart

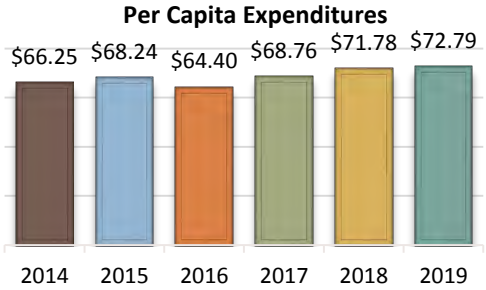


# INFORMATION TECHNOLOGY

*Information Technology (IT) is an organization committed to proactively delivering a dynamic and evolving set of core services and innovative technologies that the city and its constituents demand. IT achieves and maintains high standards in the following areas: Business and IT Alignment; Information Accessibility; Openness and Transparency; Civic Participation; Operational Efficiency; Quality Workforce; and IT Security.*

## Department Overview

IT provides a technology foundation supporting all city departments and agencies. Service delivery is based on three fundamental pillars: (1) Run, (2) Grow, (3) Transform. The Run pillar is for maintaining applications and infrastructure components by performing repairs and day-to-day activities. The Grow pillar is for replacement of outdated hardware and the patching of software applications or operating systems. The Transform pillar is for new product or system acquisition and implementation. The department's services are built upon the following operational areas:




The decrease in FY 2015-16 is due to the transfer of the Media and Communications division to the City Manager's Office.

**Applications Support**
Analyzes, develops, tests, integrates, manages, and supports organizational mission critical business systems and applications.

**Business Center and Mail Services**
Responsible for departmental purchasing, human resources, payroll, accounts payable, reception, central support, print shop billing, telecommunication billing, and organization wide mail delivery.

**Center for Geospatial Information Services (GIS)**
Provides GIS base mapping and GIS web services for public safety and other city and school agencies. GIS also maintains maps and databases, support functions, and components including GIS data elements.

**Systems Support / Infrastructure and Operations**
Provides organizational computer, server, radio, and network design, engineering, maintenance, repair, and support services.

**Telecommunications**
Provides telephone, network and radio maintenance, support, contract administration, cable management, billing, dial tone provision, service coordination, and configuration changes.

**Technology Services**
Provides technology project portfolio management, customer support, information security and privacy, and account management services.

**IT Security**
Provides protection for all city electronic data and the information technology infrastructure within the city through information security training, and by employing administrative, technical, and physical controls.

**Data & Information Management**
Enables city businesses to share, manage and reuse information created in different solutions and stored in different repositories. Delivers Business Analytics and Intelligence capabilities that fosters business innovation and improved service delivery.

**Strategy & Architecture**
Establishes and maintains the current and future technical architecture needed to support the City's strategic objectives. This includes facilitating and documenting the IT Strategic Plan, coordinating business, technology and information architecture functions and facilitating the IT innovation process.

## Key Performance Measures

**Goal: Leverage Data and Technology to Enhance Community Livability, Prosperity, and Sustainability**

| Mean to Residents: Increased Cyber Security | Means to Residents: Access to affordable broadband and wireless connectivity | Means to Internal Customers: Increased government responsiveness |
|---|---|---|
| 849 - Phising Service Tickets<br>89 - Virus Service Tickets<br>8 - Applications at security risk | Free WiFi Locations<br>23 Buildings<br>92 Access Points | 99% of Service Desk customers "very satisfied" with services received |
| City members receiving training for security awareness- 3,763 | Availability of municipal center based WAN 99.8% | 40,955 - Service Tickets<br>98.94% - Closed |

## Trends & Issues

- **Transoceanic Fiber**
  The City has embarked on a transformational project that will establish Virginia Beach as a Mid-Atlantic hub for transoceanic fiber communications. Microsoft, Facebook and Telxius Cable USA have been partnering to build and manage MAREA, the highest-capacity cable to ever cross the Atlantic, and the first to connect the U.S. to southern Europe. The cable runs from Virginia Beach to Bilbao, Spain and construction work and cable installation have been completed. The final testing is in progress with a projected completion date by March 2, 2018.

  Additionally, Telefonica (Telxius Cable USA) is building another subsea cable, BRUSA, which will connect Virginia Beach to Brazil by connecting to San Juan, Puerto Rico, then Fortaleza and Rio de Janeiro, Brazil. All off shore as well as oceanic activities regarding the installation of fiber were completed on January 24, 2018. The project is in progress and installation of the cable in international waters is in progress. The BRUSA subsea cable project is scheduled to be completed by mid-year 2018.

**Next Generation Network**

The IT department is also managing the development and implementation of a Next Generation Network (NGN) – a high-speed optical network that expands network fiber to connect 60 government facilities throughout the city and help to provide excellent government services. The NGN supports the city's transformation into a truly connected community and helps to bridge the digital divide, enabling economic development and regional and educational opportunities throughout the city. Of the 60 City facilities, 58 are now connected to the Next Generation Network. The remaining two sites for the project are the Parks and Recreation Bayside Recreation Center and the Housing Resource Center. Both are scheduled to be completed by mid-2018.

**Application Portfolio Management**

The Application Portfolio Management team has applied an industry standard approach of promoting cost avoidance and eliminating software redundancy by:

- Application rationalization: Replacing, consolidating, and/or eliminating software not in use and producing no value to our customers
- Business and technology capability mapping: For the first time, the organization will be able to see technology overlap throughout the city allowing IT to further reduce the application footprint and complexity in the organization.
- Retiring 55 applications from the original portfolio, actively working to retire 26 additional applications, upgrading 18 applications, assessing 284 applications for retirement, and creating lifecycle plans for all remaining applications.

**Data Science and Business Analytics**

The Department of Information Technology's data science program has successfully provided training, custom reporting, and visualization development within the Power BI platform. The platform has hundreds of users across many City departments who have used the tool to develop projects supporting neighborhood revitalization, DHS/Social Services, the Fire Department, IT governance, and Libraries. As a result of this success, additional departments have requested support using Power BI, which is now the City's enterprise-wide business intelligence solution which is available to all users.

**IT Department Receives Second Consecutive Year of National Recognition**

The Department of Information Technology and City of Virginia Beach were recognized as the top digital city of our size for the second consecutive year by the 2017 Annual Digital Cities Survey. This year's win was bolstered by City Council's 10 strategic goal teams that underscore a citywide commitment to identifying and addressing citizens' needs. Some of the City's most notable projects highlighted include the collaborative data science project, converged infrastructure, Next Generation Network, StormSense, VB Connect 2.0 and Service Link. The City was also recognized for its role in leading the charge for regional broadband and affordable access initiatives.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↓ | Converting consultants to FTEs<br><br>Cost savings of $219,282<br>8 FTEs | IT has historically used consultants to bridge service gaps when the department didn't have enough FTEs available to support its various programs. Many of these full-time consultants (FTCs) have been working on IT projects for the City for years, essentially functioning as FTEs with higher overhead. Recently, IT has worked to mitigate these costs by converting FTCs to FTEs whenever possible to provide the same work at a significantly reduced cost to the City. |
| ↑ | Enterprise business intelligence solution<br><br>$125,000 | This budget includes $125,000 for an enterprise license for PowerBI, Microsoft's business intelligence (BI) application, which will be the IT supported tool available to all users in the City. Previously, each department wishing to obtain a BI application would purchase their own license to one of several competing platforms such as Tableau, Crystal Reports, or PowerBI. This fragmented approach made it difficult for IT to support the various different platforms and meant that very few users in the City had access to these premium BI tools. With an enterprise license, every City user has access to the PowerBI suite and IT can more efficiently train and support any employees using the software. |
| ↑ | New position to support Accela application<br><br>$99,362<br>1 FTE | IT has received one FTE to help support Accela, an application used by numerous City departments including Planning, Housing, and the Real Estate Assessor's Office. The City has recently expanded its investment in Accela by purchasing additional modules and features, so an additional position was required to assist in the management of the system. |
| ↑ | Additional office space lease<br><br>$145,000 | Finding adequate space for the various IT teams has been a challenge as the department's workforce is currently split amongst multiple locations through the City. This funding will be used to lease an additional floor in a building that IT is already occupying currently. The 10,000 sq ft of additional space will allow the department to consolidate many of these fragmented project teams to enable better communication and more efficient service delivery. |

## Information Technology - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Multimedia Services | 24,343 | 0 | 0 | 0 |
| Mail Service | 218,382 | 227,005 | 179,524 | (47,481) |
| Information Technology Business Center | 996,796 | 1,014,922 | 1,072,632 | 57,710 |
| Applications Support | 8,296,593 | 8,882,372 | 9,413,909 | 531,537 |
| Data & Information Management | 923,583 | 1,108,796 | 1,236,270 | 127,474 |
| Systems Support | 6,152,146 | 8,079,188 | 8,348,155 | 268,967 |
| Center for Geospatial Information Services | 2,099,129 | 2,133,919 | 1,771,072 | (362,847) |
| Information Technology Security | 1,497,412 | 605,579 | 603,961 | (1,618) |
| Technology Services | 1,923,910 | 3,110,049 | 3,313,573 | 203,524 |
| Strategy and Architecture | 0 | 731,662 | 721,006 | (10,656) |
| Total Expenditures | 22,132,293 | 25,893,492 | 26,660,102 | 766,610 |
| Revenues | | | | |
| Fees | 162,530 | 0 | 0 | 0 |
| Transfers | 1,975,991 | 1,985,721 | 1,985,721 | 0 |
| Total Revenues | 2,138,521 | 1,985,721 | 1,985,721 | 0 |
| General City Support | 19,993,772 | 23,907,771 | 24,674,381 | 766,610 |
| **620 Telecommunications Internal Service Fund** | | | | |
| Expenditures | | | | |
| Telecommunications | 2,245,793 | 2,980,385 | 3,275,853 | 295,468 |
| Reserve for Contingencies | 0 | 246,208 | 24,514 | (221,694) |
| Total Expenditures | 2,245,793 | 3,226,593 | 3,300,367 | 73,774 |
| Revenues | | | | |
| Fees | 3,046,613 | 3,226,593 | 3,088,500 | (138,093) |
| Fund Balance | 0 | 0 | 211,867 | 211,867 |
| Total Revenues | 3,046,613 | 3,226,593 | 3,300,367 | 73,774 |
| General City Support | (800,821) | 0 | 0 | 0 |
| **621 Subscriptions Internal Service Fund** | | | | |
| Expenditures | | | | |
| Subscriptions | 2,701,497 | 3,498,797 | 3,272,745 | (226,052) |
| Reserve for Contingencies | 0 | 242,501 | 276,964 | 34,463 |
| Total Expenditures | 2,701,497 | 3,741,298 | 3,549,709 | (191,589) |
| Revenues | | | | |
| Fees | 2,475,256 | 2,562,707 | 2,478,859 | (83,848) |
| Fund Balance | 0 | 1,178,591 | 1,070,850 | (107,741) |
| Total Revenues | 2,475,256 | 3,741,298 | 3,549,709 | (191,589) |
| General City Support | 226,241 | 0 | 0 | 0 |

## Information Technology - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adoopted | Variance from FY 2018 |
|---|---|---|---|---|
| Total Department Expenditure | 27,079,582 | 32,861,383 | 33,510,178 | 648,795 |
| Total Department Revenue | 7,660,390 | 8,953,612 | 8,835,797 | (117,815) |
| Total General City Support | 19,419,192 | 23,907,771 | 24,674,381 | 766,610 |

### Position Summary by Program

| | | | | |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Mail Service | 4.00 | 4.00 | 3.00 | -1.00 |
| Information Technology Business Center | 14.00 | 13.00 | 13.00 | 0.00 |
| Applications Support | 52.00 | 52.00 | 59.00 | 7.00 |
| Data & Information Management | 9.00 | 9.00 | 9.00 | 0.00 |
| Systems Support | 35.00 | 43.00 | 47.00 | 4.00 |
| Center for Geospatial Information Services | 19.00 | 16.00 | 13.00 | -3.00 |
| Information Technology Security | 16.00 | 4.00 | 4.00 | 0.00 |
| Technology Services | 16.00 | 27.00 | 29.00 | 2.00 |
| Strategy and Architecture | 0.00 | 6.00 | 6.00 | 0.00 |
| Total | 165.00 | 174.00 | 183.00 | 9.00 |
| **620 Telecommunications Internal Service Fund** | | | | |
| Telecommunications | 10.00 | 10.00 | 10.00 | 0.00 |
| Total | 10.00 | 10.00 | 10.00 | 0.00 |
| Total Position Summary | 175.00 | 184.00 | 193.00 | 9.00 |

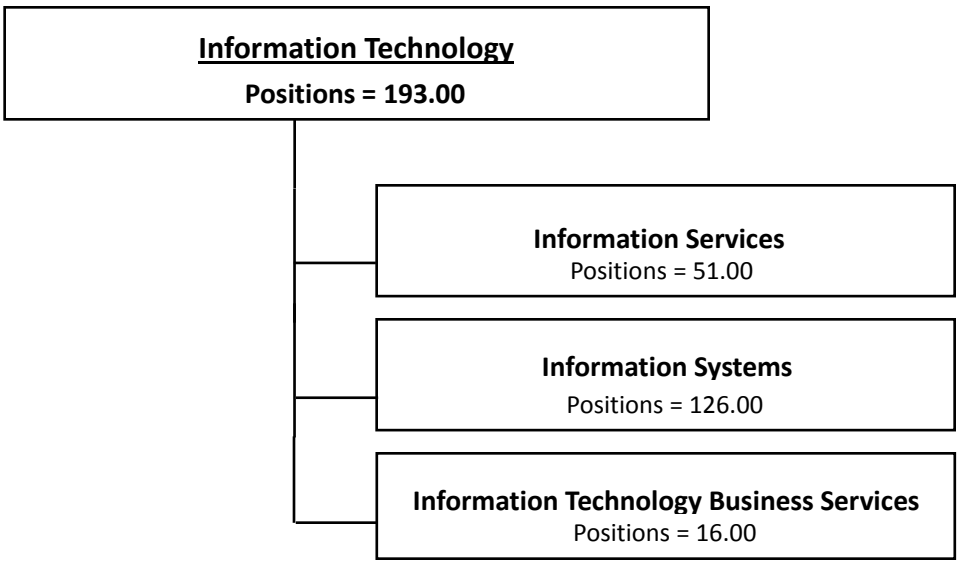
### Expenditure Category by Department

| | | | | |
|---|---|---|---|---|
| Personnel | 16,080,837 | 18,902,119 | 19,850,286 | 948,167 |
| Operating | 10,977,832 | 13,172,955 | 13,093,664 | (79,291) |
| Capital | 20,913 | 297,600 | 264,750 | (32,850) |
| Reserves | 0 | 488,709 | 301,478 | (187,231) |
| Total Expenditures: | 27,079,582 | 32,861,383 | 33,510,178 | 648,795 |

### Revenue Category by Department

| | | | | |
|---|---|---|---|---|
| From the Use of Money and Property | 47,365 | 6,475 | 45,425 | 38,950 |
| Charges for Services | 5,474,712 | 5,782,825 | 5,521,934 | (260,891) |
| Miscellaneous Revenue | 162,322 | 0 | 0 | 0 |
| Transfers from Other Funds | 1,975,991 | 1,985,721 | 1,985,721 | 0 |
| Specific Fund Reserves | 0 | 1,178,591 | 1,282,717 | 104,126 |
| Total Revenue: | 7,660,390 | 8,953,612 | 8,835,797 | (117,815) |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

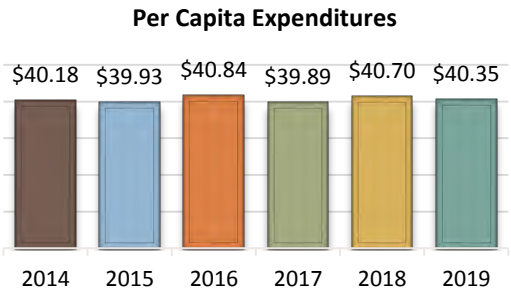


# LIBRARY

*The mission of the Virginia Beach Public Libraries is to provide diverse opportunities for learning and gathering that promote personal fulfillment, self-reliance and a sense of community, provide free and convenient access to accurate and current information and materials, and to promote reading as a critical life skill and an enjoyable activity for the entire Virginia Beach community.*

## Department Overview

Virginia Beach Public Libraries includes 10 locations and a digital presence which provide residents with a vast collection of resources and educational programming. Although the Library collects some revenues from fines, fees, and state aid, most of its funding is provided by general city support. Some of the department's major programs are highlighted below:




**Joint Use Library**
This library is the result of a joint-partnership between Tidewater Community College and the City of Virginia Beach and is open to students, faculty, and the general public. Because of its affiliation with Tidewater Community College, it has extended hours of operation.

**The Wahab Public Law Library**
This library assists students, members of the general public, and legal professionals with legal research in person, by telephone, or by email. The Law Library acts as the primary agency to which city departments can refer citizens in need of legal information.

**Online Library Services**
This program is available twenty-four hours a day, seven days a week and allows citizens to access library resources easily from anywhere they have internet access. The library's website allows customers to download audio books, e-books, and music.

**Early Literacy Outreach (Bookmobile)**
The Bookmobile travels to preschools, child care centers, Title I Schools, Head Start programs, at risk neighborhoods, and after school programs throughout the city. It reaches children and parents who otherwise might not be able to visit the library. The Bookmobile provides access to books and electronic databases to support educational and recreational needs of young children and their parents.

**Special Services for the Blind and Physically Handicapped**
This is a sub-regional library of the National Library Service for the Blind located at the Bayside Area Library. This service loans braille, recorded, and large print materials and equipment to registered customers and provides information services for individuals with disabilities.

## Key Performance Measures

**Goal: Maintain a Financially Sustainable City Providing Excellent Services**
**Goal: Have World Class Schools and Educational Programs**

| Means to Residents: City services that are readily accessible and are provided in a customer friendly manner | Means to Residents: Opportunities for lifetime learning | Means to Residents: Quality schools and libraries |
|---|---|---|
| 98.5% of citizens satisfied with the Library | 1.8M visitors to the library; 2.M to the library's virtual resources | 1,190,000 children & teen materials circulated |
| 775,000 materials in circulation | 321,000 registered borrowers; 35,000 new library card registrations | 47,000 visitors attended library programs |

## Trends & Issues

- The changing expectations of modern library facilities have led libraries across the country to incorporate state of the art technology, furnishings, and updated infrastructure. As a part of the Capital Improvement Program, the Virginia Beach Public Libraries have begun to undergo renovations to enhance library spaces such as story time areas, study rooms, meeting rooms, and public computer use areas to ensure they are meeting the needs of library patrons by creating collaborative and innovative workspaces. The libraries are also continuously evaluating their technology offerings, ensuring that ever changing customer demands in a digital society are met. For example, cardholders have access to "take home technology" offerings, free WiFi, and a large assortment of technology that can be used within each branch.

- The libraries continue to offer robust programming for all ages. Having a variety of programs is an important piece to meet the informational and recreational needs of the community. *The 1000 Books Before Kindergarten* program is an example of one of the many opportunities provided by the public library. This program encourages all Virginia Beach families to read at least 1,000 books with their young children before they enter kindergarten. Reading to preschool-age children builds vocabulary and helps develop the language skills they need.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Conversion of 3 PT Library Program Specialists to FT<br>Amount: $95,076<br>FTEs: 1.5 | The conversion of these positions from part- time to full-time will address service gaps, lead to innovative library service, and support a number of key city priorities. The positions will provide full time support to programs and services delivered to the youth, teen and adult populations. |

| | | |
|---|---|---|
| ↑ | Funding for Online Library Card Registration<br>Amount: $44,600 | There is a growing demand to have immediate access to the library's digital collection. With this funding, the Library will implement online library card registration with identity verification to simplify the current process and make it more convenient to access digital content. |
| ↑ | Funding for Records Management<br>Amount: $62,500 | The city is legally mandated to retain certain records for different periods of time. This funding will be used for the increased cost in commercial storage, additional storage boxes, and an increase in contracted manpower to address backlog and anticipated future need of storage space. Records Management serves all City offices, the Courts, and Virginia Beach Public Schools. |

## Library - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 1,504,225 | 1,498,767 | 1,476,120 | (22,647) |
| Meyera E. Oberndorf Central Library | 2,342,013 | 2,533,547 | 2,533,054 | (493) |
| Great Neck Area Library | 639,410 | 659,563 | 667,649 | 8,086 |
| Bayside Area Library | 932,774 | 997,749 | 1,007,975 | 10,226 |
| Oceanfront Area Library | 674,057 | 781,808 | 716,662 | (65,146) |
| Kempsville Area Library | 1,134,451 | 1,236,183 | 1,241,806 | 5,623 |
| Windsor Woods Area Library | 627,009 | 672,659 | 636,077 | (36,582) |
| Pungo - Blackwater Area Library | 402,679 | 423,827 | 397,956 | (25,871) |
| Princess Anne Area Library | 1,086,948 | 1,166,017 | 1,185,774 | 19,757 |
| Joint Use Library | 1,768,603 | 1,917,018 | 1,943,282 | 26,264 |
| Records Management | 351,306 | 383,722 | 447,494 | 63,772 |
| Support Services | 4,653,860 | 4,629,865 | 4,609,796 | (20,069) |
| Youth and Family Services | 1,215,982 | 1,278,208 | 1,294,039 | 15,831 |
| Total Expenditures | 17,333,316 | 18,178,933 | 18,157,684 | (21,249) |
| Revenues | | | | |
| Fees | 459,359 | 562,707 | 508,707 | (54,000) |
| State | 237,301 | 240,684 | 240,684 | 0 |
| Total Revenues | 696,660 | 803,391 | 749,391 | (54,000) |
| General City Support | 16,636,656 | 17,375,542 | 17,408,293 | 32,751 |
| **130 Law Library Fund** | | | | |
| Expenditures | | | | |
| Law Library | 201,747 | 259,784 | 219,689 | (40,095) |
| Reserve for Contingencies | 0 | 10,281 | 2,400 | (7,881) |
| Transfer to Other Funds | 80,416 | 40,000 | 40,000 | 0 |
| Total Expenditures | 282,163 | 310,065 | 262,089 | (47,976) |
| Revenues | | | | |
| Fees | 247,835 | 271,065 | 256,460 | (14,605) |
| Fund Balance | 0 | 39,000 | 5,629 | (33,371) |
| Total Revenues | 247,835 | 310,065 | 262,089 | (47,976) |
| General City Support | 34,328 | 0 | 0 | 0 |
| **909 Library Gift Fund** | | | | |
| Expenditures | | | | |
| Library Donations | 423 | 3,060 | 0 | (3,060) |
| Special Services Gift Fund | 0 | 3,000 | 0 | (3,000) |
| Total Expenditures | 423 | 6,060 | 0 | (6,060) |
| Revenues | | | | |
| Fees | 5,257 | 6,060 | 0 | (6,060) |
| Total Revenues | 5,257 | 6,060 | 0 | (6,060) |
| General City Support | (4,834) | 0 | 0 | 0 |

## Library - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| Total Department Expenditure | 17,615,902 | 18,495,058 | 18,419,773 | (75,285) |
| Total Department Revenue | 949,751 | 1,119,516 | 1,011,480 | (108,036) |
| Total General City Support | 16,666,151 | 17,375,542 | 17,408,293 | 32,751 |

**Position Summary by Program**

| | | | | |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Director's Office | 16.50 | 16.00 | 16.00 | 0.00 |
| Meyera E. Oberndorf Central Library | 45.50 | 44.00 | 44.00 | 0.00 |
| Great Neck Area Library | 12.00 | 12.00 | 12.00 | 0.00 |
| Bayside Area Library | 18.00 | 19.00 | 19.00 | 0.00 |
| Oceanfront Area Library | 13.50 | 13.50 | 13.50 | 0.00 |
| Kempsville Area Library | 22.50 | 24.50 | 24.50 | 0.00 |
| Windsor Woods Area Library | 12.00 | 12.00 | 12.00 | 0.00 |
| Pungo - Blackwater Area Library | 6.50 | 6.50 | 6.50 | 0.00 |
| Princess Anne Area Library | 21.50 | 22.00 | 23.00 | 1.00 |
| Joint Use Library | 34.50 | 32.50 | 33.00 | 0.50 |
| Records Management | 3.50 | 4.00 | 4.00 | 0.00 |
| Support Services | 24.50 | 24.50 | 24.50 | 0.00 |
| Youth and Family Services | 18.00 | 18.00 | 18.00 | 0.00 |
| Total | 248.50 | 248.50 | 250.00 | 1.50 |
| **130 Law Library Fund** | | | | |
| Law Library | 3.00 | 3.00 | 3.00 | 0.00 |
| Total | 3.00 | 3.00 | 3.00 | 0.00 |
| Total Position Summary | 251.50 | 251.50 | 253.00 | 1.50 |

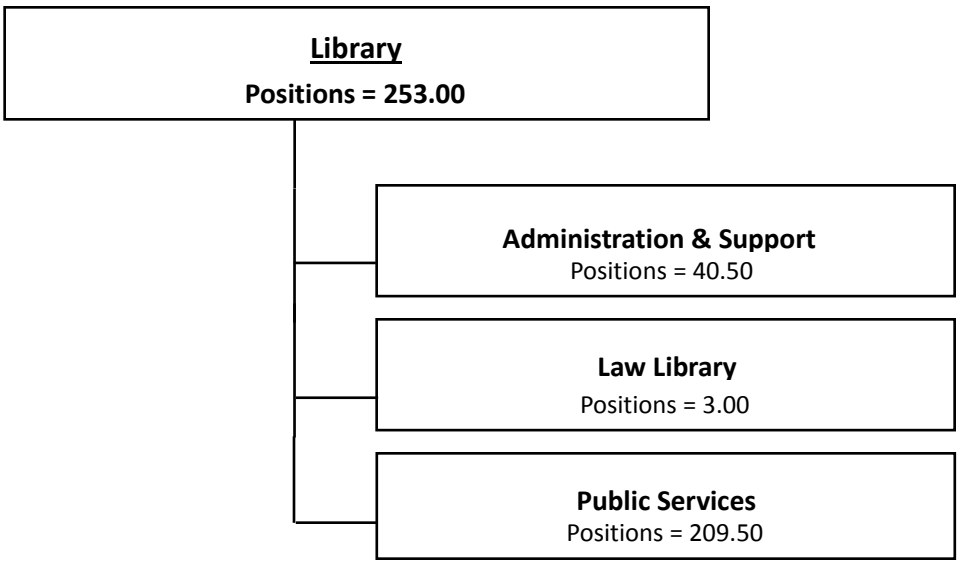
**Expenditure Category by Department**

| | | | | |
|---|---|---|---|---|
| Personnel | 13,641,474 | 14,617,010 | 14,614,802 | (2,208) |
| Operating | 3,892,575 | 3,792,767 | 3,733,971 | (58,796) |
| Capital | 1,437 | 35,000 | 28,600 | (6,400) |
| Reserves | 0 | 10,281 | 2,400 | (7,881) |
| Transfers | 80,416 | 40,000 | 40,000 | 0 |
| Total Expenditures: | 17,615,902 | 18,495,058 | 18,419,773 | (75,285) |

**Revenue Category by Department**

| | | | | |
|---|---|---|---|---|
| From the Use of Money and Property | 102,666 | 120,707 | 93,767 | (26,940) |
| Charges for Services | 598,948 | 713,065 | 671,000 | (42,065) |
| Miscellaneous Revenue | 10,835 | 6,060 | 400 | (5,660) |
| Other Sources from the Commonwealth | 237,301 | 240,684 | 240,684 | 0 |
| Specific Fund Reserves | 0 | 39,000 | 5,629 | (33,371) |
| Total Revenue: | 949,751 | 1,119,516 | 1,011,480 | (108,036) |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

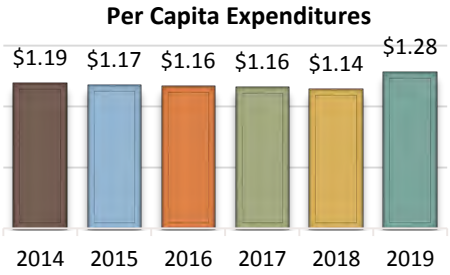


# MUNICIPAL COUNCIL

*Our city organization exists to enhance the economic, educational, social, and physical quality of the community while providing municipal services effectively, efficiently, and equitably with quality education for life-long learning.*

## Department Overview

The Municipal Council establishes the City's goals (both long-term and short-term) and policies, interprets and represents the community's needs, and promotes the economic, social, educational, and physical quality of the City.




The Municipal Council has identified the following goals and their associated indicators of success:

**Grow the Local Economy**

- Job opportunities with higher pay for residents to work in Virginia Beach.
- Reasonable property tax rate through a more diverse tax base resulting in more revenues for the City.
- Local economy more insulated from an economic downturn.
- Opportunities to start and grow business in Virginia Beach.
- Greater convenience in residents' daily lives – less commute time, and more time for family.

**Maintain a Financially Sustainable City Providing Excellent Services**

- City services delivered in the most cost-effective manner.
- Reliable City services that contributes to hassle-free daily living.
- Feeling safe and secure within Virginia Beach – any place, anytime.
- Timely response to an emergency call for service.
- City services that are readily accessible and are provided in a customer friendly manner.

**Improve the Transportation System**

- Great ease of movement within Virginia Beach and the region.
- More predictable and acceptable travel times from "point A" to "point B" within Virginia Beach.
- Choices of transportation mode: car, trail system, public transportation.
- Safer streets for automobile, pedestrians, and bike travel.
- Quality public transportation linking Town Center, Convention Center, and Oceanfront.

**Revitalize Neighborhoods and Plan for the Future**

- Protection of residents' property values.
- Safe homes and buildings in the City.
- More attractive and inviting city.
- Upgraded older, aging homes, and buildings.
- Convenient access to commercial and retail areas.

**Be a Competitive, Sustainable, Year-Round Destination for Residents, Businesses and Tourists**

- Job opportunities for residents and youth.
- Tourist amenities for use by residents and added value to the quality of life.

- New tourist dollars for the local economy.
- More choices for your leisure time.
- Quality leisure activities for families.

**Be the Safest City in the Nation**

- Residents feel safe throughout the City.
- Decreased opioid addiction.
- Increased access to quality healthcare.
- Increased property values.
- Increased business relocations and openings.
- Engaged citizens.

**Be an Inclusive Community that is Welcoming and Empowers All**

- Executing neighborhoods and events.
- Comfort and welcoming community and neighborhoods.
- Easy access to government participation and services.

**Have World Class Schools and Educational Programs**

- Opportunities for lifelong learning.
- Quality schools and libraries.
- Enhanced community workforce.
- Access to diverse arts and cultural activities.

**Leverage Data and Technology to Enhance Community Livability, Prosperity and Sustainability**

- Transparent government.
- Access to affordable broadband and wireless connectivity.
- Increased government responsibilities.
- Increased cyber security.
- Engaged citizens.

**Modernize City Assets and Infrastructure**

- Assets needed for daily life are reliable and accessible.
- Green spaces and parks increase quality of life.
- Decreased flooding of neighborhoods and businesses.
- Decreased cost of service due to improved maintenance over the long term.

Additionally, the Municipal Council had determined the priority of various initiatives, in no particular ranking, that would benefit the City:

**Initiatives with a Top Priority**

- Public Safety Salary Compression: Study
- Sports Center, Dome Site, Pier Place: Development Agreements
- Comprehensive Resort Area Parking
- Opioids Initiative/Reduction Strategy
- Mental Health Initiative
- ODU Health Science School/Nursing Program Relocation
- Flooding/Stormwater Projects Additional Funding

- Biomedical Business Development
- SGA Initiatives: Burton Station, Pembroke/Town Center
- Data Center Development: Strategy and Action
- Major Road Projects
- Recurring Flooding Solutions: Model, Design, and Construction
- Lynnhaven Corridor Improvement Plan: Next Steps
- Public Safety Recruitment/Academy Curriculum
- Crisis Intervention Team

**Initiatives with a High Priority**

- Employee Total Compensation: Market Analysis, Policy Direction
- Lakes SSD Dredging Program
- Proactive Communications Enhancement
- Pulse Point Software
- Lynnhaven Marina Privatization: Direction
- Little Creek Bayside Pony League Field
- Princess Anne/Green Run Little League: Direction
- Trans-Atlantic Cable Landings
- Burton Station Rezoning and Commercial Rezoning
- Road Maintenance: Service Level and Funding
- ViBe District: Next Steps
- Human Services Initiative: White Paper and Implementation
- College Beach Weekend Action Plan
- Master Technology Plan: Update
- Software Upgrade/Replacement: Funding

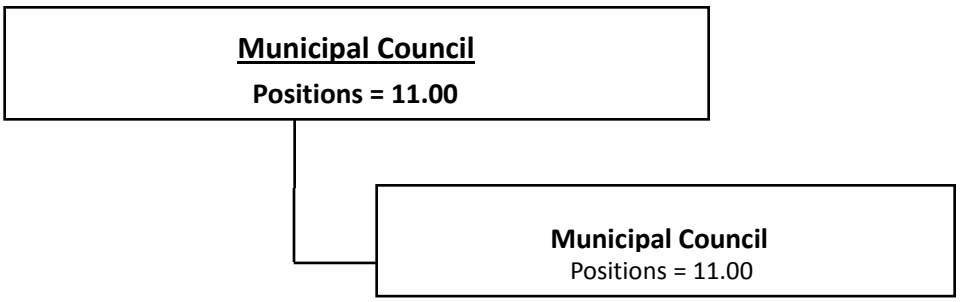
## Trends & Issues

- The 2017 Citizen Satisfaction Survey highlighted the following points:
    - Virginia Beach receives remarkably good scores as a place to live, and overall for the services it provides to residents;
    - Nine out of ten residents are satisfied with the services that the City provides;
    - Ratings for both the water system and for the appearance of City increased;
    - There is a high level of satisfaction that residents have while living in the City; and
    - There is an awareness of the City's efforts in environmental concerns and working with other communities regarding regional issues.

## Municipal Council - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Municipal Council | 556,485 | 517,719 | 583,962 | 66,243 |
| Total Expenditures | 556,485 | 517,719 | 583,962 | 66,243 |
| Revenues | | | | |
| Fees | 7,675 | 0 | 0 | 0 |
| Total Revenues | 7,675 | 0 | 0 | 0 |
| General City Support | 548,810 | 517,719 | 583,962 | 66,243 |
| Total Department Expenditure | 556,485 | 517,719 | 583,962 | 66,243 |
| Total Department Revenue | 7,675 | 0 | 0 | 0 |
| Total General City Support | 548,810 | 517,719 | 583,962 | 66,243 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Municipal Council | 11.00 | 11.00 | 11.00 | 0.00 |
| Total | 11.00 | 11.00 | 11.00 | 0.00 |
| Total Position Summary | 11.00 | 11.00 | 11.00 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 355,656 | 333,715 | 333,715 | 0 |
| Operating | 200,829 | 184,004 | 250,247 | 66,243 |
| Total Expenditures: | 556,485 | 517,719 | 583,962 | 66,243 |
| **Revenue Category by Department** | | | | |
| Miscellaneous Revenue | 7,675 | 0 | 0 | 0 |
| Total Revenue: | 7,675 | 0 | 0 | 0 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# NON-DEPARTMENTAL

On May 15, 2018, the City Council adopted an amendment increasing the Non-Departmental operating budget by $59,643. This amendment was composed of the following adjustments.

- Increased Organization grants by $270,500 in order to increase the City's contribution to Sister Cities ($20,500) and provide a 10-year, interest free loan to the Green Run/Princess Anne Little League ($250,000).
- Reduced the TIP Fund Reserve for Contingencies by $1,476,000 and increased the TIP Fund transfer to Other Funds by the same amount to provide a one-time contribution to the Waste Management Fund to assist with recapitalization of the fleet.
- Decreased the TIP Fund Reserve for Contingencies by $210,857. (This offsets an increase in the Convention and Visitor's Bureau's operating budget highlighted in that section of this document.

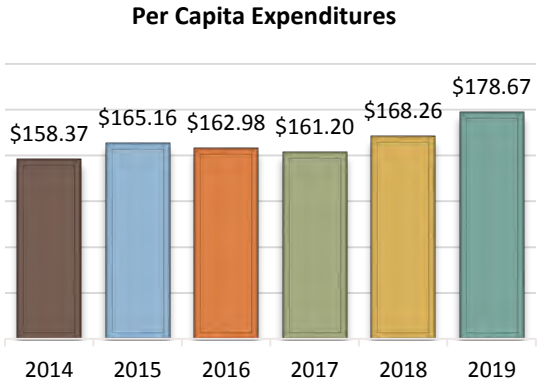
***In addition to these amendments, the "Organizational Grants Program" and "Reserve For Contingencies by Fund" lists included in this section have been updated to reflect the adopted budget.***

## Overview

The Non-Departmental section of the budget serves as an umbrella for appropriations that are citywide in nature and as such, are not contained in an operational department. These include:

**Organizational Grants and Community Organization Grants (COG)**

Organization Grants provide funds to non-profit organizations, regional colleges, and governmental agencies that support City Council goals and complement city services. COG provides an opportunity to encourage non-profit agencies to provide services that affect the welfare of residents of Virginia Beach by providing a system to award monetary grants to qualified non-profit organizations. City Council has appointed members to serve on the COG Review and Allocation Committee to review applications and make recommendations for all grant requests filed under the COG program. Financial and service delivery reports are required from those agencies receiving grant funding.




**Independent Financial Services**

Provides funding for the city's annual external audit.

**Employee Special Benefits**

Provides employee service awards, tuition reimbursement, the Employee Assistance Program (EAP), the

employer's share of health and dental insurance for eligible retirees as well as line-of-duty payments to local public safety officers or their beneficiaries.

**Benefits Administration**
Provides the city's portion of funding for the staff and operations of the Consolidated City/School Employee Benefits Office, which oversees the administration of the health insurance contract and the Employee Wellness Program.

**Revenue Reimbursement**
Provides real estate tax relief to certain private properties from which the city derives the primary benefit. Real estate tax relief and water/sewer line fee cost reductions are available to the elderly and disabled and other persons who have financial limitations and meet the criteria of the program.

**Citywide Leases**
Provides the necessary leases for office space, contracts for building security, provides facilities management of the Municipal Center buildings, rental space, and parking.

## Key Performance Measures

Goal: Maintain a Financially Sustainable City Providing Excellent Services

Means to Residents: City services delivered in the most cost-effective manner

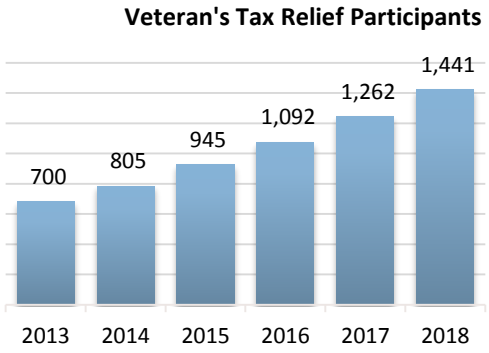
54.8% of citizens satisfied with services for needy or homeless families; 78.3% of citizens satisfied with City's work with other communities

30 regional organizations funded

15 community organizations funded

## Trends & Issues

- Program participation in the **Veterans Real Estate Tax Relief Program** has risen 106% since FY 2012-13, as shown in the following chart while the cost has increased 193% from $1,745,343 to a projected amount of $5,115,077 for FY 2018-19.




- **Community Organization Grant (COG) Program**
  Allocates funding to organizations that benefit Virginia Beach by providing food, shelter, medical care, training, and other services to citizens. The COG Review and Allocation Committee, appointed by City Council, reviews grant applications, interviews qualified applicants, and

recommends the allocation of funds. For FY 2018-19, a total of $502,193 is budgeted, and the application period for the upcoming fiscal year runs from early February through the last week of March, with grants awarded in June. Listed below are the organizations that received funding in FY 2017-18.

| Community Organization | FY 2017-18 |
|---|---|
| Together We Can Foundation | 25,000 |
| Chesapeake Care | 20,000 |
| Armed Services YMCA of Hampton Roads | 33,724 |
| For Kids | 15,000 |
| Eggleston | 15,000 |
| Samaritan House, Inc. | 35,000 |
| Judeo-Christian Outreach | 70,000 |
| Seton Youth Shelters | 25,000 |
| Children's Health Investment Program | 8,550 |
| The Foodbank of Southeastern Virginia | 75,000 |
| Children's Hospital of the King's Daughters | 30,000 |
| Beach Health Clinic | 47,500 |
| Independence Center | 20,000 |
| Senior Services of Southeastern Virginia | 61,662 |
| Legal Aid Society of Virginia | 20,000 |
| **Total** | **$501,436** |

**Organizational Grants Program**

Allocates funding to organizations that benefit Virginia Beach as well as the entire region. Listed below are the organizations that will receive funding in FY 2018-19.

| Organization Grants | FY 2018-19 |
|---|---|
| Lynnhaven River Now | 181,839 |
| Tidewater Community College | 6,000 |
| Eastern Virginia Medical School | 450,528 |
| We Feed | 25,000 |
| HRPDC – Membership | 371,975 |
| HRPDC- Metropolitan Medical Response System | 90,726 |
| Virginia Dare Soil & Water Conservation District | 8,000 |
| USO Wounded Warrior Week | 20,000 |
| Virginia Beach SPCA | 30,000 |
| Hampton Roads Economic Development Alliance | 400,000 |
| Students on the Swim | 20,000 |
| Virginia Arts Festival | 350,000 |
| Hampton Roads Military & Federal Facilities Alliance | 226,814 |
| Square One/GrowSmart Foundation | 53,000 |
| Virginia Symphony | 25,000 |
| Virginians for High Speed Rail | 10,000 |
| Navy League | 21,250 |
| Southeast 4-H | 7,500 |
| Tidewater Builders Association | 78,000 |
| Court Appointed Special Advocates | 48,000 |
| American Red Cross | 20,000 |
| Achievable Dream | 3,000 |
| Opportunity Inc. | 106,436 |
| Hampton Roads Chamber | 10,000 |
| Oceana 75th Anniversary | 25,000 |
| Lifesaving Museum | 59,630 |
| Atlantic Wildfowl Museum | 52,131 |
| Sister Cities | 22,000 |
| STOP Inc. | 13,700 |
| Together We Can | 1,500 |
| Opportunity Grants | 34,359 |
| Total $ | 2,771,388 |

***Note: This table has been updated to reflect the adopted budget.***

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ⬌ | Organizational Grants | Funding to Organization Grants are reflected above. Changes to the program include moving funding for Lynnhaven River Now, the Lifesaving Museum, and the Atlantic Wildfowl Museum from city departments to this centralized location. |
| ↑ | Real Estate Tax Relief | Total estimated increase of $1,686,418 in additional funding to address increased demand for Tax Relief from qualified Veterans, the Elderly and the Disabled. |
| ↑ | $340,000 for Lease and Build-out of Voter Registrations and Elections office space | Included in the Non-Departmental Budget is $340,000 to lease and build-out additional office space. Current facilities are not adequate to meet the demands to sufficiently and securely store equipment and ballots. |

# Reserve for Contingencies by Fund

**Reserve for Contingencies by Fund**

| Fund and Purpose | Amount |
|---|---|
| **General Fund (002)** | |
| Compensation | $ 8,000,000 |
| Regular | 1,500,000 |
| Neighborhood Dredging | 340,000 |
| Police Workforce Development Program | 155,000 |
| Advanced EMT Certification for Firefighters | 180,000 |
| Position Attrition Savings | (2,316,360) |
| **Law Library Fund (130)** | |
| Compensation | 2,400 |
| **State Rental Assistance Program (146)** | |
| Regular | 70,078 |
| **Federal Section 8 Program Special Revenue Fund (147)** | |
| Compensation | 26,789 |
| **Parks and Recreation Special Revenue Fund (151)** | |
| Compensation | 165,983 |
| Summer Youth Employment Program | 233,236 |
| **Tourism Investment Program Fund (152)** | |
| Compensation | 46,692 |
| Future CIP Commitments | 7,721,469 |
| **Tourism Advertising Program Special Revenue Fund (163)** | |
| Compensation | 17,500 |
| **Sandbridge Tax Increment Financing (166)** | |
| Future Capital Projects | 8,000,000 |
| **Open Space Special Revenue Fund (172)** | |
| Compensation | 4,739 |
| Regular | 127,851 |
| **Community Development Special Revenue Fund (180)** | |
| Compensation | 28,354 |
| **Federal Housing Assistance Grant Fund (182)** | |
| Compensation | 1,510 |
| **Grants Consolidated Fund (183)** | |
| Compensaiton | 22,656 |
| **Water and Sewer Fund (241)** | |
| Compensation | 503,741 |
| Regular | 681,340 |
| Rolling Stock Replacements | 400,000 |
| **Parking Enterprise Fund (253)** | |
| Compensation | 5,933 |
| Parking Maintenance | 19,776 |
| **Waste Management Special Revenue Fund (254)** | |
| Compensation | 169,944 |

**Reserve for Contingencies by Fund (Continued)**

| Fund and Purpose | Amount |
|---|---|
| **Storm Water Utility Enterprise Fund (255)** | |
| Compensation | 161,064 |
| **City Garage Internal Service Fund (606)** | |
| Compensation | 89,940 |
| Regular | 34,288 |
| **Risk Management Internal Service Fund (607)** | |
| Compensation | 6,905 |
| **School Landscaping Internal Service Fund (613)** | |
| Compensation | 40,901 |
| **Telecommunications Internal Service Fund (620)** | |
| Compensation | 24,514 |
| **Subscription Internal Service Fund (621)** | |
| Regular | 276,964 |
| **Total** | **$ 26,743,207** |

***Note: This table has been updated to reflect the adopted budget.***

## Non-Departmental - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Community Organization Grants | 500,000 | 501,436 | 502,193 | 757 |
| Virginia Beach Living River Trust | 0 | 100,000 | 0 | (100,000) |
| Employee Special Benefits | 6,483,112 | 7,928,800 | 7,750,031 | (178,769) |
| Benefits Administration | 635,538 | 735,538 | 735,538 | 0 |
| Vehicle Replacements | 6,367,621 | 5,357,514 | 5,357,514 | 0 |
| Computer Replacement Program | 591,735 | 1,590,365 | 1,648,642 | 58,277 |
| Revenue Reimbursements | 14,722,061 | 15,290,376 | 16,980,347 | 1,689,971 |
| Organization Grants | 2,618,691 | 2,364,973 | 3,041,888 | 676,915 |
| Independent Financial Services | 168,069 | 164,999 | 164,999 | 0 |
| Leases | 1,678,322 | 1,762,659 | 2,155,539 | 392,880 |
| Total Expenditures | 33,765,149 | 35,796,660 | 38,336,691 | 2,540,031 |
| Revenues | | | | |
| Fees | 768,538 | 653,500 | 653,500 | 0 |
| Transfers | 1,147,156 | 0 | 0 | 0 |
| Total Revenues | 1,915,694 | 653,500 | 653,500 | 0 |
| General City Support | 31,849,455 | 35,143,160 | 37,683,191 | 2,540,031 |
| **152 Tourism Investment Program Fund** | | | | |
| Expenditures | | | | |
| Debt Service | 22,618,015 | 23,411,427 | 22,365,740 | (1,045,687) |
| Reserve for Contingencies | 0 | 6,847,990 | 7,768,161 | 920,171 |
| Transfer to Other Funds | 1,334,255 | 14,873 | 1,990,873 | 1,976,000 |
| Total Expenditures | 23,952,270 | 30,274,290 | 32,124,774 | 1,850,484 |
| Revenues | | | | |
| Local Taxes | 30,041,212 | 30,269,290 | 32,119,774 | 1,850,484 |
| Fees | 26,892 | 5,000 | 5,000 | 0 |
| Total Revenues | 30,068,104 | 30,274,290 | 32,124,774 | 1,850,484 |
| General City Support | (6,115,834) | 0 | 0 | 0 |
| **169 Central Business District-South TIF (Twn Cntr) Fd** | | | | |
| Expenditures | | | | |
| Debt Service | 7,744,239 | 7,814,195 | 8,193,269 | 379,074 |
| Transfer to Other Funds | 150,000 | 150,000 | 150,000 | 0 |
| Total Expenditures | 7,894,239 | 7,964,195 | 8,343,269 | 379,074 |
| Revenues | | | | |
| Local Taxes | 7,145,270 | 7,607,950 | 7,833,268 | 225,318 |
| Fees | 701 | 2,000 | 2,000 | 0 |
| Fund Balance | 0 | 354,245 | 508,001 | 153,756 |
| Total Revenues | 7,145,971 | 7,964,195 | 8,343,269 | 379,074 |
| General City Support | 748,268 | 0 | 0 | 0 |

## Non-Departmental - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **174 Town Center Special Service District** | | | | |
| Expenditures | | | | |
| Town Center Parking Operations | 1,643,858 | 1,951,144 | 1,906,480 | (44,664) |
| Transfer to Other Funds | 464,976 | 479,999 | 631,976 | 151,977 |
| Total Expenditures | 2,108,834 | 2,431,143 | 2,538,456 | 107,313 |
| Revenues | | | | |
| Local Taxes | 1,833,002 | 1,947,343 | 1,973,733 | 26,390 |
| Fees | 450,322 | 333,800 | 398,800 | 65,000 |
| Transfers | 150,000 | 150,000 | 150,000 | 0 |
| Fund Balance | 0 | 0 | 15,923 | 15,923 |
| Total Revenues | 2,433,324 | 2,431,143 | 2,538,456 | 107,313 |
| General City Support | (324,490) | 0 | 0 | 0 |
| Total Department Expenditure | 67,720,492 | 76,466,288 | 81,343,190 | 4,876,902 |
| Total Department Revenue | 41,563,093 | 41,323,128 | 43,659,999 | 2,336,871 |
| Total General City Support | 26,157,399 | 35,143,160 | 37,683,191 | 2,540,031 |

**Position Summary by Program**

| | Total |
|---|---|
| Total Position Summary | |

| **Expenditure Category by Department** | | | | |
|---|---|---|---|---|
| Personnel | 6,401,440 | 7,863,349 | 7,668,359 | (194,990) |
| Operating | 22,249,725 | 23,362,522 | 26,136,279 | 2,773,757 |
| Capital | 6,757,841 | 6,521,933 | 6,438,533 | (83,400) |
| Debt Service | 30,362,254 | 31,225,622 | 30,559,009 | (666,613) |
| Reserves | 0 | 6,847,990 | 7,768,161 | 920,171 |
| Transfers | 1,949,231 | 644,872 | 2,772,849 | 2,127,977 |
| Total Expenditures: | 67,720,492 | 76,466,288 | 81,343,190 | 4,876,902 |

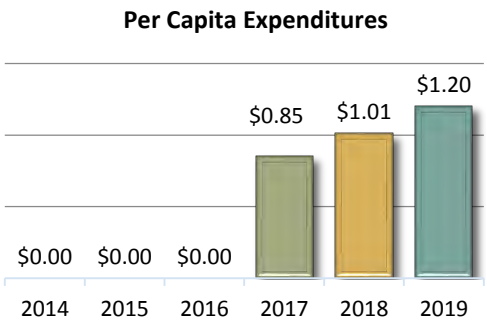
| **Revenue Category by Department** | | | | |
|---|---|---|---|---|
| Real Estate | 8,478,271 | 9,055,293 | 9,307,001 | 251,708 |
| Cigarette Tax | 793,752 | 793,794 | 773,988 | (19,806) |
| Amusement Tax | 6,804,345 | 6,331,312 | 6,872,387 | 541,075 |
| Hotel Room Tax | 10,403,416 | 10,780,268 | 12,117,100 | 1,336,832 |
| Restaurant Meal Tax | 12,539,700 | 12,863,916 | 12,856,299 | (7,617) |
| From the Use of Money and Property | 285,935 | 295,000 | 295,000 | 0 |
| Charges for Services | 46,185 | 24,300 | 24,300 | 0 |
| Miscellaneous Revenue | 794,621 | 625,000 | 625,000 | 0 |
| Fines and Forfeitures | 119,713 | 50,000 | 115,000 | 65,000 |
| Transfers from Other Funds | 1,297,156 | 150,000 | 150,000 | 0 |
| Specific Fund Reserves | 0 | 354,245 | 523,924 | 169,679 |
| Total Revenue: | 41,563,093 | 41,323,128 | 43,659,999 | 2,336,871 |

# OFFICE OF EMERGENCY MANAGEMENT

*The mission of the Office of Emergency Management is to promote a comprehensive emergency management program to mitigate the community's impacts from manmade, natural or technological disasters and potential catastrophic incidents by utilizing mitigation, preparedness, response, and recovery strategies.*

## Department Overview

The Office of Emergency Management was established in FY 2016-17. Prior to being a separate Office, it was a division of the Fire Department.




The Office of Emergency Management is responsible for all city wide emergency initiatives. The city's emergency management system is outlined in the State Code and within the City Code. The Deputy City Manager of Public Safety is the city's Emergency Management Coordinator. The Director of the Office of Emergency Management oversees day-to-day operations and activities.

Some of the key priorities for the Office include:

- Completion of a city-wide Continuity of Operations Plan
- Development of a recovery plan for the city
- Increased outreach to the community on flood insurance, flooding and mitigation
- Update of the Emergency Operations Plan and the incident specific annexes
- Improve the emergency operations center functionality for staff
- Provide ongoing training and exercise opportunities

The Office has a four pronged approach to emergency management which includes preparedness, mitigation, response and recovery.

The Virginia Beach Community Emergency Response Team (VBCERT) program is a division within the Office of Emergency Management and has been operational since 2003. The VBCERT program educates citizens in disaster preparedness for hazards that may affect their area and trains them in basic disaster response skills, such as; fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, VBCERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.

## Key Performance Measures

Goal: Be the Safest City in the Nation
Goal: Revitalize Neighborhoods and Plan for the Future

Means to Residents : Residents feel safe throughout city

Means to Residents: Protection of residents' property values

- 40% completion rate of the EOP including annexes.
- 4 exercises annually that include more than 5 departments
- 80% compliance from Tier II facilities for reporting through E-plan
- 10% of exercises, planning, and training activities relate to Core Capabilities
- 20 All-Hazards Emergency Preparedness presentations given to the community

## Trends and Issues

- As a part of the Capital Improvement Program, the Emergency Operations Center (EOC) was remodeled to modernize the operations room. These improvements allow for the Emergency Coordinator to effectively manage the personnel in the EOC during emergency situations.
- 2017 was an extremely active year for the Office of Emergency Management. Weather events such as tornadoes in the spring, record snowfall in the winter, and 94,000 gallons of jet fuel spilling into Wolfsnare Creek, kept the Office engaged with City wide response and recovery.
- Because the public's health and safety is a top priority, the Office continues to work on updating and creating emergency response plans as well as a comprehensive recovery plan for the City. These plans offer guidance on how to plan for and undertake recovery efforts after a disaster event.

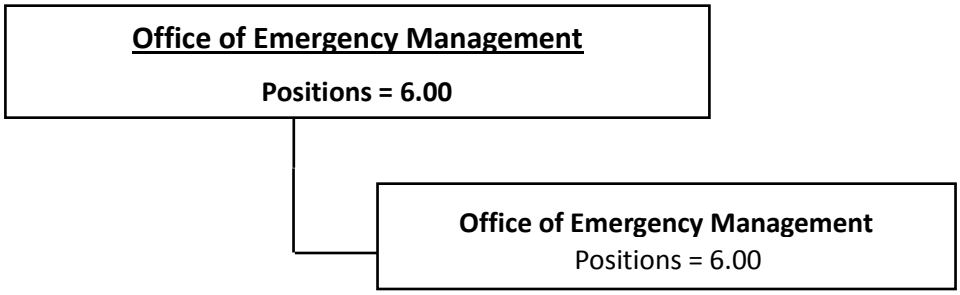
## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Administrative Assistant<br>Amount: $58,589<br>FTEs: 1.0 | An Administrative Assistant has been added to the Office to assist with day to day operations When the Office became a separate entity from the Fire Department, they did not maintain support staff. |
| ↑ | Citywide Exercise Program<br>Amount: $15,000 | This additional funding will allow OEM to provide training and education to the community-at-large, including active threat planning, hurricane preparedness and other training as requested by citizens. |

## Office of Emergency Management - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Office of Emergency Management | 390,583 | 458,395 | 548,365 | 89,970 |
| Total Expenditures | 390,583 | 458,395 | 548,365 | 89,970 |
| Revenues | | | | |
| Federal | 102,914 | 102,851 | 102,914 | 63 |
| Total Revenues | 102,914 | 102,851 | 102,914 | 63 |
| General City Support | 287,669 | 355,544 | 445,451 | 89,907 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Office of Emergency Management Grants | 10,360 | 0 | 0 | 0 |
| Total Expenditures | 10,360 | 0 | 0 | 0 |
| General City Support | 10,360 | 0 | 0 | 0 |
| Total Department Expenditure | 400,944 | 458,395 | 548,365 | 89,970 |
| Total Department Revenue | 102,914 | 102,851 | 102,914 | 63 |
| Total General City Support | 298,030 | 355,544 | 445,451 | 89,907 |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Office of Emergency Management | 4.00 | 5.00 | 6.00 | 1.00 |
| Total | 4.00 | 5.00 | 6.00 | 1.00 |
| Total Position Summary | 4.00 | 5.00 | 6.00 | 1.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 324,386 | 383,737 | 458,019 | 74,282 |
| Operating | 76,557 | 71,806 | 88,846 | 17,040 |
| Capital | 0 | 2,852 | 1,500 | (1,352) |
| Total Expenditures: | 400,944 | 458,395 | 548,365 | 89,970 |
| **Revenue Category by Department** | | | | |
| Revenue from the Federal Government | 102,914 | 102,851 | 102,914 | 63 |
| Total Revenue: | 102,914 | 102,851 | 102,914 | 63 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

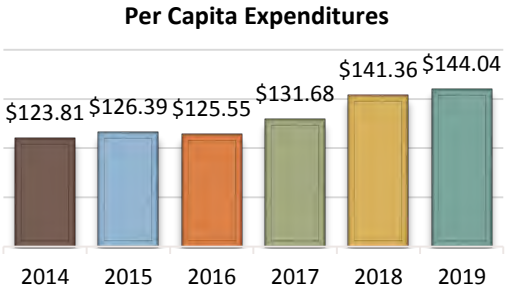


# PARKS AND RECREATION

*The mission of the Department of Parks and Recreation is: Deliver parks, recreation programs and public spaces that reflect the priorities of our community; Support tiered levels of service that recognize the diverse needs of our community; and Focus on sustainability of core programs, services and facilities through efficient and effective business practices.*

## Department Overview

Funding for the department comes primarily through fees, dedicated referendum funding from the real estate tax, a non-dedicated general fund transfer, and a revenue transfer from schools (for maintaining landscaping and site infrastructure of school facilities). The core services provided by Parks and Recreation are divided into four broad areas:




**Administration and Business Systems**
Responsible for budgeting, finance, human resources, marketing, resource development, sponsorships, partnerships, and information systems management for all divisions.

**Planning, Design, and Development**
Manages the construction and replacement of parks and recreation facilities, the city's Open Space Program and implements the Virginia Beach Outdoors and Bikeways and Trails Plans. Oversees the development and implementation of the department's Capital Improvement Program.

**Programming and Operations**
Includes all indoor and outdoor recreation and park operations and programs, the Youth Opportunities Office, operation of the community recreation centers, Out-of-School Time programs, golf course lease management, therapeutic recreation, and inclusion services to accommodate those with varying abilities.

**Landscape Management**
Provides landscape maintenance for all public landscape infrastructure on roadways, public buildings including the Municipal Center, the Oceanfront, Town Center, public spaces, parks, and school sites.

## Key Performance Measures

**Goal: Revitalize Neighborhoods and Plan for the Future**
**Goal: Be A Competitive, Sustainable, Year-Round Destinaiton for Residents, Businesses and Tourists**

| Means to Residents: More attractive and inviting city | | Means to Residents : More choices for leisure time | Means to Residents: Quality leisure activities for families |
|---|---|---|---|
| 96.3% of residents satisfied with the appearance of the city | 69.9% satisfied with efforts to protect natural resources, the environment, & open space | 97.1% of residents satisfied with city recreation centers | 92.3% of residents satisfied with city parks |
| 18 day average mowing cycle for divided roadways | 9.1 acres of open space aquired | Recreation Centers: 1.23 million visits, 46% report a member of their household has used in past year | City Parks: 3.13 million visits, 76% report a member of their household has visited in past year |

## Trends and Issues

- **Contractual Maintenance Services**
  As in the previous year, the rising cost of contractual landscape maintenance services has presented a significant budget challenge for the Landscape Management Division. Several contractors used by the City for roadway maintenance have gone out of business and newly awarded contracts average 14% higher. Maintenance cycles have been impacted on many facilities, and without additional funding to fill the gap, landscape maintenance cycles on some roadways, building sites and parks will be extended beyond recently restored frequencies.

- **Schools Landscaping**
  The budget for Schools landscaping continues to be a challenge. Loss of positions in prior years have resulted in the reduction of maintenance frequency at school sites from every 13 to 15 days to every 16 to 18 days. This budget, which includes funding for additional personnel and replacement of capital equipment, seeks to return maintenance frequency back to every 13 to 15 days.

- **Envision 2040 and Sustainability Plan**
  The Department of Parks and Recreation provides recreational opportunities, which support health and wellness and encourage socialization. Parks, open space, green ways and blue ways preserve natural resources and provide access for citizens to enjoy an active lifestyle. These initiatives are supported by the City Council-appointed Parks and Recreation Commission and Open Space Advisory Committee. The Urban Forest Management Plan establishes a baseline and goals for the tree canopy of our region. Urban Forestry supports the Envision 2040 goal to increase the city's urban tree canopy of 38% to 50% by 2040. This department, along with the Bikeways and Trails Advisory Committee, supports 240 miles of trails and sidewalks, which connect neighborhoods and allows for multi-modal means of transportation.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Fee Increases for Summer Program Registration, for Park System, and for Birthday Party Fees<br>Total Revenue: $133,690 | New registration fees for the summer programs are expected to generate $99,955. Fee increases for rental of park shelters, and the rental of equipment are expected to generate $28,550, and birthday party fees are expected to generate $5,185. These increases will help offset operating costs of recreation centers. |
| ↑ | Increased funding for Summer Youth Employment Program<br>Total Cost: $54,268 | This budget includes a 25% expansion of the Summer Youth Employment Program for FY 2018-19 and will allow for approximately 18 additional participants for a total of about 80 participants at a cost of $48,548. Also included is an hourly rate increase for job coaches to align the pay rate with the level of responsibility at a cost of $5,720. |
| ↑ | Increased staff for oceanfront landscape maintenance<br>Total Cost: $87,235<br>FTEs: 1.00 | A new Groundskeeper for maintenance between 2nd Street and 8th Street at the Boardwalk and contractual landscape maintenance and repairs for Hillier-Ignite Fitness Park. This will be expended in the Tourism Investment Program (TIP) Fund. |
| ↑ | Increased funding for maintenance of roadways<br>Total Cost: $40,068 | To fund increases in the cost of landscape maintenance contracts for roadways, buildings, and neighborhood parcels. |
| ↑ | Increased funding for landscape maintenance<br>Total Cost: $65,634 | Increased contractual landscape maintenance for additional work associated with new capital projects. These projects include: Housing Resource Center, Thalia Creek Greenways, EMS Headquarters, and Kemps Landing Park. |
| ↑ | Replacement Equipment for Schools Landscaping<br>Total Cost: $564,000 | School funding will be used to replace capital equipment for landscape maintenance of city schools. Equipment replacements include: riding lawn mowers, trailers, flatbeds with tool boxes, super cab pickup trucks, crew cabs with plows, and stake body dump trucks. Funding will be through the Schools operating budget. |
| ↑ | 13 to 15-Day Maintenance Cycle for Schools Landscaping<br>Total Cost: $275,000<br>FTEs: 7.00 | To restore a 13 to 15-day landscape maintenance cycle for Schools. The addition of seven Groundskeeper positions will allow all nine Schools landscaping teams to have five team members. Funding will be provided through the Schools operating budget. |

## Parks and Recreation - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Landscape Asset Management | 2,610,198 | 2,566,930 | 2,557,590 | (9,340) |
| Landscape Maintenance Management | 6,845,828 | 7,542,791 | 7,579,659 | 36,868 |
| Landscape Life Cycle Management | 3,047,938 | 3,161,376 | 3,147,896 | (13,480) |
| Landscape Special Zone Management - Resort Area | 754,231 | 806,540 | 766,667 | (39,873) |
| Landscape Special Zones Management - Municipal Center | 682,342 | 743,677 | 760,132 | 16,455 |
| Total Expenditures | 13,940,537 | 14,821,314 | 14,811,944 | (9,370) |
| Revenues | | | | |
| Fees | 29,856 | 47,550 | 31,580 | (15,970) |
| State | 5,269,244 | 5,250,075 | 5,338,227 | 88,152 |
| Transfers | 653,781 | 798,870 | 778,536 | (20,334) |
| Total Revenues | 5,952,881 | 6,096,495 | 6,148,343 | 51,848 |
| General City Support | 7,987,656 | 8,724,819 | 8,663,601 | (61,218) |
| **151 Parks and Recreation Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 291,060 | 325,767 | 323,963 | (1,804) |
| Planning, Design and Development | 658,092 | 854,309 | 681,653 | (172,656) |
| Business Systems | 1,002,741 | 1,184,544 | 1,628,717 | 444,173 |
| Parks and Recreation Human Resources | 525,877 | 589,579 | 599,413 | 9,834 |
| Parks Maintenance | 0 | 0 | 219,022 | 219,022 |
| Parks and Natural Areas | 1,984,515 | 2,304,393 | 2,210,832 | (93,561) |
| Lynnhaven Boat Ramp and Beach Facility | 125,387 | 145,020 | 129,585 | (15,435) |
| Outdoor Programming and Special Events | 345,056 | 351,737 | 274,991 | (76,746) |
| Little Island Park | 235,421 | 229,097 | 232,566 | 3,469 |
| Lynnhaven Municipal Marina | 10,192 | 18,528 | 15,670 | (2,858) |
| Recreation Centers Landscaping | 140,694 | 163,554 | 198,149 | 34,595 |
| Sports Management | 156,083 | 1,746,636 | 1,697,253 | (49,383) |
| CRC - Kempsville | 630,074 | 1,824,130 | 1,969,408 | 145,278 |
| CRC- Bow Creek | 1,827,654 | 2,046,653 | 1,969,720 | (76,933) |
| CRC- Seatack | 997,438 | 1,039,180 | 1,015,258 | (23,922) |
| CRC - Great Neck | 1,733,373 | 2,002,598 | 1,885,361 | (117,237) |
| CRC - Bayside | 1,699,494 | 1,965,377 | 1,867,872 | (97,505) |
| CRC - Princess Anne | 1,769,615 | 1,860,694 | 1,938,817 | 78,123 |
| CRS-Williams Farm | 1,636,109 | 1,861,390 | 1,985,919 | 124,529 |
| Early Childhood Programs | 0 | 2,015,953 | 1,726,561 | (289,392) |
| Out-of-School Time - Recreation Center Based | 1,948,266 | 760,139 | 1,257,222 | 497,083 |
| Programming and Operations Administration | 552,735 | 691,620 | 574,138 | (117,482) |
| Marketing and Resource Development | 930,919 | 967,804 | 850,693 | (117,111) |
| Youth Opportunities Office | 264,064 | 538,149 | 571,150 | 33,001 |
| Athletic Leagues | 648,731 | 0 | 0 | 0 |
| Therapeutic Recreation Programs | 489,359 | 519,770 | 548,575 | 28,805 |
| Athletic Complexes | 709,600 | 0 | 0 | 0 |
| Inclusion Services | 640,244 | 727,785 | 772,870 | 45,085 |
| Out-of-School Time - School Based | 4,057,178 | 4,852,706 | 5,282,156 | 429,450 |
| Landscape Special Zone Management - Princess Anne Athletic Complex | 519,583 | 620,729 | 616,948 | (3,781) |

## Parks and Recreation - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **151 Parks and Recreation Special Revenue Fund** | | | | |
| Pottery and Ceramics | 25,849 | 21,602 | 10,000 | (11,602) |
| Debt Service | 3,967,098 | 4,564,702 | 4,478,998 | (85,704) |
| Reserve for Contingencies | 0 | 1,188,961 | 393,499 | (795,462) |
| Transfer to Other Funds | 1,611,372 | 1,472,427 | 1,495,788 | 23,361 |
| Total Expenditures | 32,133,871 | 39,455,533 | 39,422,767 | (32,766) |
| Revenues | | | | |
| Local Taxes | 15,646,419 | 15,741,662 | 16,183,410 | 441,748 |
| Fees | 14,787,420 | 16,732,330 | 16,927,881 | 195,551 |
| State | 10,987 | 11,000 | 11,000 | 0 |
| Transfers | 4,835,565 | 6,244,833 | 6,273,476 | 28,643 |
| Fund Balance | 0 | 725,708 | 27,000 | (698,708) |
| Total Revenues | 35,280,392 | 39,455,533 | 39,422,767 | (32,766) |
| General City Support | (3,146,521) | 0 | 0 | 0 |
| **152 Tourism Investment Program Fund** | | | | |
| Expenditures | | | | |
| Landscape Special Zone Management - TIP Resort Area | 594,648 | 640,964 | 722,397 | 81,433 |
| Total Expenditures | 594,648 | 640,964 | 722,397 | 81,433 |
| Revenues | | | | |
| Local Taxes | 664,949 | 640,964 | 722,397 | 81,433 |
| Total Revenues | 664,949 | 640,964 | 722,397 | 81,433 |
| General City Support | (70,301) | 0 | 0 | 0 |
| **172 Open Space & Park Infrastructure Development & Maintenance SRF** | | | | |
| Expenditures | | | | |
| Open Space Management and Maintenance | 293,178 | 239,091 | 239,534 | 443 |
| Open Space Planning | 119,681 | 167,515 | 169,732 | 2,217 |
| Debt Service | 2,580,324 | 2,557,043 | 2,588,043 | 31,000 |
| Reserve for Contingencies | 0 | 1,528,963 | 132,590 | (1,396,373) |
| Transfer to Other Funds | 0 | 1,000,000 | 2,500,000 | 1,500,000 |
| Total Expenditures | 2,993,183 | 5,492,612 | 5,629,899 | 137,287 |
| Revenues | | | | |
| Local Taxes | 2,602,579 | 5,492,612 | 5,629,899 | 137,287 |
| Fees | 172 | 0 | 0 | 0 |
| Total Revenues | 2,602,751 | 5,492,612 | 5,629,899 | 137,287 |
| General City Support | 390,432 | 0 | 0 | 0 |

## Parks and Recreation - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **174 Town Center Special Service District** | | | | |
| Expenditures | | | | |
| Landscape Special Zone Management - Town Center | 18,043 | 60,338 | 60,338 | 0 |
| Total Expenditures | 18,043 | 60,338 | 60,338 | 0 |
| Revenues | | | | |
| Local Taxes | 36,922 | 60,338 | 60,338 | 0 |
| Total Revenues | 36,922 | 60,338 | 60,338 | 0 |
| General City Support | (18,878) | 0 | 0 | 0 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Parks and Recreation - Grants | 16,904 | 0 | 0 | 0 |
| Total Expenditures | 16,904 | 0 | 0 | 0 |
| Revenues | | | | |
| Fees | 4,900 | 0 | 0 | 0 |
| Federal | 12,004 | 0 | 0 | 0 |
| Total Revenues | 16,904 | 0 | 0 | 0 |
| General City Support | 0 | 0 | 0 | 0 |
| **613 School Landscaping Internal Service Fund** | | | | |
| Expenditures | | | | |
| Schools Landscaping | 3,861,797 | 4,167,908 | 4,966,007 | 798,099 |
| Reserve for Contingencies | 0 | 0 | 40,901 | 40,901 |
| Total Expenditures | 3,861,797 | 4,167,908 | 5,006,908 | 839,000 |
| Revenues | | | | |
| Fees | 4,174,007 | 4,167,908 | 4,442,908 | 275,000 |
| Fund Balance | 0 | 0 | 564,000 | 564,000 |
| Total Revenues | 4,174,007 | 4,167,908 | 5,006,908 | 839,000 |
| General City Support | (312,210) | 0 | 0 | 0 |
| **908 City Beautification Fund** | | | | |
| Expenditures | | | | |
| Landscape Beautification Projects | 15,560 | 100,000 | 50,000 | (50,000) |
| Total Expenditures | 15,560 | 100,000 | 50,000 | (50,000) |
| Revenues | | | | |
| Fees | 18,244 | 100,000 | 50,000 | (50,000) |
| Total Revenues | 18,244 | 100,000 | 50,000 | (50,000) |
| General City Support | (2,684) | 0 | 0 | 0 |

## Parks and Recreation - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **911 Parks and Recreation Gift Fund** | | | | |
| Expenditures | | | | |
| Parks and Recreation Gift Fund | 2,406 | 30,000 | 30,000 | 0 |
| Sponsorships / Partnerships | 13,271 | 25,000 | 25,000 | 0 |
| Total Expenditures | 15,677 | 55,000 | 55,000 | 0 |
| Revenues | | | | |
| Fees | 22,835 | 55,000 | 55,000 | 0 |
| Total Revenues | 22,835 | 55,000 | 55,000 | 0 |
| General City Support | (7,158) | 0 | 0 | 0 |
| Total Department Expenditure | 53,590,221 | 64,793,669 | 65,759,253 | 965,584 |
| Total Department Revenue | 48,769,883 | 56,068,850 | 57,095,652 | 1,026,802 |
| Total General City Support | 4,820,337 | 8,724,819 | 8,663,601 | (61,218) |

### Position Summary by Program

| | | | | |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Landscape Asset Management | 24.00 | 24.00 | 24.00 | 0.00 |
| Landscape Maintenance Management | 81.00 | 81.00 | 81.00 | 0.00 |
| Landscape Life Cycle Management | 39.00 | 39.00 | 38.00 | -1.00 |
| Landscape Special Zone Management - Resort Area | 11.00 | 11.00 | 11.00 | 0.00 |
| Landscape Special Zones Management - Municipal Center | 14.00 | 15.00 | 15.00 | 0.00 |
| Total | 169.00 | 170.00 | 169.00 | -1.00 |
| **151 Parks and Recreation Special Revenue Fund** | | | | |
| Director's Office | 2.00 | 2.00 | 2.00 | 0.00 |
| Planning, Design and Development | 7.00 | 7.00 | 7.00 | 0.00 |
| Business Systems | 10.00 | 11.00 | 13.00 | 2.00 |
| Parks and Recreation Human Resources | 8.72 | 8.72 | 8.72 | 0.00 |
| Parks Maintenance | 0.00 | 0.00 | 5.82 | 5.82 |
| Parks and Natural Areas | 49.70 | 49.70 | 45.38 | -4.32 |
| Lynnhaven Boat Ramp and Beach Facility | 4.10 | 4.10 | 3.25 | -0.85 |
| Outdoor Programming and Special Events | 5.84 | 4.84 | 3.84 | -1.00 |
| Little Island Park | 6.55 | 6.55 | 6.55 | 0.00 |
| Sports Management | 2.00 | 24.04 | 23.04 | -1.00 |
| CRC - Kempsville | 39.91 | 40.66 | 41.23 | 0.57 |
| CRC- Bow Creek | 40.54 | 40.54 | 39.11 | -1.43 |
| CRC- Seatack | 20.92 | 19.92 | 19.49 | -0.43 |
| CRC - Great Neck | 38.74 | 39.74 | 38.31 | -1.43 |
| CRC - Bayside | 37.64 | 38.64 | 37.21 | -1.43 |
| CRC - Princess Anne | 38.85 | 37.85 | 38.42 | 0.57 |
| CRS-Williams Farm | 40.63 | 41.30 | 41.20 | -0.10 |
| Early Childhood Programs | 0.00 | 66.29 | 45.84 | -20.45 |
| Out-of-School Time - Recreation Center Based | 84.69 | 10.15 | 29.27 | 19.12 |
| Programming and Operations Administration | 6.00 | 7.00 | 5.00 | -2.00 |

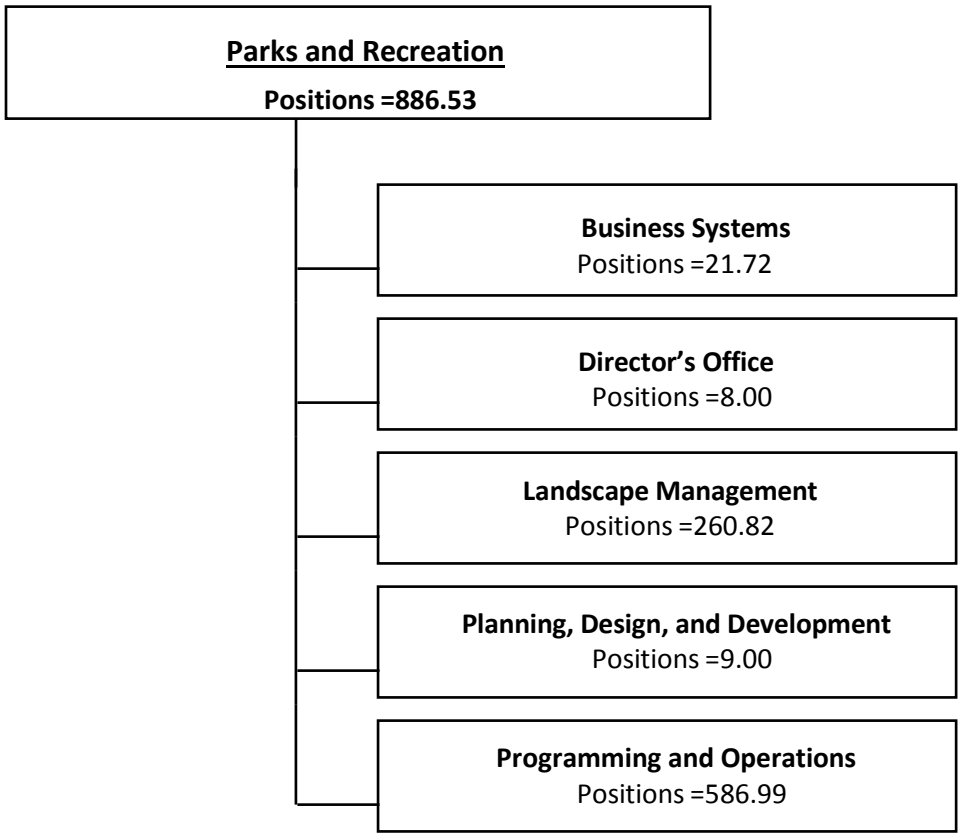
## Parks and Recreation - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **151 Parks and Recreation Special Revenue Fund** | | | | |
| Marketing and Resource Development | 7.00 | 7.00 | 6.00 | -1.00 |
| Youth Opportunities Office | 3.00 | 5.00 | 5.67 | 0.67 |
| Athletic Leagues | 9.50 | 0.00 | 0.00 | 0.00 |
| Therapeutic Recreation Programs | 12.82 | 13.06 | 13.06 | 0.00 |
| Athletic Complexes | 12.54 | 0.00 | 0.00 | 0.00 |
| Inclusion Services | 13.52 | 15.14 | 15.14 | 0.00 |
| Out-of-School Time - School Based | 124.02 | 130.90 | 131.58 | 0.68 |
| Landscape Special Zone Management - Princess Anne Athletic Complex | 7.00 | 7.00 | 7.00 | 0.00 |
| Pottery and Ceramics | 1.67 | 0.67 | 0.00 | -0.67 |
| Total | 634.90 | 638.81 | 632.13 | -6.68 |
| **152 Tourism Investment Program Fund** | | | | |
| Landscape Special Zone Management - TIP Resort Area | 10.00 | 10.00 | 11.00 | 1.00 |
| Total | 10.00 | 10.00 | 11.00 | 1.00 |
| **172 Open Space & Park Infrastructure Development & Maintenance SRF** | | | | |
| Open Space Management and Maintenance | 5.40 | 4.40 | 4.40 | 0.00 |
| Open Space Planning | 2.00 | 2.00 | 2.00 | 0.00 |
| Total | 7.40 | 6.40 | 6.40 | 0.00 |
| **613 School Landscaping Internal Service Fund** | | | | |
| Schools Landscaping | 61.00 | 61.00 | 68.00 | 7.00 |
| Total | 61.00 | 61.00 | 68.00 | 7.00 |
| Total Position Summary | 882.30 | 886.21 | 886.53 | 0.32 |

| **Expenditure Category by Department** | | | | |
|---|---|---|---|---|
| Personnel | 34,641,564 | 39,946,068 | 40,614,940 | 668,872 |
| Operating | 10,627,987 | 12,494,270 | 12,889,308 | 395,038 |
| Capital | 195,003 | 41,235 | 619,466 | 578,231 |
| Debt Service | 6,547,422 | 7,121,745 | 7,067,041 | (54,704) |
| Reserves | 0 | 2,717,924 | 572,710 | (2,145,214) |
| Transfers | 1,611,372 | 2,472,427 | 3,995,788 | 1,523,361 |
| Depreciation and Bad Debt Expense | (33,126) | 0 | 0 | 0 |
| Total Expenditures: | 53,590,221 | 64,793,669 | 65,759,253 | 965,584 |

| **Revenue Category by Department** | | | | |
|---|---|---|---|---|
| Real Estate | 15,683,341 | 15,802,000 | 16,243,748 | 441,748 |
| Hotel Room Tax | 664,949 | 640,964 | 722,397 | 81,433 |
| Restaurant Meal Tax | 2,602,579 | 5,492,612 | 5,629,899 | 137,287 |
| Permits, Privilege Fees, and Regulatory Licenses | 7,327 | 1,000 | 1,250 | 250 |
| From the Use of Money and Property | 1,824,792 | 1,629,967 | 1,636,474 | 6,507 |
| Charges for Services | 18,036,387 | 19,299,421 | 19,748,245 | 448,824 |
| Miscellaneous Revenue | (831,073) | 172,400 | 121,400 | (51,000) |
| Other Sources from the Commonwealth | 5,280,231 | 5,261,075 | 5,349,227 | 88,152 |
| Revenue from the Federal Government | 12,004 | 0 | 0 | 0 |
| Transfers from Other Funds | 5,489,346 | 7,043,703 | 7,052,012 | 8,309 |
| Specific Fund Reserves | 0 | 725,708 | 591,000 | (134,708) |
| Total Revenue: | 48,769,883 | 56,068,850 | 57,095,652 | 1,026,802 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# PLANNING & COMMUNITY DEVELOPMENT

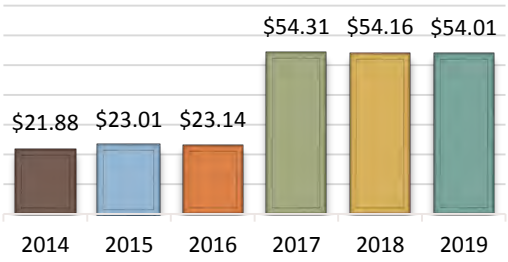
*The mission of the Planning & Community Development Department is to:*

- *Provide Customer Service Excellence: Provide superior, rewarding, and responsive services by meeting or exceeding customers' expectations.*
- *Protect & Preserve: Protect and preserve the safety and welfare of citizens and visitors through upholding codes, policies, and regulations.*
- *Collaborate & Communicate: Collaborate and communicate with all stakeholders in all facets and functions of community design and development.*

## Department Overview

**Planning Services**
Includes the Director's Office and the Management and Support Division, which provides human resources, financial, technical, development liaison services and executive leadership of the Planning Department.

**Per Capita Expenditures**




Note: The increase in Fiscal Year 2016-17 per capita expenditures reflects the reorganization of the SGA Office within the Planning Department. This added costs and revenues for parking operations and mass transit.

**Planning Administration**
Provides staff support for planning items to City Council, Planning Commission, Wetlands Board, Chesapeake Bay Board, Historic Preservation Commission, and Historical Review Board.

**Zoning Administration**
Is responsible for the interpretation and enforcement of the City's Zoning Ordinance and provides staff support for Board of Zoning Appeals.

**Development Services**
Coordinates the review and approval of subdivision plats and development plans to ensure engineering compliance with ordinances, standards, specifications, and City Council requirements. Development projects can be either public or private and include plans for commercial sites, subdivision construction, land management for septic systems in poorly draining soils, and Chesapeake Bay Preservation Area single family sites. This unit administers development sureties and coordinates review and recordation of legal documents and agreements designed to ensure construction of requirements established during the plan review and approval process.

**Permits and Inspections**
Administers the Uniform Statewide Building Code and associated laws and ordinances by issuing permits for, and performing inspections of building construction, plumbing, electrical, and mechanical systems installation and alteration. Administers the Department of Environmental Quality Stormwater and Erosion and Sediment Control regulations as applicable to private development and franchise utilities.

**Strategic Growth Areas**
Includes Strategic Growth Areas (SGA), Comprehensive Planning, and Transportation Planning. The SGA uses innovative land use planning, design, transportation, parking, marketing, and financial tools to implement the eight SGA Master Plans (Burton Station, Centerville, Hilltop, Lynnhaven, Newtown, Resort, Pembroke, and Rosemont), which will provide strategically located unique centers where people can work, live, and play. Comprehensive Planning coordinates the review and update of the Comprehensive Plan every five years, and provides on-going professional planning and program management support to Virginia Beach elected and appointed officials. Transportation Planning coordinates short and long-range multi-modal transportation issues

(pedestrians, bicycles, vehicles, and public transit). Transportation Planning serves as the City's liaison with Hampton Roads Transit (HRT), which provides mass transit and paratransit services to residents and visitors, and actively participates in the Transportation District Commission of Hampton Roads and the Hampton Roads Transportation Planning Organization, reviewing and making recommendations on all regional transportation planning programs, projects and initiatives.

**Parking Management**

The Parking Management Office is responsible for the administrative and financial oversight of the Parking Enterprise Fund and other parking related funds that are designed to be revenue producing and self-sufficient to meet the City's overall parking mission and goals. The office provides guidelines, and plans to operate, manage, maintain, and repair parking facilities and other parking programs including parking permits, enforcement and adjudication.

## Key Performance Measures

Goal: Create a Financially Sustainable City Providing Excellent Services

Goal: Improve the Transportation System

Goal: Revitalize Neighborhoods and Plan for the Future

Goal: Be a Competitive, First Class Resort for Residents, Businesses & Tourists

Means to Residents: Protection of residents' property values; Safe homes & buildings in the city; More attractive and inviting city; Deliver Services in the most cost effective manner

Means to Residents: Tourist amenities for use by residents that add value to the quality of life; Quality leisure activities for families; Greater ease of movement within Virginia Beach and Region; Choices of transportation mode; Safer streets for cars, pedestrians and bike travel

57.7% of citizens are satisfied with planning for residential development

96.3% of residents are satisfied with the overall appearance of the city

69.9% of residents satisfied with city's efforts to protect natural resources, the environment, & open green space

92.1% of residents agree they can conveniently access city services

102,329 inspections

34,289 permits issued

31,313 zoning inspections with 1,539 zoning permits issued

89 cases heard by the Board of Zoning Appeals

3,175 plans reviewed in Development Services Center

311 applications heard by Planning Commission/ City Council

165 applications heard by Wetlands Board

79 Chesaspeake Bay Preservation heard

337 Joint Waterfront Plan Review permit applications

1,193 vehicles per day for parking garages & 765 per day for surface lots with a 0.55 parking space turnover rate for garages & parking lots

16,600 enforcement hours equaling 0.92 violations issued per hour

15,292 parking violations issued

## Trends & Issues

- New regulations governing Short-Term Rentals will be considered by City Council in 2018. The new regulations are expected to place enforcement of Short-Term Rentals within the Department of Planning and Community Development.
- Planning and Community Development does not have enough office space to store all of the documents presently submitted as part of the permit approval process. Therefore, Planning is exploring potential opportunities to migrate more documents to electric submissions in order to both save space, as well as to increase accessibility for both staff and consumers.
- Planning and Community Development continues to evaluate its fee structures, and is working to simplify fees for applications to City Boards and Commissions whenever possible. For example, the Department has changed its notification fee to a flat fee, rather than one based on variable factors such as number of signs required to be placed, people to be notified, or lines of text in the official legal notice.
- Development of the Dome Site will cause the City to lose existing surface level parking lots on 19th Street. There may be related issues---such as a slight dip in parking revenues---temporarily while construction is on-going.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↔ | Restoration of Operating Accounts<br>$0 | Planning proposed a list of fee modifications and new fees in order to provide an additional $164,115 in revenue to offset a decline in other existing departmental revenues. This money will be used to support current and expanded departmental services. |
| ↑ | Planning Technician-Customer Service<br>+1.0 FTE<br>+$50,955 | Planning will receive 1 new FTE to staff its new front desk. This Planning Technician will assist citizens and customers who contact the department in person or over the phone. |
| ↑ | Plans Examiner Counter Review<br>+1.0 FTE<br>+$79,704 | Planning will receive 1 new FTE to staff its counter review desk in the Permits & Inspections Office. This Planning Examiner will assist walk-ins to the Department with plan review. In addition, the Examiner will be qualified to grant permit approval for small projects such as sheds, garages, decks, and basic commercial alteration projects. |
| ↑ | Fire Code Inspector<br>+1.0 FTE<br>+$88,408 | Planning will receive 1 new Fire Code Inspector FTE. This Fire Inspector will perform routine fire inspections in order to help the City to meet the national industry average of inspections per inspector. |
| ↑ | Parking Administrative Assistant<br>+1.0 FTE<br>+$48,248 | The Parking Management Office will receive 1 new Administrative Assistant FTE. This Administrative Assistant will perform a variety of functions, including response to inquiries from the public as well as tracking and monitoring Parking financial information. This position will cost $48,248. |
| ↓ | Mass Transit Operations Cost<br>-$303,312 | Total budgeted annual service costs for Hampton Roads Transit decreased from $7,738,087 in Fiscal Year 2017-18 to $7,434,775 in Fiscal Year 2018-19. The decrease is mainly attributable to a decline in the service cost of routes, particularly the cost of Paratransit operations. This total figure includes all proposed route changes for Fiscal Year 2018-19, highlighted by an expansion in the Virginia Beach WAVE Trolley Route 35. Route 35 enhancements include crossing the Lesner Bridge and enhancing service frequency from 45 minutes last season to 30 minutes this season. |

## Planning and Community Development - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Chesapeake Bay Area Restoration | 9,845 | 0 | 0 | 0 |
| Director's Office | 1,644,242 | 1,743,266 | 1,673,910 | (69,356) |
| Environment and Sustainability Office | 242,092 | 0 | 0 | 0 |
| Chesapeake Bay Program | 212,249 | 0 | 0 | 0 |
| Wetlands Program | 144,123 | 0 | 0 | 0 |
| Mass Transit Operations | 0 | 6,517,545 | 6,234,227 | (283,318) |
| Comprehensive Planning | 358,678 | 0 | 0 | 0 |
| Current Planning | 313,002 | 1,310,835 | 1,355,055 | 44,220 |
| Zoning Administration | 1,140,779 | 1,216,743 | 1,243,049 | 26,306 |
| Development Services Center | 1,736,137 | 2,068,614 | 2,032,989 | (35,625) |
| PU / Development Services | 305,094 | 318,744 | 320,405 | 1,661 |
| Building Permits and Inspections | 3,707,552 | 4,004,645 | 4,187,822 | 183,177 |
| Strategic Growth Areas | 848,697 | 949,488 | 961,218 | 11,730 |
| Transportation Planning | 237,595 | 237,323 | 212,589 | (24,734) |
| Chesapeake Bay Preservation Board | 9,740 | 9,756 | 0 | (9,756) |
| Wetlands Board | 10,375 | 5,071 | 0 | (5,071) |
| Planning Commission | 40,865 | 26,687 | 0 | (26,687) |
| Board of Zoning Appeals | 17,385 | 1,808 | 0 | (1,808) |
| Total Expenditures | 10,978,449 | 18,410,525 | 18,221,264 | (189,261) |
| Revenues | | | | |
| Fees | 4,851,111 | 5,233,436 | 5,152,497 | (80,939) |
| Transfers | 447,418 | 455,285 | 463,973 | 8,688 |
| Total Revenues | 5,298,529 | 5,688,721 | 5,616,470 | (72,251) |
| General City Support | 5,679,920 | 12,721,804 | 12,604,794 | (117,010) |
| **152 Tourism Investment Program Fund** | | | | |
| Expenditures | | | | |
| TIP Trolley Mass Transit | 0 | 1,200,862 | 1,200,548 | (314) |
| Total Expenditures | 0 | 1,200,862 | 1,200,548 | (314) |
| Revenues | | | | |
| Local Taxes | 0 | 1,200,862 | 1,200,548 | (314) |
| Total Revenues | 0 | 1,200,862 | 1,200,548 | (314) |
| General City Support | 0 | 0 | 0 | 0 |

## Planning and Community Development - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **179 Multimodal Transportation Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Mass Transit Operations | 7,289,496 | 0 | 0 | 0 |
| Trolley Mass Transit | 1,136,769 | 0 | 0 | 0 |
| Total Expenditures | 8,426,265 | 0 | 0 | 0 |
| Revenues | | | | |
| Transfers | 7,609,443 | 0 | 0 | 0 |
| Total Revenues | 7,609,443 | 0 | 0 | 0 |
| General City Support | 816,822 | 0 | 0 | 0 |
| **253 Parking Enterprise Fund** | | | | |
| Expenditures | | | | |
| Parking Management | 3,185,096 | 3,683,458 | 3,749,192 | 65,734 |
| Retiree Health Insurance Expenditures | 5,548 | 9,487 | 9,487 | 0 |
| Parking Enterprise Fund | 44,467 | 0 | 0 | 0 |
| Debt Service | 582,555 | 580,130 | 579,780 | (350) |
| Reserve for Contingencies | 0 | 0 | 25,709 | 25,709 |
| Transfer to Other Funds | 688,688 | 728,879 | 725,821 | (3,058) |
| Total Expenditures | 4,506,353 | 5,001,954 | 5,089,989 | 88,035 |
| Revenues | | | | |
| Fees | 5,259,471 | 4,934,681 | 5,021,489 | 86,808 |
| Transfers | 41,679 | 67,273 | 68,500 | 1,227 |
| Total Revenues | 5,301,150 | 5,001,954 | 5,089,989 | 88,035 |
| General City Support | (794,797) | 0 | 0 | 0 |
| Total Department Expenditure | 23,911,067 | 24,613,341 | 24,511,801 | (101,540) |
| Total Department Revenue | 18,209,122 | 11,891,537 | 11,907,007 | 15,470 |
| Total General City Support | 5,701,945 | 12,721,804 | 12,604,794 | (117,010) |

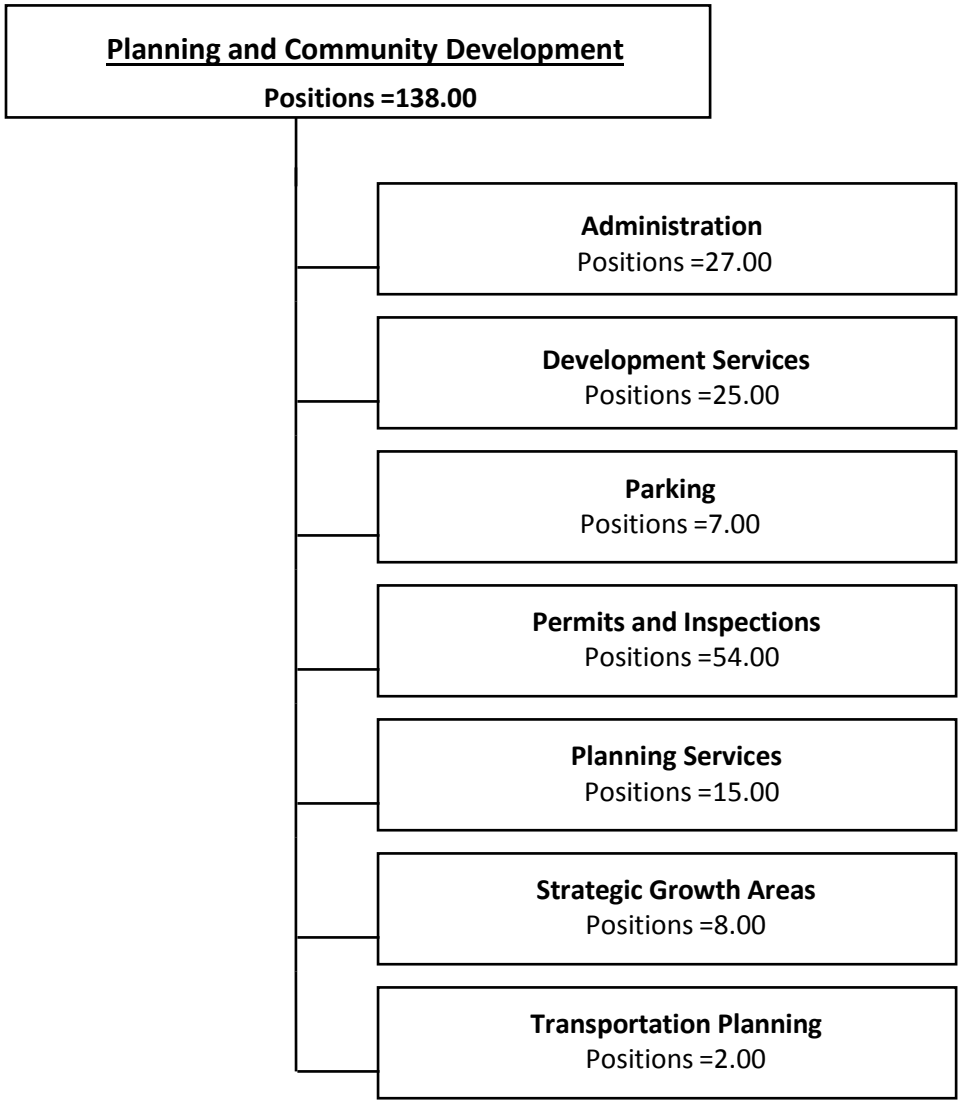
### Position Summary by Program

| | | | | |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Director's Office | 11.00 | 14.00 | 15.00 | 1.00 |
| Environment and Sustainability Office | 7.00 | 0.00 | 0.00 | 0.00 |
| Comprehensive Planning | 3.97 | 0.00 | 0.00 | 0.00 |
| Current Planning | 4.00 | 13.00 | 13.00 | 0.00 |
| Zoning Administration | 14.00 | 14.00 | 14.00 | 0.00 |
| Development Services Center | 23.00 | 22.00 | 22.00 | 0.00 |
| PU / Development Services | 3.00 | 3.00 | 3.00 | 0.00 |
| Building Permits and Inspections | 52.00 | 52.00 | 54.00 | 2.00 |
| Strategic Growth Areas | 7.00 | 8.00 | 8.00 | 0.00 |
| Transportation Planning | 2.00 | 2.00 | 2.00 | 0.00 |
| Total | 126.97 | 128.00 | 131.00 | 3.00 |
| **253 Parking Enterprise Fund** | | | | |
| Parking Management | 6.00 | 6.00 | 7.00 | 1.00 |
| Total | 6.00 | 6.00 | 7.00 | 1.00 |

## Planning and Community Development - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| Total Position Summary | 132.97 | 134.00 | 138.00 | 4.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 9,995,410 | 11,088,970 | 11,315,808 | 226,838 |
| Operating | 12,570,456 | 12,208,806 | 11,835,734 | (373,072) |
| Capital | 73,958 | 6,556 | 28,949 | 22,393 |
| Debt Service | 582,555 | 580,130 | 579,780 | (350) |
| Reserves | 0 | 0 | 25,709 | 25,709 |
| Transfers | 688,688 | 728,879 | 725,821 | (3,058) |
| Total Expenditures: | 23,911,067 | 24,613,341 | 24,511,801 | (101,540) |
| **Revenue Category by Department** | | | | |
| Hotel Room Tax | 0 | 932,579 | 932,265 | (314) |
| Restaurant Meal Tax | 0 | 268,283 | 268,283 | 0 |
| Permits, Privilege Fees, and Regulatory Licenses | 4,589,219 | 4,827,383 | 4,834,061 | 6,678 |
| From the Use of Money and Property | 26,368 | 10,000 | 8,500 | (1,500) |
| Charges for Services | 5,309,265 | 5,150,734 | 5,161,425 | 10,691 |
| Miscellaneous Revenue | 13,126 | 0 | 0 | 0 |
| Fines and Forfeitures | 172,605 | 180,000 | 170,000 | (10,000) |
| Transfers from Other Funds | 8,098,540 | 522,558 | 532,473 | 9,915 |
| Total Revenue: | 18,209,122 | 11,891,537 | 11,907,007 | 15,470 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# POLICE

*The Mission of the Virginia Beach Police Department is to remain committed to providing a safe community and improving the quality of life for all people. This is accomplished by delivering quality police services and enforcing laws with equity and impartiality. In partnership with the community, the Department reduces crime through public education, prevention, and awareness. In meeting this objective, the Police Department demands of its officers the highest professional standards and dedication to core values.*

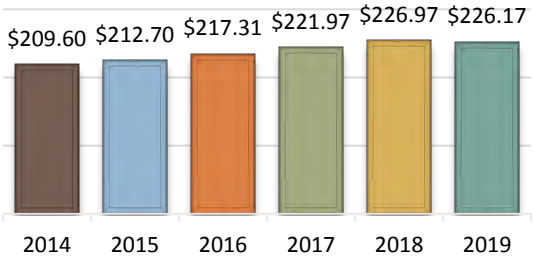
On May 15, 2018, the City Council adopted an amendment decreasing the Police Department's operating budget by $389,753 and reducing three FTEs. This amendment was composed of the following adjustments.

- Decreased funding by $534,753 and reduced five police officer positions.
- Increased funding by $145,000 and authorized two additional positions to begin working on implementation of the Department's Workforce Development Program. This program is intended to improve retention of Police Officers by providing officers with an opportunity to earn an interim salary increase between the rank officer Police Officer and Master Police Officer by meeting specified training and time in service requirements. An additional $155,000 for this program has been included in the General Fund reserve for Contingencies and is included in the Non-Departmental section of the operating budget.

## Department Overview

The Police Department's core areas of operations are:

**Per Capita Expenditures**




**Administration**
Administration includes the Chief's Office, Professional Standards, Public Information Office, and volunteer Police Chaplains.

**Uniform Patrol**
This bureau of the Operations Division includes basic patrol, initial response to criminal incidents, calls for service, traffic control, and enforcement.

**Special Operations**
This bureau of the Operations Division supports department wide operations with various highly trained specialty tactical units including S.W.A.T., crisis negotiators, K-9 unit, helicopter unit, dive team, marine patrol, bomb squad, selective enforcement team, motorcycle unit, traffic safety unit, fatal crash team, hit and run team, mounted patrol, and motor carrier safety unit.

**Community Engagement**
This division provides for a safer city by preventing and/or reducing crime through various educational programs for the public and forming community partnerships.

**Detective Bureau**
This bureau of the Investigative Division investigates most crimes in the city including homicides, rapes, robberies, assaults, domestic violence, burglaries, larcenies, auto thefts, identity theft, embezzlements, and other property crimes. It includes a Forensics Unit to provide various technical services needed for investigations.

**Special Investigations**
This bureau of the Investigative Division has several units conducting investigations of various types of criminal activity including the Criminal Intelligence Unit (including gangs), Narcotics Unit, Vice Squad, Diversion Unit related to investigations involving pharmaceutical drugs, and Computer Crimes Unit.

**Support Division**
Staffed by mostly civilians, this division is responsible for maintaining police records, property and evidence storage, uniform and supply issue, department payroll, entering data such as protective orders and other warrants into local, state, and national systems, conducting criminal history checks, administering the "PHOTOSafe" red light camera and false alarm programs, coordinating departmental purchasing and budgeting, conducting statistical analysis, and special projects.

## Key Performance Measures

Goal: Be the Safest City in the Nation

Goal: Maintain a Financial Sustainable City Providing Excellent Services

| Means to Residents: Safer streets for automobiles, pedestrians and bike travel | Means to Residents: Residents feel safe throughout the city | | Means to Residents: Timely response to an emergency call for service |
|---|---|---|---|
| 24 fatal crashes and 2,000 DUI arrests | 88.2% believe Virginia Beach is a safe place to live | 86.4% of citizens believe that their neighborhood is a safe place to live | Average 7.0 minutes response time to emergency calls |
| | Part 1 property & violent crime clearance rate of 24% & 69%, respectively | 374 neighborhood watch communities | 12,000 emergency calls for service |

## Trends & Issues

- Overall, crime has continued to decline in Virginia Beach. Violent Crime decreased 4.2% in the past year, while property crimes decreased 9.6%. This equates to a rate of crime that is at its lowest point since the 1960s.

- It is taking longer for the Police Department to respond to calls for service. In the past decade, the average emergency response time has increased by 42 seconds, while the average time for a non-emergency has increased by between 4 and 5 minutes.

- The Third Precinct has experienced great success with the Western Bayside Community Policing (COP) Initiative. In partnership with other City agencies and with community members, officers are actively working to address criminal activity and neighborhood degradation. The physical presence and proactive activities of the COP unit has reduced both crime rates and the fear of crime in these communities.

- The new Fourth Precinct building in Kempsville will be under construction in Fiscal Year 2018-19. It is expected that this facility will be open for use beginning in the fall of 2019.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | 10 Additional Police Officers<br>+10.0 FTEs<br>+$1,069,505 | The Police Department will be adding a total of ten Police Officer FTEs for Fiscal Year 2018-19. This increase is part of a multi-year plan to increase the number of sworn police officers in the City. Fiscal Year 2018-19 represents the third year that this plan has been in place. |
| ↑ | 1 FTE for the Property and Evidence Unit<br>+1.0 FTE<br>+$47,713 | The Police Department will add 1 new civilian Storekeeper position for the Property and Evidence Unit. This will allow for a quicker and more precise evaluation and return or destruction determination of property and evidence currently held by the City. |
| ↑ | Body Worn and In Car Camera Ongoing Costs<br>+$221,045 | The Police Department will receive an additional funding to help facilitate the implementation of the next phase of the City's Body Worn and In Car Camera programs. This support will pay for the software licensing costs of new camera equipment that will be added during the year. |
| ↑ | Supplements and Stipends<br>+$52,350 | The Police Department will increase the clothing allowance provided to officers who do not wear uniforms and will institute stipends for both qualified officers who conduct a pre-determined number of polygraphs in a given month as well as for qualified officers who possess proficiency in a foreign language. The clothing allowance had not been altered for over 30 years prior to this increase. Languages spoken by officers presently are: Spanish, Tagalog, French, Portuguese, and Russian. |

## Police - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 2,224,967 | 2,398,347 | 2,442,632 | 44,285 |
| False Alarms | 53,936 | 73,510 | 78,591 | 5,081 |
| Personnel and Training | 4,764,655 | 4,922,509 | 5,106,847 | 184,338 |
| Community Engagement Unit | 694,103 | 842,941 | 803,892 | (39,049) |
| Support | 5,082,025 | 5,360,415 | 5,508,931 | 148,516 |
| K-9 Unit | 1,905,111 | 1,889,585 | 1,886,793 | (2,792) |
| Helicopter Unit | 928,892 | 1,093,796 | 943,713 | (150,083) |
| Uniform Patrol | 53,899,500 | 57,884,200 | 57,511,574 | (372,626) |
| Red Light Camera Program | 823,961 | 1,062,176 | 1,068,252 | 6,076 |
| Mounted Patrol | 1,143,175 | 1,174,934 | 1,143,376 | (31,558) |
| Marine Patrol | 1,025,349 | 1,111,289 | 1,078,534 | (32,755) |
| School Resource Officer Program | 2,444,018 | 2,526,216 | 2,468,075 | (58,141) |
| Investigative Division | 12,911,359 | 13,332,046 | 13,298,720 | (33,326) |
| Special Investigative Unit | 4,962,553 | 5,175,923 | 5,248,073 | 72,150 |
| Commercial Extraditions | 346,850 | 391,686 | 392,086 | 400 |
| Animal Control | 3,267,868 | 3,620,978 | 3,599,197 | (21,781) |
| Total Expenditures | 96,478,322 | 102,860,551 | 102,579,286 | (281,265) |
| Revenues | | | | |
| Fees | 3,014,233 | 3,498,670 | 3,405,231 | (93,439) |
| State | 325,275 | 350,000 | 350,000 | 0 |
| Federal | 66,862 | 37,000 | 59,600 | 22,600 |
| Transfers | 15,000 | 0 | 0 | 0 |
| Total Revenues | 3,421,371 | 3,885,670 | 3,814,831 | (70,839) |
| General City Support | 93,056,951 | 98,974,881 | 98,764,455 | (210,426) |
| **142 Police Federal & State Seized Assets SRF** | | | | |
| Expenditures | | | | |
| DEA - Uniform Patrol Grants | 23,970 | 0 | 0 | 0 |
| DEA - Support | 3,493 | 0 | 0 | 0 |
| DEA - K-9 | 21,900 | 0 | 0 | 0 |
| DEA - Uniform Patrol | 415,485 | 285,915 | 285,915 | 0 |
| DEA - Investigative | 36,666 | 0 | 0 | 0 |
| DEA - Special Investigative Unit | 327,372 | 0 | 0 | 0 |
| Transfer to Other Funds | 11,250 | 0 | 0 | 0 |
| Total Expenditures | 840,135 | 285,915 | 285,915 | 0 |
| Revenues | | | | |
| Fees | 12,168 | 0 | 0 | 0 |
| State | 303,627 | 0 | 0 | 0 |
| Federal | 31,506 | 0 | 0 | 0 |
| Fund Balance | 0 | 285,915 | 285,915 | 0 |
| Total Revenues | 347,300 | 285,915 | 285,915 | 0 |
| General City Support | 492,835 | 0 | 0 | 0 |

## Police - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Police - Uniform Patrol Grants | 221,767 | 0 | 0 | 0 |
| Total Expenditures | 221,767 | 0 | 0 | 0 |
| Revenues | | | | |
| Fees | 3,000 | 0 | 0 | 0 |
| State | 43,861 | 0 | 0 | 0 |
| Federal | 180,183 | 0 | 0 | 0 |
| Transfers | 68,483 | 0 | 0 | 0 |
| Total Revenues | 295,527 | 0 | 0 | 0 |
| General City Support | (73,760) | 0 | 0 | 0 |
| Total Department Expenditure | 97,540,223 | 103,146,466 | 102,865,201 | (281,265) |
| Total Department Revenue | 4,064,198 | 4,171,585 | 4,100,746 | (70,839) |
| Total General City Support | 93,476,025 | 98,974,881 | 98,764,455 | (210,426) |

### Position Summary by Program

| | | | | |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Director's Office | 20.80 | 22.80 | 22.80 | 0.00 |
| False Alarms | 1.75 | 1.75 | 1.75 | 0.00 |
| Personnel and Training | 33.72 | 33.72 | 35.72 | 2.00 |
| Community Engagement Unit | 8.00 | 8.00 | 8.00 | 0.00 |
| Support | 61.00 | 61.00 | 62.00 | 1.00 |
| K-9 Unit | 16.00 | 16.00 | 16.00 | 0.00 |
| Helicopter Unit | 8.00 | 8.00 | 8.00 | 0.00 |
| Uniform Patrol | 584.63 | 594.63 | 598.63 | 4.00 |
| Red Light Camera Program | 2.40 | 2.40 | 2.40 | 0.00 |
| Mounted Patrol | 12.00 | 12.00 | 12.00 | 0.00 |
| Marine Patrol | 10.46 | 10.46 | 10.46 | 0.00 |
| School Resource Officer Program | 30.00 | 30.00 | 30.00 | 0.00 |
| Investigative Division | 142.00 | 140.00 | 141.00 | 1.00 |
| Special Investigative Unit | 52.00 | 54.00 | 54.00 | 0.00 |
| Animal Control | 46.00 | 46.00 | 46.00 | 0.00 |
| Total | 1,028.76 | 1,040.76 | 1,048.76 | 8.00 |
| Total Position Summary | 1,028.76 | 1,040.76 | 1,048.76 | 8.00 |

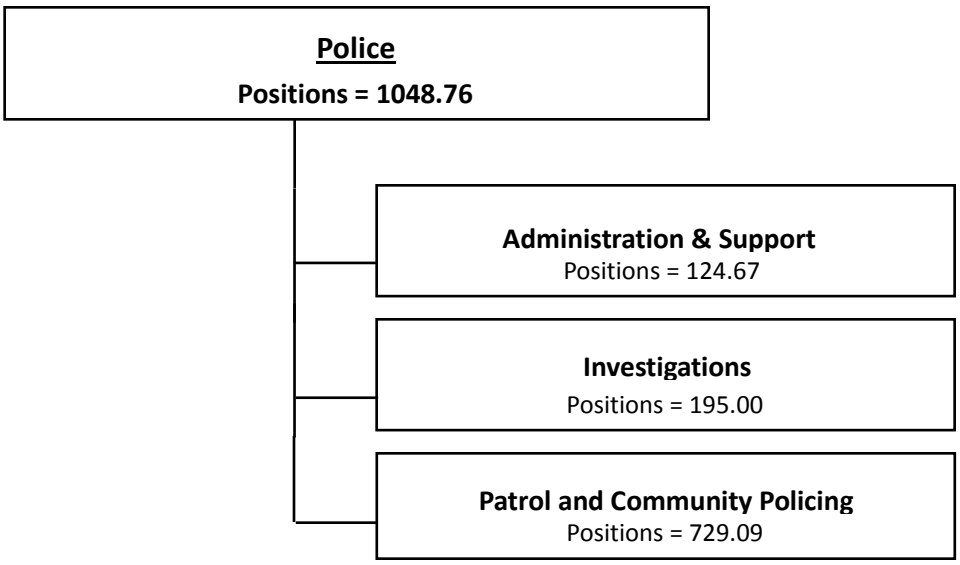
### Expenditure Category by Department

| | | | | |
|---|---|---|---|---|
| Personnel | 80,978,667 | 86,426,283 | 85,971,401 | (454,882) |
| Operating | 15,815,093 | 15,860,808 | 15,796,874 | (63,934) |
| Capital | 735,213 | 859,375 | 1,096,926 | 237,551 |
| Transfers | 11,250 | 0 | 0 | 0 |
| Total Expenditures: | 97,540,223 | 103,146,466 | 102,865,201 | (281,265) |

## Police - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Revenue Category by Department** | | | | |
| Permits, Privilege Fees, and Regulatory Licenses | 569,127 | 554,675 | 555,831 | 1,156 |
| From the Use of Money and Property | 17,811 | 3,400 | 4,100 | 700 |
| Charges for Services | 850,832 | 724,895 | 818,100 | 93,205 |
| Miscellaneous Revenue | 12,038 | 9,000 | 8,200 | (800) |
| Fines and Forfeitures | 1,579,594 | 2,206,700 | 2,019,000 | (187,700) |
| Other Sources from the Commonwealth | 672,763 | 350,000 | 350,000 | 0 |
| Revenue from the Federal Government | 278,551 | 37,000 | 59,600 | 22,600 |
| Transfers from Other Funds | 83,483 | 0 | 0 | 0 |
| Specific Fund Reserves | 0 | 285,915 | 285,915 | 0 |
| Total Revenue: | 4,064,198 | 4,171,585 | 4,100,746 | (70,839) |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# PUBLIC EDUCATION

*The mission of the Virginia Beach City Public Schools (VBCPS), in partnership with the entire community, is to empower every student to become a life-long learner who is a responsible, productive and engaged citizen within the global community.*

On May 15, 2018, the City Council adopted an amendment to the School's operating budget. This amendment was composed of the following adjustments.

- Increased funding by $275,000 to enhance landscape management frequencies at School owned properties.
- Increased funding by $283,063 and authorized an additional four FTEs in the Office of Student Support Services.
- Reduced the City Manager's Reserve in the School Budget by $558,063. This reserve was associated with additional revenue calculated in the City/School Revenue Sharing Formula that was not included in the School's adopted operating budget.

## Department Overview

Virginia Beach City Public Schools is the largest school division in the region, consisting of 55 elementary schools, 15 middle schools, 12 high schools, and a number of secondary / post-secondary specialty centers.

**City/School Revenue Sharing Formula (RSF)**

The City Council first adopted a City/School Revenue Sharing Policy in 1997 to provide a stable source of local funding for the public school system. This policy shared, at that time, seven of the fastest growing and most stable revenue sources between city and school services and programs. The formula was revised several times to reflect changes in state law and the revenue streams. The City Council and School Board adopted a new RSF in FY 2013-14 and modified it again in November 2015. The following represents the current four-step computation for calculating the formula:

- **Total Non-Dedicated General Fund Local Revenues**
  The base from which the computation derives is the total General Fund, non-dedicated local tax revenues, which represents a diverse stream of revenues.
- **Fund 100% of Required Local Standards of Quality (SOQ) Match**
  The formula acknowledges the required local match under the SOQ by dedicating 100% of local revenues to equal this match, which is then subtracted from the total non-dedicated local tax revenues.
- **Funding Above SOQ Match**
  The formula specifies that 34.11% of the remaining total General Fund, non-dedicated local tax revenues (after subtracting the local SOQ match) are allocated to the School system as the discretionary local match.
- **Additional Dedication of Real Estate Taxes**
  Finally, the formula adds the dedication of 4 cents of real estate taxes established by the City Council with the FY 2012-13 Operating Budget to offset lost state funding due to the recession. As state

revenues increase, this dedication may be recalculated. In FY 2017-18, an additional 1.25 cents was included to phase-in full day kindergarten.

**Composite Index of Local Ability to Pay**

The Composite Index determines a locality's ability to pay education costs fundamental to the Commonwealth's SOQ. The Composite Index is calculated using each locality's: (1) true value of real property (weighted 50%); (2) adjusted gross income (weighted 40%); and (3) taxable retail sales (weighted 10%).

| Local Composite Index – Virginia Beach | | | |
|---|---|---|---|
| FY 02-04 | 0.3394 | FY 12-14 | 0.4110 |
| FY 06-08 | 0.3353 | FY 14-16 | 0.4034 |
| FY 08-10 | 0.3492 | FY 16-18 | 0.3925 |
| FY 10-12 | 0.4060 | FY 18-20 | 0.4046 |

Each locality's index is adjusted to maintain an overall statewide local share of 45% and an overall state share of 55%. The schools' Composite Index funding level for FY 2018-19 to FY 2019-20 is .4046, which means the city is responsible for 40.46% of the SOQ funding level. The table shows the history of Virginia Beach's local composite index from FY 2002-2004 biennium to the present. This sets the required local SOQ match included in the formula. Also, as previously noted, the city provides funding well above the SOQ requirements.

## Key Performance Measures

**Goal: Have World Class Schools and Educational Programs**

**Means to Residents: Quality schools and libraries**

- SOL Passage Rates: 86% Reading; 83% Writing; 84% Math; 87% Science; 89% History
- Average class size for secondary schools - 23.3
- Elementary school pupil to teacher ratio- 20:1
- 91.9% on-time graduation rate
- $11,767 per pupil expenditure
- 100% of VBCPS schools accredited for first time since 2010-11

**Residents feel safe throughout the community**

- 83.6% of students, teachers, and parents indicate VBCPS are a safe place to learn
- Number of school resource officers - 27

## Trends and Issues

- For the sixth consecutive year, the school division's students outperformed the nation in the overall SAT mean score and mean section score. VBCPS' scores were also the highest among school divisions in Hampton Roads.
- VBCPS and 28 of its schools earned the 2017 Virginia Index of Performance (VIP) award from Governor Terry McAuliffe for ongoing academic excellence and growth.
- VBCPS led the state in the number of students earning industry credentials. Last year, 12,765 industry credential tests were taken by students with 10,621 tests passed for an 83.2% pass

rate. Since the 2002 school year, 78,792 industry credentials have been earned by Virginia Beach students.

- According to the College Board, 1,354 students in the division were designated as 2017 Advanced Placement (AP) Scholars for earning scores of 3 or higher on three or more AP exams. In addition, 62 students received the prestigious title of National AP Scholar for having an average score of 4 or higher on eight or more AP Exams.
- All VBCPS high schools made *The Washington Post*'s 'America's Most Challenging High Schools' list for preparing students to take college-level courses and tests. Of the seven school divisions in Hampton Roads, VBCPS is the only one to have all of its high schools make the list.
- The Center for Digital Education has named VBCPS one of the nation's best digital school districts, awarding the division a top 10 ranking in its annual Digital School Districts Survey.
- Graduating seniors in the VBCPS Class of 2017 earned and accepted the highest scholarship amounts of any VBCPS graduating class; $87,487,335 offered in scholarships and $58,045,518 accepted.
- VBCPS was recently selected for study by the Successful Practices Network based on our work around school improvement and support.
- And, VBCPS was just selected by 2Revolutions as the sole national partner district on a Carnegie Foundation project to collaboratively develop a Future of Learning model that will serve as a scalable model for school divisions nationwide.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | City Manager reserve | A $558,063, positive City Manager reserve was placed in the Schools' operating budget to account for variance in City revenues that changed between the presentation of the Superintendent's Estimate of Needs (SEON) and the City Manager's Proposed Budget. Due to the different completion dates for the SEON and the City Manager's Proposed Budget, City revenues that are included in the School Funding Formula sometimes shift requiring positive or negative adjustments to the City's contribution to the Schools. |
| ↑ | Phase 2 of full day kindergarten | Implementation of full-day kindergarten continues with 12 more elementary schools being included in the program. At the start of the 2018-19 school year, full-day kindergarten will be available in 35 schools across the City. The following are the proposed schools for the phase 2 expansion:<br><br>- Alanton Lakes - Arrowhead - Indian<br>- Kempsville - Kempsville Meadows - Kings Grant<br>- Landstown - Ocean Lakes - Providence<br>- Salem - Windsor Woods - Woodstock |
| ↑ | 28 additional instructional positions | The School Board Proposed Operating Budget includes funding for 28 additional teaching positions which will be spread across elementary (8.6), middle (4.4), and high school (15). These new positions will help decrease class sizes in the subject areas with the greatest enrollment. In the high schools, these positions will reduce the number of teachers that are assigned more than 150 students |

| | | |
|---|---|---|
| ↑ | 25 additional staff positions | Also included in the School Board Proposed Operating Budget are 25 additional staff positions: 12 high school counselors, 10 technology support technicians, and 3 instructional technology specialists. The counselors will enhance academic and career planning as well as social and emotional support programs for high school students. The 13 technology positions will support the VBCPS' 1:1 technology initiative while ensuring that each school has at least one full-time technology specialist to support teachers and students in the classroom. |
| ↑ | Other highlights | ➲ A 1.5% cost of living increase for faculty and staff.<br>➲ A 0.5% STEP increase for eligible employees.<br>➲ $1.5M in additional funding for VBCPS' 1:1 technology initiative<br>➲ $2M decrease in the VBCPS' reliance on reversion funds to balance the operating budget. Reduced from $8.8M in FY 2017-18 to $6.8M in FY 2018-19.<br>➲ $500,000 in PAYGO contributions to the Schools' CIP for one-time capital needs.<br>➲ $795,000 in additional funding for special education mandates.<br>➲ Funding to replace 38 general education buses and 2 special education buses. |

## Public Education - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **104 Green Run Collegiate Charter School** | | | | |
| Expenditures | | | | |
| School Green Run Collegiate Charter Instruction | 2,998,739 | 3,440,666 | 3,442,838 | 2,172 |
| School Green Run Collegiate Administration | 0 | 11,000 | 0 | (11,000) |
| School Green Run Collegiate Charter Transporation | 283,954 | 260,766 | 321,578 | 60,812 |
| School Green Run Collegiate Charter Oper & Maint | 233 | 19,400 | 0 | (19,400) |
| School Green Run Collegiate Charter Technology | 56,937 | 31,615 | 38,615 | 7,000 |
| Total Expenditures | 3,339,863 | 3,763,447 | 3,803,031 | 39,584 |
| Revenues | | | | |
| Transfers | 3,325,976 | 3,763,447 | 3,803,031 | 39,584 |
| Total Revenues | 3,325,976 | 3,763,447 | 3,803,031 | 39,584 |
| General City Support | 13,887 | 0 | 0 | 0 |
| **107 School Equipment Replacement Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Reserve for Contingencies | 0 | 170,193 | 1,088,036 | 917,843 |
| Total Expenditures | 0 | 170,193 | 1,088,036 | 917,843 |
| Revenues | | | | |
| Fund Balance | 6,734 | 170,193 | 1,088,036 | 917,843 |
| Total Revenues | 6,734 | 170,193 | 1,088,036 | 917,843 |
| General City Support | (6,734) | 0 | 0 | 0 |
| **108 School Instructional Technology Fund** | | | | |
| Expenditures | | | | |
| Instructional Technology | 0 | 79,579 | 260,244 | 180,665 |
| Total Expenditures | 0 | 79,579 | 260,244 | 180,665 |
| Revenues | | | | |
| Fund Balance | 95,873 | 79,579 | 260,244 | 180,665 |
| Total Revenues | 95,873 | 79,579 | 260,244 | 180,665 |
| General City Support | (95,873) | 0 | 0 | 0 |
| **109 School Vending Operations Fund** | | | | |
| Expenditures | | | | |
| School Vending Operations | 133,900 | 229,702 | 150,000 | (79,702) |
| Total Expenditures | 133,900 | 229,702 | 150,000 | (79,702) |
| Revenues | | | | |
| Fees | 137,287 | 192,550 | 144,000 | (48,550) |
| Fund Balance | 0 | 37,152 | 6,000 | (31,152) |
| Total Revenues | 137,287 | 229,702 | 150,000 | (79,702) |
| General City Support | (3,387) | 0 | 0 | 0 |

## Public Education - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **112 School Communication Tower Technology Fund** | | | | |
| Expenditures | | | | |
| Communication Tower Technology | 798,472 | 850,000 | 850,000 | 0 |
| Total Expenditures | 798,472 | 850,000 | 850,000 | 0 |
| Revenues | | | | |
| Fees | 521,779 | 510,000 | 510,000 | 0 |
| Fund Balance | 0 | 340,000 | 340,000 | 0 |
| Total Revenues | 521,779 | 850,000 | 850,000 | 0 |
| General City Support | 276,693 | 0 | 0 | 0 |
| **114 School Cafeteria Fund** | | | | |
| Expenditures | | | | |
| Food Services | 27,774,377 | 31,679,250 | 33,733,213 | 2,053,963 |
| Total Expenditures | 27,774,377 | 31,679,250 | 33,733,213 | 2,053,963 |
| Revenues | | | | |
| Fees | 10,950,385 | 11,995,988 | 11,954,253 | (41,735) |
| State | 651,642 | 500,000 | 500,000 | 0 |
| Federal | 18,348,393 | 18,086,468 | 19,333,672 | 1,247,204 |
| Fund Balance | 0 | 1,096,794 | 1,945,288 | 848,494 |
| Total Revenues | 29,950,420 | 31,679,250 | 33,733,213 | 2,053,963 |
| General City Support | (2,176,043) | 0 | 0 | 0 |
| **115 School Operating Fund** | | | | |
| Expenditures | | | | |
| Instruction | 533,454,352 | 560,175,629 | 570,250,577 | 10,074,948 |
| Administration, Attendance, and Health | 23,250,609 | 25,267,186 | 25,872,553 | 605,367 |
| Pupil Transportation | 35,507,682 | 35,940,046 | 36,910,951 | 970,905 |
| Operations and Maintenance | 85,761,385 | 90,017,261 | 91,094,755 | 1,077,494 |
| Technology | 32,108,454 | 31,782,368 | 34,597,083 | 2,814,715 |
| Debt Service | 0 | 45,417,364 | 42,421,657 | (2,995,707) |
| Transfer to Other Funds | 10,311,240 | 11,673,239 | 12,440,085 | 766,846 |
| Total Expenditures | 720,393,723 | 800,273,093 | 813,587,661 | 13,314,568 |
| Revenues | | | | |
| Fees | 2,754,790 | 3,518,341 | 3,518,341 | 0 |
| State | 333,368,316 | 347,161,821 | 348,069,568 | 907,747 |
| Federal | 13,464,377 | 12,669,684 | 12,670,337 | 653 |
| Transfers | 408,967,045 | 436,923,247 | 449,329,415 | 12,406,168 |
| Total Revenues | 758,554,528 | 800,273,093 | 813,587,661 | 13,314,568 |
| General City Support | (38,160,806) | 0 | 0 | 0 |

## Public Education - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **116 School Grants Fund** | | | | |
| Expenditures | | | | |
| School Grants | 42,635,583 | 58,856,748 | 61,486,650 | 2,629,902 |
| Total Expenditures | 42,635,583 | 58,856,748 | 61,486,650 | 2,629,902 |
| Revenues | | | | |
| Fees | 286,034 | 440,958 | 993,539 | 552,581 |
| State | 7,325,128 | 15,365,288 | 15,686,983 | 321,695 |
| Federal | 31,895,702 | 39,736,533 | 41,193,848 | 1,457,315 |
| Transfers | 3,128,719 | 3,313,969 | 3,612,280 | 298,311 |
| Total Revenues | 42,635,583 | 58,856,748 | 61,486,650 | 2,629,902 |
| General City Support | 0 | 0 | 0 | 0 |
| **117 School Textbook Fund** | | | | |
| Expenditures | | | | |
| Textbook | 6,895,497 | 5,179,602 | 6,206,584 | 1,026,982 |
| Total Expenditures | 6,895,497 | 5,179,602 | 6,206,584 | 1,026,982 |
| Revenues | | | | |
| Fees | 79,299 | 53,611 | 56,483 | 2,872 |
| State | 4,478,479 | 4,462,985 | 4,009,991 | (452,994) |
| Fund Balance | 0 | 663,006 | 2,140,110 | 1,477,104 |
| Total Revenues | 4,557,778 | 5,179,602 | 6,206,584 | 1,026,982 |
| General City Support | 2,337,719 | 0 | 0 | 0 |
| **119 School Athletic Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Athletics | 4,706,793 | 5,099,823 | 5,028,774 | (71,049) |
| Total Expenditures | 4,706,793 | 5,099,823 | 5,028,774 | (71,049) |
| Revenues | | | | |
| Fees | 526,139 | 504,000 | 504,000 | 0 |
| Transfers | 3,856,545 | 4,595,823 | 4,524,774 | (71,049) |
| Total Revenues | 4,382,684 | 5,099,823 | 5,028,774 | (71,049) |
| General City Support | 324,109 | 0 | 0 | 0 |
| **460 School General Revenue Capital Projects Fund** | | | | |
| Expenditures | | | | |
| School Capital Projects | 0 | 0 | 500,000 | 500,000 |
| Total Expenditures | 0 | 0 | 500,000 | 500,000 |
| Revenues | | | | |
| Transfers | 0 | 0 | 500,000 | 500,000 |
| Total Revenues | 0 | 0 | 500,000 | 500,000 |
| General City Support | 0 | 0 | 0 | 0 |

## Public Education - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **614 School Risk Management Fund** | | | | |
| Expenditures | | | | |
| School Risk Management | 6,370,155 | 6,805,724 | 6,805,724 | 0 |
| Total Expenditures | 6,370,155 | 6,805,724 | 6,805,724 | 0 |
| Revenues | | | | |
| Fees | 6,898,048 | 6,805,724 | 6,805,724 | 0 |
| Total Revenues | 6,898,048 | 6,805,724 | 6,805,724 | 0 |
| General City Support | (527,893) | 0 | 0 | 0 |
| **615 City and School Health Insurance Fund** | | | | |
| Expenditures | | | | |
| City and School Health Insurance | 133,012,371 | 155,908,780 | 157,467,867 | 1,559,087 |
| Total Expenditures | 133,012,371 | 155,908,780 | 157,467,867 | 1,559,087 |
| Revenues | | | | |
| Fees | 146,311,324 | 155,908,780 | 157,467,867 | 1,559,087 |
| Total Revenues | 146,311,324 | 155,908,780 | 157,467,867 | 1,559,087 |
| General City Support | (13,298,953) | 0 | 0 | 0 |
| Total Department Expenditure | 946,060,734 | 1,068,895,941 | 1,090,967,784 | 22,071,843 |
| Total Department Revenue | 997,378,016 | 1,068,895,941 | 1,090,967,784 | 22,071,843 |
| Total General City Support | (51,317,282) | 0 | 0 | 0 |

### Position Summary by Program

| | | | | |
|---|---|---|---|---|
| **104 Green Run Collegiate Charter School** | | | | |
| School Green Run Collegiate Charter Instruction | 39.30 | 39.30 | 39.30 | 0.00 |
| Total | 39.30 | 39.30 | 39.30 | 0.00 |
| **114 School Cafeteria Fund** | | | | |
| Food Services | 490.89 | 495.89 | 492.89 | -3.00 |
| Total | 490.89 | 495.89 | 492.89 | -3.00 |
| **115 School Operating Fund** | | | | |
| Instruction | 6,800.00 | 6,853.85 | 6,972.45 | 118.60 |
| Administration, Attendance, and Health | 279.80 | 280.30 | 281.30 | 1.00 |
| Pupil Transportation | 675.13 | 675.13 | 693.88 | 18.75 |
| Operations and Maintenance | 1,169.50 | 1,152.50 | 1,134.50 | -18.00 |
| Technology | 176.00 | 182.00 | 186.00 | 4.00 |
| Total | 9,100.43 | 9,143.78 | 9,268.13 | 124.35 |
| **116 School Grants Fund** | | | | |
| School Grants | 509.20 | 516.80 | 521.10 | 4.30 |
| Total | 509.20 | 516.80 | 521.10 | 4.30 |
| **117 School Textbook Fund** | | | | |
| Textbook | 1.50 | 1.50 | 1.50 | 0.00 |
| Total | 1.50 | 1.50 | 1.50 | 0.00 |

## Public Education - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **614 School Risk Management Fund** | | | | |
| School Risk Management | 7.00 | 4.00 | 4.00 | 0.00 |
| Total | 7.00 | 4.00 | 4.00 | 0.00 |
| **615 City and School Health Insurance Fund** | | | | |
| City and School Health Insurance | 6.50 | 6.50 | 6.50 | 0.00 |
| Total | 6.50 | 6.50 | 6.50 | 0.00 |
| Total Position Summary | 10,154.82 | 10,207.77 | 10,333.42 | 125.65 |
| **Expenditure Category by Department** | | | | |
| Personnel | 650,273,495 | 692,355,967 | 711,001,144 | 18,645,177 |
| Operating | 276,306,274 | 313,285,928 | 316,612,196 | 3,326,268 |
| Capital | 9,169,725 | 6,163,443 | 8,492,702 | 2,329,259 |
| Debt Service | 0 | 45,417,364 | 42,421,657 | (2,995,707) |
| Transfers | 10,311,240 | 11,673,239 | 12,440,085 | 766,846 |
| Total Expenditures: | 946,060,734 | 1,068,895,941 | 1,090,967,784 | 22,071,843 |
| **Revenue Category by Department** | | | | |
| From the Use of Money and Property | 1,183,678 | 1,032,361 | 1,059,483 | 27,122 |
| Charges for Services | 18,747,339 | 21,141,600 | 20,752,032 | (389,568) |
| Miscellaneous Revenue | 148,534,070 | 157,755,991 | 160,142,692 | 2,386,701 |
| State Shared Sales Tax | 75,228,750 | 73,718,340 | 75,344,490 | 1,626,150 |
| Other Sources from the Commonwealth | 270,594,815 | 293,771,754 | 292,922,052 | (849,702) |
| Revenue from the Federal Government | 63,708,472 | 70,492,685 | 73,197,857 | 2,705,172 |
| Transfers from Other Funds | 419,278,285 | 448,596,486 | 461,769,500 | 13,173,014 |
| Specific Fund Reserves | 102,608 | 2,386,724 | 5,779,678 | 3,392,954 |
| Total Revenue: | 997,378,016 | 1,068,895,941 | 1,090,967,784 | 22,071,843 |

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart

**Public Education**
**Positions = 10333.42**

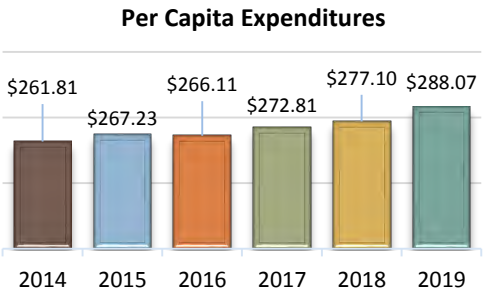
- **Administration, Attendance, and Health**
  Positions = 281.30
- **City and School Heath Insurance**
  Positions = 6.50
- **Instruction**
  Positions = 7011.75
- **Operations and Maintenance**
  Positions = 1134.50
- **Pupil Transportation**
  Positions = 693.88
- **School Cafeteria**
  Positions = 492.89
- **School Grants**
  Positions = 521.10
- **School Risk Management**
  Positions = 4.00
- **School Textbook**
  Positions = 1.50
- **Technology**
  Positions = 186.00

# PUBLIC UTILITIES

*The mission of the Department of Public Utilities is to provide public water, including water for fire protection and public sanitary sewer service to the urban areas of Virginia Beach. The goals of this department include: 1) to operate as a revenue-supported enterprise; 2) to provide quality public water and sanitary sewer service at reasonable costs; 3) to plan, build, operate and maintain facilities that meet community needs, environmental responsibilities and regulatory requirements; and 4) to develop an environment that fosters innovation and adaptability to meeting the needs of our customers.*

## Department Overview

The Department of Public Utilities provides water and sanitary sewer services to the residents of Virginia Beach. The water distribution system is part of the utility infrastructure that carries potable water from the water treatment plant and delivers it to customers. The system also provides water for fire protection through fire hydrants installed throughout the pipe network. The sanitary sewer system is the part of the utility infrastructure that carries wastewater from individual properties to one of two Hampton Roads Sanitation District sewer treatment plants in the city.




Public Utilities is primarily supported by a schedule of fees for water and sewer system connections and monthly charges for both water and sanitary sewer services. These charges are necessary to fund the water and sanitary sewer operations, capital improvement program, ensure continued compliance with state and federal laws and regulations, and ensure reliable, quality customer service. The combined Public Utilities and Public Works City Services Bill includes charges for water supply, service availability, utility tax, sanitary sewer service, as well as storm water and the solid waste collection fee for Public Works. The Water and Sewer Enterprise Fund issues debt through revenue bond sales and maintains a strong AAA bond rating.

The core services provided by Public Utilities are divided into the following areas:

**Engineering and Capital Construction**
Includes the review, development and implementation (project management and construction inspection) of the capital improvment program for the water and sanitary sewer systems; coordination of departmental efforts to reduce/eliminate sanitary sewer overflows to comply with the Clean Water Act and other requirements of the U.S. Environmental Protection Agency and the Virginia Department of Environmental Quality's 2007 Hampton Roads Regional consent order; assessment of the city's water supply needs; operation and maintenance of the Lake Gaston and Stumpy Lake supply projects; and provision of engineering technical support in other areas such as water quality, groundwater monitoring, map maintenance, record keeping, and regional water and sanitary sewer issues.

**Operations and Maintenance**
Includes provision of continuous 24-hour-per-day water supply services and the sanitary sewer service collection system to meet customer demands; monitoring, maintenance and repair of the city's water and sanitary sewer collection system including: 8 treated and 2 raw water pump stations, 12 water storage facilities, 412 sanitary sewer pump stations, 8,671 public fire hydrants, and other components of

the utility systems such as mains and laterals; protection of the utility systems by location of facilities in accordance with the Underground Utility Damage Prevention Act; compliance with the Safe Drinking Water Act by collecting and analyzing water samples on a monthly, quarterly, semi-annual, and annual basis; and flushing water distribution lines to maintain water quality.

**Business Operations**
Includes management of the department's customer call center that answers over 107,000 calls annually about water, sewer, storm water and waste collection services and billing, customer transactions for 139,487 accounts (i.e. account initiation, billings, payment arrangements, revenue collection), sending almost one million paper and electronic bill statements and delinquent notices annually for water, sewer, storm water and waste collection services, revenue collections exceeding $197 million annually for four services, completing field service orders to initiate and discontinue water service; ensures the fiscal intergrity and budgetary self-sufficiency of the water and sewer utility enterprise fund including compliance with the requirements of the Master Bond Resolution; administration of the Norfolk Water Services Contract; and production of various public education and awareness programs including water conservation, the Fats, Oils and Grease Program, and backflow prevention.

## Key Performance Measures

Goal: Maintain a Financially Sustainable City Providing Excellent Services

Means to Residents: Reliable city services that contributes to hassle-free daily living

83.9% of Respondents to the Citzen Survey satisfied with the city's drinking water and wastewater collection services

| | | | | |
|---|---|---|---|---|
| 3,265 sewer stoppages<br>12 overflows/ 100 miles of pipe<br>854,004 feet of main cleaned<br>900 FOG program inspections | 100% of water samples exceeding water quality standards | 133,900 active water connections<br>2,000 fire hydrants serviced | 1.3% water meter reading errar rate per 1,000 readings | 1,607,592 water meter readings<br>6,000 water meters replaced |

## Trends and Issues

- **Revising the Departmental Strategic Plan-**In FY 2018-19, Public Utilities is focusing on revising the departmental Strategic Plan and developing a Plan of Action and Milestones document to serve as the guide for programmatic and resource planning into the future. Specific areas of focus include identifying emerging opportunities and challenges faced by the department, developing and maintaining a qualified workforce, leveraging technology to improve efficiency of operations, and focusing on emergency planning and response to optimize organizational responsiveness and resiliency.

- **Technical Support Division**-Currently, technical resources are dispersed in three separate divisions in Public Utilities and report to three separate Division Managers. This approach, while effective in meeting a variety of division-specific technology-based initiatives, has resulted in sub-optimized departmental planning, communication, and resource allocation. Creation of a new Technical Support Division will provide a single Division Manager to develop and coordinate technology and application support on a department-wide basis. This will enable better alignment with departmental strategies, enhance optimal utilization of departmental technical resources and provide opportunities for cross-training and efficiency gains that we do not have under the current structure.

- **Reorganization of the Operations Division**-Public Utilities leadership has identified opportunities to enhance service and accountability in the Operations Division by redefining a vacant Engineer V position to a Utility Operations Supervisor who will oversee all day-to-day operations of division's five maintenance bureaus, including Water Distribution, Sewer Collection, Sewer Pump Stations, Electrical, and Meter Operations. This will provide for better coordination across the respective bureaus while enabling the operations-based Engineering group to focus on operational analysis of the public water and sewer systems and providing required technical support. In addition, in an effort to address span-of-control challenges and to enhance capabilities and responsiveness of the Electrical bureau, two existing positions have been reclassified to establish two Assistant Superintendents positions. This change has provided for improved supervisory coverage of a function that requires 24/7 coverage, 365 days a year, in a complex and potentially hazardous industrial environment.

- **Refined Focus on Departmental CIP Development and Coordination**-Public Utilities coordinates activities within the Water and Sewer sections of the Capital Improvement Program, which represents significant investment in facilities and infrastructure. The department is refining its approach to developing the CIP and effectively integrating available information from various sources such as condition assessment studies and the direct experience of utility mechanics and electrical staff. Additional focus on the CIP development process and planning will ensure better alignment with the revised strategic plan and optimized use of resources In addition, the department is placing additional emphasis on financial management activities associated with the CIP to improve the efficient and timely use of authorized funding. To this end, a departmental accountant is being allocated to support Engineering project managers with fiscal management to optimize available resources in maintaining and operating our public water and sanitary sewer systems.

- **Mobile Dispatching-** In April 2017, Public Utilities implemented a mobile dispatching solution within its service inspector and meter mechanic bureaus. Mobile dispatching is a wireless, internet-based mobile communication and field service tool that eliminates cumbersome and redundant processes required of paper work orders.

Depending on the time of year, the service inspectors and meter mechanics complete 1,200 to 2,200 work orders a week. With mobile dispatching, all work is received on an iPad, and work orders are automatically updated and closed in real time from the field as they are completed. This eliminates the need for returning paper work orders back to the office that must be manually updated after the fact. The elimination of manual updating has enabled Public Utilities to reassign office staff to address other departmental initiatives and needs, including increased workloads resulting from the city's recent transition to a monthly billing schedule, as well as other backlogged work.

This technology also optimizes resources to respond to emergencies or increased workloads by sending work orders to the closest available worker, based on physical location information gathered from the iPads. The Department plans to expand this technology to other divisions in the future.

- **Monthly Billing**- In July 2017, the Public Utilities and Public Works City Services Bill transitioned from bi-monthly to a monthly bill. A monthly billing schedule was recommended by a Council-appointed ad hoc committee appointed to address affordability concerns with the City Services Bill. A monthly billing schedule helps customers to better plan and budget for the expense of their City Services Bill, and follows the same schedule as other bills for utilities and services. In addition, a monthly bill provides customers with more timely information about water usage, and allows for earlier detection and prompt repair of plumbing leaks.

In order to implement monthly billing, Public Utilities had to double the number of meters read each month. In FY 2018-19, the Department will have fully transitioned the duty of manual meter reading to contractual services. The contractor is reading each meter at $0.725 per reading, providing a cost savings of approximately 25% for each meter read over FY 2016-17 costs and 40% savings from two years ago.

As a result, meter-reading positions in the Operations Division are being realigned. The realignment is discussed later in the "Major Budget Changes" section.

- **Vacuum Valve Monitoring System -** There are six service areas in the City that are served by vacuum sewer systems. Vacuum sewer systems are used when traditional gravity sewer is not feasible due to certain conditions such as high water tables or poor soils. Though highly reliable, vacuum sewer systems can be vulnerable to significant flooding. Vacuum sewer failures are usually associated with valves and valve controllers that become clogged with water or sand, preventing them from triggering the evacuation of wastewater from the vacuum pit.

In the last year, a vacuum sewer system improvement team was established to address operational issues experienced during 2016's Tropical Storm Julia and Hurricane Matthew, two historically significant rain events that occurred within a 20-day period. As a result, Public Utilities has instituted more rigorous preventive maintenance routines to optimize the performance and resiliency of the six vacuum sewer systems, and expanded the use of monitoring equipment that enables the Department to have real-time information of the operational status of individual components within the vacuum sewer service areas. This information will provide crews with the ability to quickly pinpoint problems and to make repairs in a timely manner. As a result of the team's efforts, Public Utilities identified a need for new capital equipment, five additional bypass pumps at $60,000 each and one additional large generator at an estimated cost of $70,000, necessary to operate sewer pump stations during widespread power outages for which existing bypass pumps and generators are inadequate. This equipment will provide operational flexibility during emergency conditions to restore sewer services more quickly.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| | Meter Reading moved to Contracted Services<br><br>-2.0 FTEs | This budget includes the transition of meter reading duties to contracted services. As a result, two full-time meter reader positions have been permanently eliminated in FY 2018-19. The remaining four filled meter reader positions are anticipated to be transitioned to other roles in the department. In the short term, these employees will install radio read meter equipment. Four other positions associated with meter reading are being reclassified to address departmental resource needs associated with strategic planning and reorganization efforts. |

| | | |
|---|---|---|
| ↑ | Rolling Stock | The budget includes a large number of vehicles that qualify for replacement in FY 2018-19. The total cost for rolling stock replacements is $3,266,700. This cost includes $370,000 for new rolling stock to address pump station outages. |

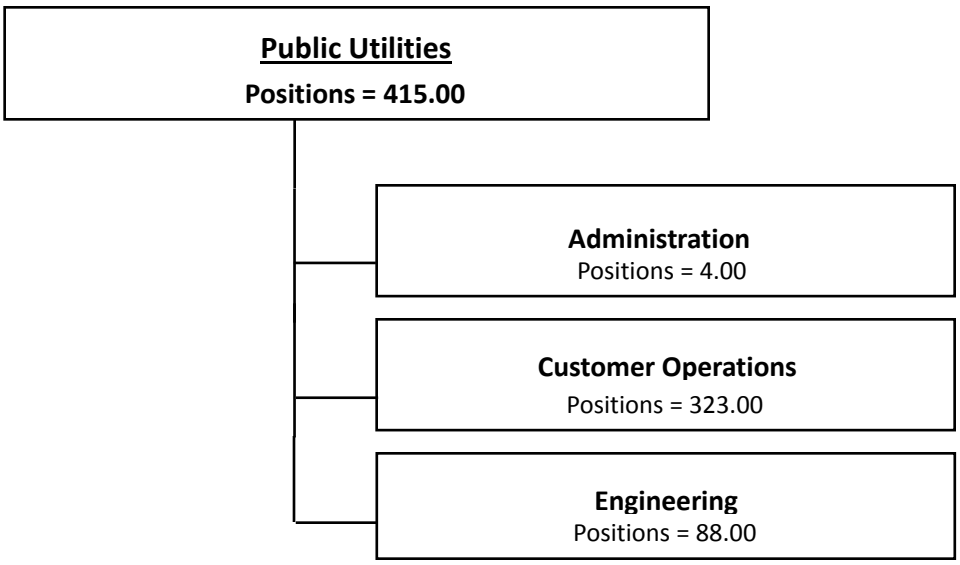
## Public Utilities - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **241 Water and Sewer Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 389,677 | 449,469 | 506,975 | 57,506 |
| Engineering | 9,028,993 | 10,651,299 | 10,898,802 | 247,503 |
| Lake Gaston Facilities | 2,079,524 | 3,278,393 | 3,327,940 | 49,547 |
| Water Services Contract | 24,721,565 | 25,789,880 | 26,730,000 | 940,120 |
| Retiree Health Care | 382,827 | 550,500 | 550,500 | 0 |
| Operations Administration | 4,730,460 | 6,065,426 | 6,212,881 | 147,455 |
| Water Distribution | 5,276,573 | 5,581,228 | 5,461,472 | (119,756) |
| Water Pump Stations | 5,497 | 0 | 0 | 0 |
| Meter Operations | 3,388,386 | 4,801,811 | 4,978,564 | 176,753 |
| Electrical Support | 1,492,608 | 1,633,921 | 1,655,727 | 21,806 |
| Sewer Collection | 6,532,720 | 8,174,615 | 8,053,876 | (120,739) |
| Sewer Pump Stations | 6,707,481 | 7,649,444 | 7,328,548 | (320,896) |
| Business Division | 7,006,146 | 9,811,174 | 9,666,636 | (144,538) |
| Debt Service | 2,824,810 | 21,794,421 | 21,796,096 | 1,675 |
| Reserve for Contingencies | 0 | 1,195,083 | 1,585,081 | 389,998 |
| Transfer to Other Funds | 17,448,153 | 18,499,445 | 22,761,825 | 4,262,380 |
| Total Expenditures | 92,015,420 | 125,926,109 | 131,514,923 | 5,588,814 |
| Revenues | | | | |
| Fees | 129,925,571 | 123,147,146 | 128,751,233 | 5,604,087 |
| Federal | 948,018 | 945,982 | 948,018 | 2,036 |
| Transfers | 1,497,095 | 1,832,981 | 1,815,672 | (17,309) |
| Total Revenues | 132,370,684 | 125,926,109 | 131,514,923 | 5,588,814 |
| General City Support | (40,355,265) | 0 | 0 | 0 |
| Total Department Expenditure | 92,015,420 | 125,926,109 | 131,514,923 | 5,588,814 |
| Total Department Revenue | 132,370,684 | 125,926,109 | 131,514,923 | 5,588,814 |
| Total General City Support | (40,355,265) | 0 | 0 | 0 |

| | | | | |
|---|---|---|---|---|
| **Position Summary by Program** | | | | |
| **241 Water and Sewer Fund** | | | | |
| Director's Office | 3.00 | 3.00 | 4.00 | 1.00 |
| Engineering | 88.00 | 88.00 | 88.00 | 0.00 |
| Operations Administration | 36.00 | 37.00 | 37.00 | 0.00 |
| Water Distribution | 48.00 | 46.00 | 46.00 | 0.00 |
| Meter Operations | 39.00 | 38.00 | 35.00 | -3.00 |
| Electrical Support | 17.00 | 19.00 | 19.00 | 0.00 |
| Sewer Collection | 62.00 | 62.00 | 62.00 | 0.00 |
| Sewer Pump Stations | 51.00 | 51.00 | 51.00 | 0.00 |
| Business Division | 70.00 | 73.00 | 73.00 | 0.00 |
| Total | 414.00 | 417.00 | 415.00 | -2.00 |
| Total Position Summary | 414.00 | 417.00 | 415.00 | -2.00 |

## Public Utilities - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Expenditure Category by Department** | | | | |
| Personnel | 29,695,354 | 32,126,086 | 31,661,683 | (464,403) |
| Operating | 40,928,963 | 48,301,802 | 49,145,873 | 844,071 |
| Capital | 472,199 | 3,324,959 | 3,850,065 | 525,106 |
| Debt Service | 7,877,003 | 21,795,921 | 21,797,596 | 1,675 |
| Reserves | 0 | 1,195,083 | 1,585,081 | 389,998 |
| Transfers | 17,448,153 | 18,499,445 | 22,761,825 | 4,262,380 |
| Depreciation and Bad Debt Expense | (4,406,253) | 682,813 | 712,800 | 29,987 |
| Total Expenditures: | 92,015,420 | 125,926,109 | 131,514,923 | 5,588,814 |
| **Revenue Category by Department** | | | | |
| From the Use of Money and Property | 1,248,113 | 535,148 | 742,891 | 207,743 |
| Charges for Services | 122,965,946 | 119,800,900 | 123,774,644 | 3,973,744 |
| Miscellaneous Revenue | 411,253 | 225,464 | 308,657 | 83,193 |
| Fines and Forfeitures | 150 | 0 | 0 | 0 |
| Revenue from the Federal Government | 948,018 | 945,982 | 948,018 | 2,036 |
| Non-Revenue Receipts | 5,300,110 | 2,585,634 | 3,925,041 | 1,339,407 |
| Transfers from Other Funds | 1,497,095 | 1,832,981 | 1,815,672 | (17,309) |
| Total Revenue: | 132,370,684 | 125,926,109 | 131,514,923 | 5,588,814 |


Public Utilities
Positions = 415.00
Administration
Positions = 4.00
Customer Operations
Positions = 323.00
Engineering
Positions = 88.00

# PUBLIC WORKS

*The mission of the skilled and professional people of the Department of Public Works is to provide total life cycle management of the public infrastructure and key essential services. We succeed through the proper management of programs and resources to enhance the health, safety, and welfare of the residents, businesses, and visitors of the City of Virginia Beach.*

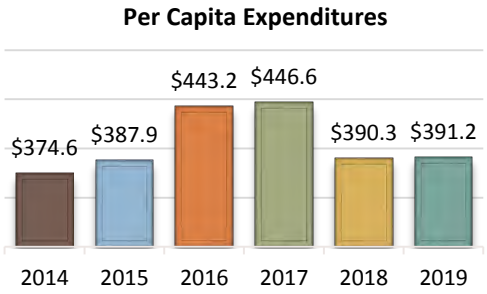
On May 15, 2018, the City Council adopted an amendment decreasing the Public Works Department's operating budget by $2,390,379 and reducing 10 authorized positions. This amendment was composed of the following adjustments.

- Decreased funding by $100,000 and eliminated one FTE in the Environmental Management Office.
- Decreased funding by $335,680 and eliminated two FTEs for the Storm Water Center of Excellence.
- Decreased funding by $483,667 and eliminated three FTEs for the Surface Water Regulatory Division.
- Decreased funding by $94,967 and eliminated one FTE for Storm Water Permit Data Management.
- Decreased funding by $100,545 and eliminated one FTE for Storm Water Construction Inspections
- Decreased funding by $725,832 and eliminated two FTEs for the Storm Water Management Facilities/Environmental Maintenance Crew
- Decreased the Storm Water Utility Fund Reserve for Future Commitments by $425,001
- Decreased the Storm Water Utility Fund Compensation Reserve by $124,687
- Eliminate the previously adopted 2.5¢ per day increase in the Storm Water ERU rate effective July 1, 2018, which reduced revenue in the Storm Water Utility Enterprise Fund by $2,290,379.
- Eliminate the $1 per month increase in the Waste Management fee, resulting in a decrease in revenue of $1,476,000 in the Waste Management Enterprise Fund.
- Increased Transfers from Other Funds to the Waste Management Enterprise Fund in the amount of $1,476,000.

## Department Overview

**Infrastructure Maintenance, Repairs and Asset Management**

This is the primary interface of the Public Works Department with the citizens and city employees. Public Works receives, records, investigates, and resolves reports of deficiencies that require maintenance, repair, and restoration. Assets managed include all city owned facilities; all roadways, bridges, curbs, gutters, sidewalks, storm water pipe, swales, roadside and off-road ditch network; storm water BMP inspections; public beaches; navigational maintenance dredging of waterways; traffic management operations, traffic signs, intersection traffic signals; mosquito control, reporting and mosquito population assessment. Public Works uses various asset management methods to determine necessary maintenance cycles; provides engineering design and solutions in support of maintenance; and administers architectural and engineering services on construction contracts.



**Capital Construction and Replacement**
This includes system planning, design, acquisition of property, project management, construction, and inspection of all new and replacement roadways, storm water, coastal, and building infrastructure, as well as parks and recreation and other large capital projects. Public Works develops project scopes, coordinates with numerous city, state, and federal agencies, coordinates with citizens, develops design plans that are functional, low maintenance, and ensures quality control during construction.

**Waste Management**
This includes long range planning, providing citywide residential solid waste collections, providing containers for residents to dispose of large quantities of yard debris, centralizing the city's recycling effort, operating a city landfill, and serving as the point of contact between the city and the Southeastern Public Service Authority (SPSA), which is the agency responsible for the regional waste disposal program.

**Automotive Services**
This provides both routine and preventive maintenance and full life cycle services to the city's rolling stock inventory of about 3,600 major pieces of equipment including automobiles, construction vehicles, fire and rescue apparatus, helicopters, boat motors, and generators. Automotive Services provides fuel and motor pool services to all city agencies.

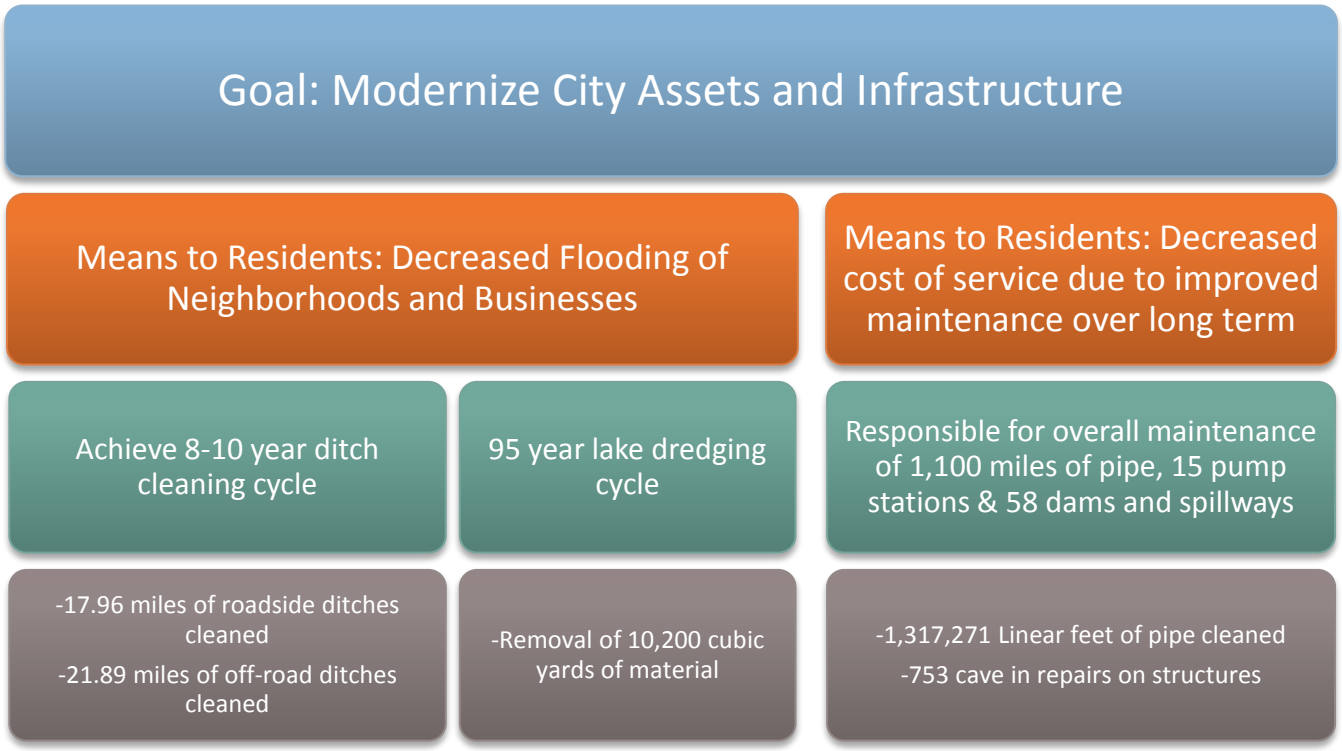
## Key Performance Measures

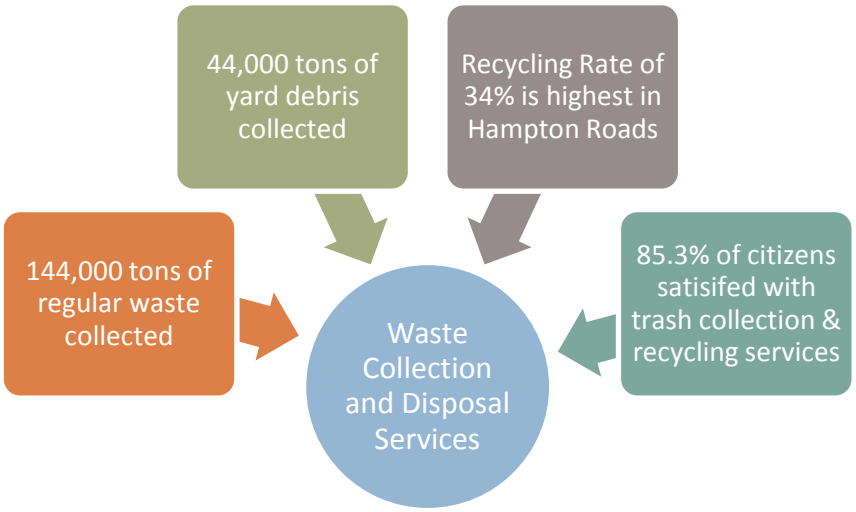
Goal: Improve the Transportation System

Means to Residents: Safer streets for automobile, pedestrians and bike travel Means to Residents: More predictable/ acceptable travel times "point A to point B"

40.3% of citizens are satisfied or very satisfied with the flow of traffic in the city

| | | | | |
|---|---|---|---|---|
| 83% street system meeting the minimum physical condition rating | Reconstruct 4 lane miles | 19% percent of lane miles in the two lowest grades for transportation efficiency | 29 year roadway resurfacing cycle | 123 lane miles resurfaced |




## Trends & Issues

- Storm Water's implementation of Virginia Pollutant Discharge Elimination System (VPDES) Municipal Separate Storm Sewer System (MS4) permit mandates will have an impact on the city for years to come. State and federal mandates will continue to become more stringent in the monitoring and reporting of pollutants that enter the waterways. With the renewal of each five-year permit, requirements tighten on the number of pollutants allowed to enter the waterways. Most significantly, implementation of the Chesapeake Bay pollution reductions are to be phased in with the first phase costing $10 million over five years. Phase II is anticipated to cost $75 million with Phase III estimated to cost an additional $250 million.

- In order to address the City's storm water system, City Council adopted a 2.5 cent rate increase over a five-year period to fund a 15 year $300 million plan in the Storm Water CIP. In FY 2018-19, the Storm Water Equivalent Residential Unit (ERU) Rate will increase from 45.8 cents per day to 48.3 cents per day. This 2.5-cent increase will result in homeowners paying an increase of $9.12 annually. This phased ERU increase is critical to the financing plan established in the Adopted FY 2017-18 Storm Water CIP, mitigate future flooding and to support requirements of the MS4 permit.

- The Proposed FY 2018-19 Waste Management budget includes a $1 increase from $23 per month to $24 per month in the Waste Collection fee. This fee increase and future fee increases will be necessary to ensure the sustainment and fiscal health of the Waste Management Enterprise Fund. FY 2017-18 was the final year of the 3 year planned General Fund Balance transfer for Southeastern Public Service Authority (SPSA) related costs. The General Fund transferred $5.7 million in FY 2017-18 for lost revenue related to SPSA reimbursement. At the end of the 3 year plan it was anticipated that the tipping fee would be reduced from $65 to $56. The new SPSA tipping rate is $65 resulting in an unforeseen shortfall. With the $1 fee increase, Waste Management will not be able to properly maintain existing operations or address capital replacement needs. The enterprise fund is still relatively new and lacking an adequate level of fund balance that is expected of enterprise funds.

- In recent years, the City has continued to experience growth in requirements for building maintenance services. Since 2001, the City has replaced 11 buildings with larger buildings and has constructed an additional 32 new buildings resulting in an additional 599,424 square feet of facilities to be maintained. The number of skilled tradesmen responsible for maintaining City buildings has not grown at a commensurate pace. As the City continues to add new buildings to the inventory, and the existing buildings continue to age and require additional maintenance, additional staffing will be needed to ensure that the City's buildings continue to be well maintained. To begin addressing this need, the City increased Facility Maintenance Staffing levels in the Adopted FY 2017-18 Operating Budget and the Proposed FY 2018-19 Operating Budget continues to address this need by adding additional Facility Maintenance Staff.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Increase of 5 FTEs and for Additional Construction Inspectors<br>Total Cost: $555,110 | Five additional Construction Inspector FTE's to support inspections services for construction projects throughout the City performed by Public Works. Three FTEs will be assigned to the Engineering Division and two FTEs will be assigned to the Operations Division. |
| ↑ | Increase of 4 Additional Maintenance Staff FTEs<br>Total Cost: $357,828 | Four additional Building Maintenance FTEs are included in Public Works Building Maintenance's FY 2018-19 Operating Budget. These positions include a Construction Inspector, Electrician, HVAC Mechanical Engineer, and Plumber to increase the level of maintenance provided throughout the year and reduce the existing backlog of facility maintenance needs. |
| ↑ | Increase of 2 FTEs for Storm Water Center of Excellence<br>Total Cost: $335,680 | This is the second phase of a three year phase-in plan to add FTEs for the Stormwater Center of Excellence. FY 2018-19 will see the addition of two Engineer IIIs. The Center of Excellence will focus on the components of the Storm Water Strategic Planning and the Special Services element of the Storm Water Center of Excellence. |
| ↑ | Increase of 1 Storm Water Construction | This is the second year of the approved three year phased plan to add FTEs to the Stormwater Engineering Center. The Construction Inspector III will work to ensure that the construction of the flood |

| | | |
|---|---|---|
| | Inspector FTE for Flood Control Projects<br>Total Cost: $100,545 | control projects in these neighborhoods is performed per the plans and specifications. |
| ↑ | Increase of 1 SW Permit Data Management Position FTE<br>Total Cost: $94,967 | Additional Engineer I is being added to the Storm Water Enterprise fund due to the technical level of data management and analysis that has evolved as the program strives to meet the requirements of the MS4 permit. |
| ↑ | Increase of 3 FTEs for Surface Water Regulatory Division<br>Total Cost: $483,667 | The MS4 permit has significantly increased the requirements by the City under the permit. These increased requirements will increase the staff workload for MS4 program management. The increase in the workload for the MS4 program management will necessitate the addition of ten new staff members to manage the program to maintain compliance. In FY 2017-18, four new FTEs were approved, FY 2018-19 will add three Engineer IIIs to help maintain compliance with the MS4 permit. |
| ↑ | Increase of 2 FTEs for Storm Water Environmental Maintenance Crew<br>Total Cost: $725,832 | For FY 2018-19, A Maintenance Supervisor and a Motor Equipment Operator III is being added to Stormwater for the creation of a Stormwater Management Facilities (SWMF)/Environmental Maintenance Crew. This crew will be responsible for performing the routine maintenance activities needed by each SWMF type. The SWMF includes, wet retention ponds, dry detention ponds, infiltration trenches, bio-infiltration systems, and specialized proprietary SWMF that have been constructed for the purposes storm water quality and in some cases water quantity protection. |
| ↑ | Increase of 1 Mechanic Supervisor FTE<br>Total Cost: $74,787 | Additional Mechanic Supervisor for generator mechanics, the Marine shop, and the Small Engine Shop mechanics. This position will be used to supervise and manage the five mechanics as well as the paperwork associated with the respective equipment repairs. |
| ↑ | Increase of $50,000 for Recycling Service at the Resort Area | Additional funding of $50,000 to fully fund the resort area recycling services. Resort area recycling services include recycle containers and daily service during the summer season along Atlantic Avenue. |
| ↑ | Increase of 3 FTEs for Environmental Management Office<br>Total Cost: $708,675 | Public Works has created a new Environmental Management Office for FY 2018-19. The positions for FY 2018-19 include one new Engineer IV who will oversee the compliance activities of the team. It will also include one new Engineer/Scientist III and one new Engineer/Scientist I. The three new positions will support several compliance areas that are separate but related to the Storm Water permit compliance activities. These activities include contract management for the city's hazardous waste generators to include routine disposal and both emergency and non-emergency spill cleanup activities. The budget proposal includes funding for the fees for the contractor to perform these activities on an annual recurring basis. The new positions will also oversee air quality compliance and contaminated lands review. |
| ↑ | Addition of 1 FTE and Contractual Staff for Collection Services at the Oceanfront<br>Total Cost: $283,919 | Additional trash collection and clean-up services are being added for Pacific Avenue. Funded within the FY 2018-19 budget is one Motor Equipment Operator, nine contractual staff positions and 40 trashcans/liners. This is being funded through the Tourism Investment Program fund. |

## Public Works - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Director's Office | 251,688 | 306,878 | 305,951 | (927) |
| Business Center | 6,791,501 | 7,128,046 | 7,112,164 | (15,882) |
| Contracts | 377,446 | 498,452 | 475,879 | (22,573) |
| Facilities Management | 1,041,551 | 1,516,092 | 1,481,171 | (34,921) |
| Energy Management | 192,750 | 204,801 | 206,575 | 1,774 |
| Environmental Management Office | 0 | 0 | 648,675 | 648,675 |
| Real Estate | 943,694 | 950,623 | 945,848 | (4,775) |
| Engineering Program Management | 791,268 | 1,247,769 | 849,707 | (398,062) |
| Surveys | 1,197,936 | 1,309,290 | 1,289,148 | (20,142) |
| Engineering Technical Support | 401,793 | 358,108 | 360,302 | 2,194 |
| Traffic Engineering | 1,234,745 | 1,518,442 | 1,534,948 | 16,506 |
| Transportation Program and Project Management | 1,738,674 | 1,494,985 | 1,721,251 | 226,266 |
| Engineering and Construction Management Services | 1,133,017 | 1,066,631 | 1,904,686 | 838,055 |
| Coastal Program and Project Management | 437,370 | 460,647 | 485,869 | 25,222 |
| Facilities Design and Construction | 814,509 | 828,468 | 808,706 | (19,762) |
| Street Light Installations | 115,106 | 510,000 | 510,000 | 0 |
| Operations Management Support | 1,012,802 | 1,156,731 | 1,146,410 | (10,321) |
| Technical Services and Asset Management | 758,098 | 1,467,353 | 1,970,608 | 503,255 |
| Infrastructure Maintenance Contracts | 618,730 | 756,574 | 937,294 | 180,720 |
| Infrastructure Maintenance Support | 851,570 | 992,047 | 998,076 | 6,029 |
| Street Maintenance | 24,507,931 | 15,941,095 | 15,930,681 | (10,414) |
| Dredge Maintenance | 1,433,847 | 1,657,663 | 1,656,177 | (1,486) |
| Mosquito Control | 3,752 | 0 | 0 | 0 |
| Traffic Management Operations | 5,195,579 | 5,196,756 | 5,073,838 | (122,918) |
| Bridge Maintenance | 451,310 | 728,388 | 713,745 | (14,643) |
| Beach Operations Residential Beaches | 389,932 | 357,263 | 353,502 | (3,761) |
| Building Maintenance Management and Support | 7,963,788 | 8,609,180 | 8,621,096 | 11,916 |
| Electrical | 1,628,907 | 1,834,311 | 1,961,097 | 126,786 |
| Heat and Air Conditioning | 2,046,275 | 2,045,896 | 2,159,854 | 113,958 |
| General Maintenance | 3,249,301 | 3,434,663 | 3,550,714 | 116,051 |
| Custodial | 4,300,951 | 4,257,266 | 4,232,022 | (25,244) |
| Resort Building Maintenance | 436,993 | 607,726 | 608,258 | 532 |
| Total Expenditures | 72,312,814 | 68,442,144 | 70,554,252 | 2,112,108 |
| Revenues | | | | |
| Fees | 134,461 | 717,040 | 717,040 | 0 |
| State | 42,632,973 | 42,629,019 | 43,191,110 | 562,091 |
| Transfers | 2,373,498 | 2,402,018 | 2,403,071 | 1,053 |
| Total Revenues | 45,140,932 | 45,748,077 | 46,311,221 | 563,144 |
| General City Support | 27,171,882 | 22,694,067 | 24,243,031 | 1,548,964 |

## Public Works - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **151 Parks and Recreation Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Recreation Centers Building Maintenance | 2,636,174 | 3,100,000 | 3,235,299 | 135,299 |
| Total Expenditures | 2,636,174 | 3,100,000 | 3,235,299 | 135,299 |
| Revenues | | | | |
| Local Taxes | 2,630,871 | 3,100,000 | 3,235,299 | 135,299 |
| Total Revenues | 2,630,871 | 3,100,000 | 3,235,299 | 135,299 |
| General City Support | 5,303 | 0 | 0 | 0 |
| **152 Tourism Investment Program Fund** | | | | |
| Expenditures | | | | |
| TIP - Recycling | 90,637 | 52,000 | 102,000 | 50,000 |
| TIP Beach Operations | 1,710,485 | 2,093,268 | 2,224,105 | 130,837 |
| TIP Resort Building Maintenance | 478,881 | 587,708 | 582,159 | (5,549) |
| Total Expenditures | 2,280,003 | 2,732,976 | 2,908,264 | 175,288 |
| Revenues | | | | |
| Local Taxes | 2,514,052 | 2,732,976 | 2,908,264 | 175,288 |
| Transfers | 13,695 | 0 | 0 | 0 |
| Total Revenues | 2,527,747 | 2,732,976 | 2,908,264 | 175,288 |
| General City Support | (247,744) | 0 | 0 | 0 |
| **157 Sandbridge Special Service District Spec Rev Fd** | | | | |
| Expenditures | | | | |
| Sandbridge Beach Operation | 0 | 972,695 | 844,490 | (128,205) |
| Total Expenditures | 0 | 972,695 | 844,490 | (128,205) |
| Revenues | | | | |
| Local Taxes | 0 | 972,695 | 844,490 | (128,205) |
| Total Revenues | 0 | 972,695 | 844,490 | (128,205) |
| General City Support | 0 | 0 | 0 | 0 |
| **179 Multimodal Transportation Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Reserve for Contingencies | 20,000,000 | 0 | 0 | 0 |
| Transfer to Other Funds | 10,517,959 | 0 | 0 | 0 |
| Total Expenditures | 30,517,959 | 0 | 0 | 0 |
| Revenues | | | | |
| Local Taxes | 26,057,043 | 0 | 0 | 0 |
| Total Revenues | 26,057,043 | 0 | 0 | 0 |
| General City Support | 4,460,916 | 0 | 0 | 0 |

## Public Works - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Public Works - Grants | 15,000 | 20,000 | 20,000 | 0 |
| Total Expenditures | 15,000 | 20,000 | 20,000 | 0 |
| Revenues | | | | |
| State | (71,480) | 0 | 0 | 0 |
| Federal | (282,834) | 20,000 | 20,000 | 0 |
| Total Revenues | (354,314) | 20,000 | 20,000 | 0 |
| General City Support | 369,314 | 0 | 0 | 0 |
| **254 Waste Management Enterprise Fund** | | | | |
| Expenditures | | | | |
| WM Program Support | 864,855 | 1,299,177 | 1,385,574 | 86,397 |
| WM Bureau of Waste Disposal | 19,023,331 | 15,279,454 | 11,506,637 | (3,772,817) |
| WM Bureau of Waste Collection | 13,677,105 | 14,113,730 | 13,828,451 | (285,279) |
| WM Yard Debris & Hazardous Household Waste | 1,635,176 | 1,771,150 | 2,154,069 | 382,919 |
| WM Recycling | 4,946,496 | 4,857,548 | 4,452,373 | (405,175) |
| Retiree Health Insurance | 145,178 | 173,929 | 173,929 | 0 |
| WM Reserve for Contingencies | 0 | 27,890 | 169,944 | 142,054 |
| Transfer to Other Funds | 2,818,909 | 2,988,429 | 2,986,789 | (1,640) |
| Total Expenditures | 43,111,051 | 40,511,307 | 36,657,766 | (3,853,541) |
| Revenues | | | | |
| Fees | 35,393,035 | 34,754,266 | 35,136,766 | 382,500 |
| State | 43,950 | 45,000 | 45,000 | 0 |
| Transfers | 10,062,505 | 5,712,041 | 1,476,000 | (4,236,041) |
| Total Revenues | 45,499,489 | 40,511,307 | 36,657,766 | (3,853,541) |
| General City Support | (2,388,438) | 0 | 0 | 0 |

## Public Works - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **255 Storm Water Utility Enterprise Fund** | | | | |
| Expenditures | | | | |
| SWU - Project Management | 2,092,664 | 3,141,999 | 3,207,764 | 65,765 |
| SWU - Operations and Maintenance | 14,109,164 | 13,515,127 | 13,684,483 | 169,356 |
| SWU - Inspections and Environmental Spill Response | 544,886 | 1,176,095 | 910,152 | (265,943) |
| SWU - Street Sweeping | 2,843,892 | 2,975,724 | 2,972,784 | (2,940) |
| SWU - Construction and Engineering | 1,563,186 | 1,960,167 | 1,939,536 | (20,631) |
| SWU - Surface Water Regulatory Compliance | 916,461 | 1,479,116 | 1,470,136 | (8,980) |
| SWU - Mosquito Control | 2,306,210 | 2,636,406 | 2,613,716 | (22,690) |
| Retiree Health Insurance | 175,693 | 177,092 | 177,092 | 0 |
| Debt Service | 1,586,546 | 3,543,563 | 3,955,648 | 412,085 |
| Debt Service (General) | (79,515) | 0 | 0 | 0 |
| Reserve for Contingencies | 0 | 629,582 | 161,064 | (468,518) |
| Transfer to Other Funds | 10,517,073 | 10,716,746 | 11,309,761 | 593,015 |
| Total Expenditures | 36,576,261 | 41,951,617 | 42,402,136 | 450,519 |
| Revenues | | | | |
| Fees | 40,542,189 | 41,654,147 | 42,104,666 | 450,519 |
| Federal | 266,264 | 267,597 | 267,597 | 0 |
| Transfers | 29,873 | 29,873 | 29,873 | 0 |
| Total Revenues | 40,838,326 | 41,951,617 | 42,402,136 | 450,519 |
| General City Support | (4,262,065) | 0 | 0 | 0 |
| **606 City Garage Internal Service Fund** | | | | |
| Expenditures | | | | |
| Automotive Services | 12,134,843 | 13,444,616 | 13,608,480 | 163,864 |
| Motor Pool | 255,133 | 150,623 | 157,876 | 7,253 |
| Reserve for Contingencies | 0 | 46,069 | 124,228 | 78,159 |
| Total Expenditures | 12,389,976 | 13,641,308 | 13,890,584 | 249,276 |
| Revenues | | | | |
| Fees | 13,196,546 | 13,641,308 | 13,890,584 | 249,276 |
| Total Revenues | 13,196,546 | 13,641,308 | 13,890,584 | 249,276 |
| General City Support | (806,571) | 0 | 0 | 0 |
| **610 Capital Projects Internal Service Fund** | | | | |
| Expenditures | | | | |
| Capital Projects - PW Light Rail Office | 25,169 | 0 | 0 | 0 |
| Capital Projects - PW Energy | 16,676 | 50,857 | 0 | (50,857) |
| Capital Projects - Public Works | 270,166 | 328,668 | 0 | (328,668) |
| Total Expenditures | 312,011 | 379,525 | 0 | (379,525) |
| Revenues | | | | |
| Fees | 312,011 | 379,525 | 0 | (379,525) |
| Total Revenues | 312,011 | 379,525 | 0 | (379,525) |
| General City Support | 0 | 0 | 0 | 0 |

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **616 Fuels Internal Service Fund** | | | | |
| Expenditures | | | | |
| Fuels | 4,030,623 | 5,638,349 | 5,681,880 | 43,531 |
| Total Expenditures | 4,030,623 | 5,638,349 | 5,681,880 | 43,531 |
| Revenues | | | | |
| Fees | 4,145,307 | 5,638,349 | 5,673,574 | 35,225 |
| Fund Balance | 0 | 0 | 8,306 | 8,306 |
| Total Revenues | 4,145,307 | 5,638,349 | 5,681,880 | 43,531 |
| General City Support | (114,685) | 0 | 0 | 0 |
| Total Department Expenditure | 204,181,871 | 177,389,921 | 176,194,671 | (1,195,250) |
| Total Department Revenue | 179,993,959 | 154,695,854 | 151,951,640 | (2,744,214) |
| Total General City Support | 24,187,912 | 22,694,067 | 24,243,031 | 1,548,964 |

**Position Summary by Program**

| | | | | |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Director's Office | 2.00 | 2.00 | 2.00 | 0.00 |
| Business Center | 10.00 | 9.00 | 9.00 | 0.00 |
| Contracts | 7.00 | 7.00 | 7.00 | 0.00 |
| Facilities Management | 8.00 | 14.00 | 14.00 | 0.00 |
| Energy Management | 2.00 | 2.00 | 2.00 | 0.00 |
| Environmental Management Office | 0.00 | 0.00 | 2.00 | 2.00 |
| Real Estate | 11.00 | 11.00 | 11.00 | 0.00 |
| Engineering Program Management | 9.00 | 12.00 | 8.00 | -4.00 |
| Surveys | 16.00 | 16.00 | 16.00 | 0.00 |
| Engineering Technical Support | 3.00 | 3.00 | 3.00 | 0.00 |
| Traffic Engineering | 14.00 | 15.00 | 15.00 | 0.00 |
| Transportation Program and Project Management | 15.00 | 13.00 | 15.00 | 2.00 |
| Engineering and Construction Management Services | 11.00 | 10.00 | 17.00 | 7.00 |
| Coastal Program and Project Management | 4.00 | 4.00 | 4.00 | 0.00 |
| Facilities Design and Construction | 7.00 | 7.00 | 7.00 | 0.00 |
| Operations Management Support | 13.00 | 13.00 | 13.00 | 0.00 |
| Technical Services and Asset Management | 8.00 | 9.00 | 9.00 | 0.00 |
| Infrastructure Maintenance Contracts | 7.00 | 7.00 | 9.00 | 2.00 |
| Infrastructure Maintenance Support | 9.00 | 11.88 | 11.88 | 0.00 |
| Street Maintenance | 60.00 | 59.00 | 59.00 | 0.00 |
| Dredge Maintenance | 21.00 | 21.00 | 21.00 | 0.00 |
| Traffic Management Operations | 42.88 | 42.00 | 42.00 | 0.00 |
| Bridge Maintenance | 7.00 | 7.00 | 7.00 | 0.00 |
| Beach Operations Residential Beaches | 4.00 | 4.00 | 4.00 | 0.00 |
| Building Maintenance Management and Support | 14.00 | 15.00 | 16.00 | 1.00 |
| Electrical | 21.00 | 21.00 | 22.00 | 1.00 |
| Heat and Air Conditioning | 22.00 | 22.00 | 23.00 | 1.00 |
| General Maintenance | 39.00 | 42.00 | 43.00 | 1.00 |
| Custodial | 58.00 | 57.00 | 57.00 | 0.00 |

## Public Works - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **002 General Fund** | | | | |
| Resort Building Maintenance | 3.00 | 3.00 | 3.00 | 0.00 |
| Total | 447.88 | 458.88 | 471.88 | 13.00 |
| **151 Parks and Recreation Special Revenue Fund** | | | | |
| Recreation Centers Building Maintenance | 4.00 | 4.00 | 4.00 | 0.00 |
| Total | 4.00 | 4.00 | 4.00 | 0.00 |
| **152 Tourism Investment Program Fund** | | | | |
| TIP Beach Operations | 10.00 | 10.00 | 11.00 | 1.00 |
| TIP Resort Building Maintenance | 8.00 | 8.00 | 8.00 | 0.00 |
| Total | 18.00 | 18.00 | 19.00 | 1.00 |
| **157 Sandbridge Special Service District Spec Rev Fd** | | | | |
| Sandbridge Beach Operation | 0.00 | 3.00 | 3.00 | 0.00 |
| Total | 0.00 | 3.00 | 3.00 | 0.00 |
| **254 Waste Management Enterprise Fund** | | | | |
| WM Program Support | 14.00 | 14.00 | 14.00 | 0.00 |
| WM Bureau of Waste Disposal | 10.00 | 10.00 | 10.00 | 0.00 |
| WM Bureau of Waste Collection | 125.00 | 125.00 | 125.00 | 0.00 |
| WM Yard Debris & Hazardous Household Waste | 5.00 | 5.00 | 5.00 | 0.00 |
| WM Recycling | 3.00 | 3.00 | 3.00 | 0.00 |
| Total | 157.00 | 157.00 | 157.00 | 0.00 |
| **255 Storm Water Utility Enterprise Fund** | | | | |
| SWU - Project Management | 19.00 | 25.00 | 26.00 | 1.00 |
| SWU - Operations and Maintenance | 96.00 | 99.00 | 100.00 | 1.00 |
| SWU - Inspections and Environmental Spill Response | 7.00 | 12.00 | 11.00 | -1.00 |
| SWU - Street Sweeping | 6.00 | 3.00 | 3.00 | 0.00 |
| SWU - Construction and Engineering | 20.00 | 19.00 | 19.00 | 0.00 |
| SWU - Surface Water Regulatory Compliance | 8.00 | 11.00 | 11.00 | 0.00 |
| SWU - Mosquito Control | 34.00 | 34.00 | 34.00 | 0.00 |
| Total | 190.00 | 203.00 | 204.00 | 1.00 |
| **606 City Garage Internal Service Fund** | | | | |
| Automotive Services | 78.00 | 79.00 | 80.00 | 1.00 |
| Total | 78.00 | 79.00 | 80.00 | 1.00 |
| **610 Capital Projects Internal Service Fund** | | | | |
| Capital Projects - PW Light Rail Office | 5.00 | 0.00 | 0.00 | 0.00 |
| Capital Projects - Public Works | 3.00 | 3.00 | 0.00 | -3.00 |
| Total | 8.00 | 3.00 | 0.00 | -3.00 |
| Total Position Summary | 902.88 | 925.88 | 938.88 | 13.00 |

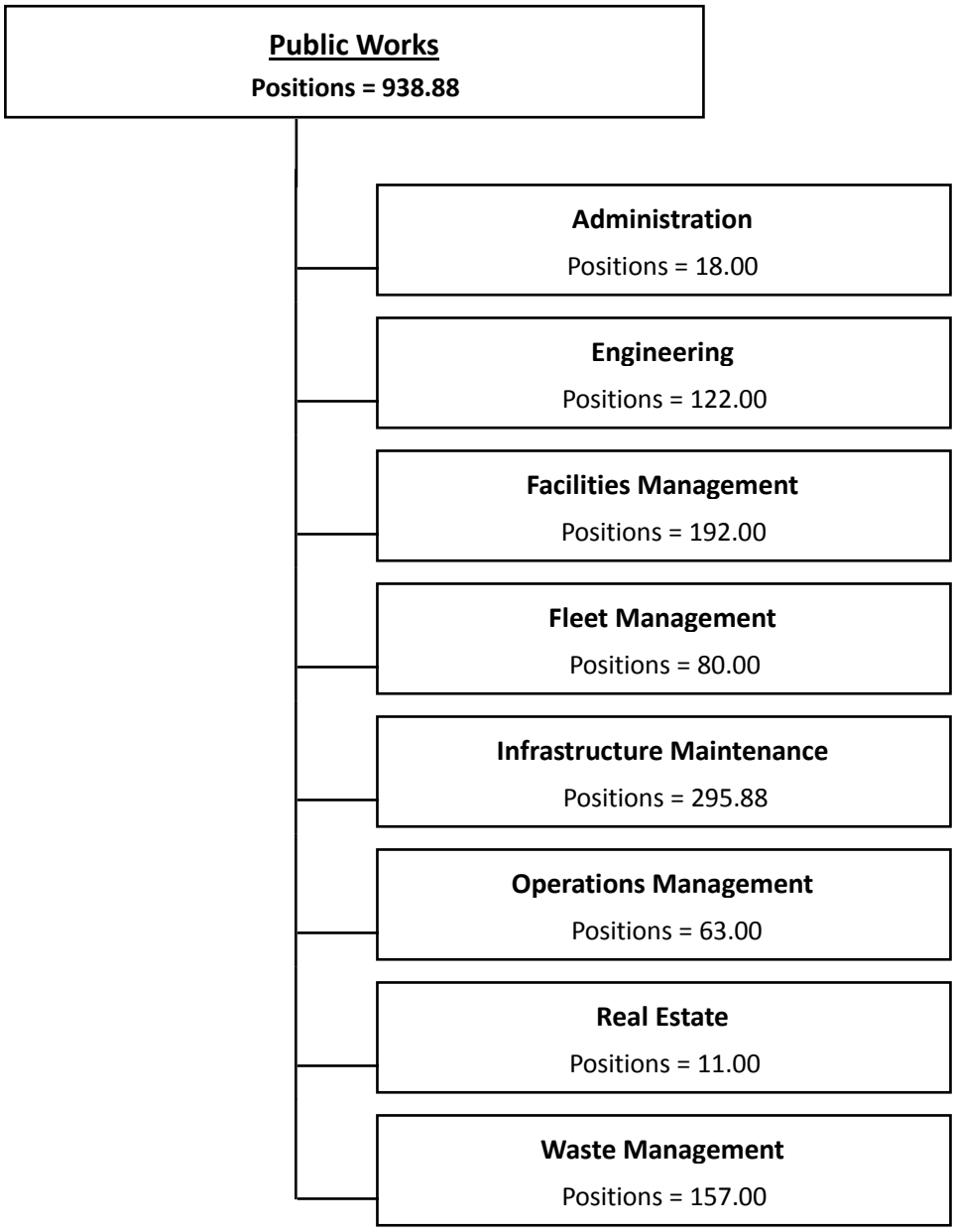
## Public Works - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Expenditure Category by Department** | | | | |
| Personnel | 61,415,327 | 67,150,792 | 68,255,943 | 1,105,151 |
| Operating | 113,179,040 | 87,072,433 | 84,880,935 | (2,191,498) |
| Capital | 4,214,359 | 5,126,775 | 4,150,368 | (976,407) |
| Debt Service | 1,623,898 | 3,543,563 | 3,955,648 | 412,085 |
| Reserves | 0 | 721,183 | 455,236 | (265,947) |
| Transfers | 23,853,941 | 13,705,175 | 14,296,550 | 591,375 |
| Depreciation and Bad Debt Expense | (104,694) | 70,000 | 199,991 | 129,991 |
| Total Expenditures: | 204,181,871 | 177,389,921 | 176,194,671 | (1,195,250) |
| **Revenue Category by Department** | | | | |
| Real Estate | 24,399,566 | 3,100,000 | 3,235,299 | 135,299 |
| Automobile License | 1,685,770 | 0 | 0 | 0 |
| Hotel Room Tax | 2,514,052 | 3,705,671 | 3,752,754 | 47,083 |
| Restaurant Meal Tax | 2,602,579 | 0 | 0 | 0 |
| Permits, Privilege Fees, and Regulatory Licenses | 119,735 | 113,000 | 113,000 | 0 |
| From the Use of Money and Property | 600,228 | 215,000 | 216,500 | 1,500 |
| Charges for Services | 91,668,831 | 94,877,349 | 95,538,844 | 661,495 |
| Miscellaneous Revenue | 1,334,756 | 1,579,286 | 1,654,286 | 75,000 |
| Other Sources from the Commonwealth | 42,605,442 | 42,674,019 | 43,236,110 | 562,091 |
| Revenue from the Federal Government | (16,570) | 287,597 | 287,597 | 0 |
| Transfers from Other Funds | 12,479,571 | 8,143,932 | 3,908,944 | (4,234,988) |
| Specific Fund Reserves | 0 | 0 | 8,306 | 8,306 |
| Total Revenue: | 179,993,959 | 154,695,854 | 151,951,640 | (2,744,214) |

**Resource Summary Notes**

Three FTEs moved from the 610 fund into the General Fund portion of Public Works. An FTE was moved out of the General Fund portion of Public Works to the Storm Water Enterprise Fund. This results in a net increase of 2 additional FTEs for the General Fund.

## City of Virginia Beach
## Fiscal Year 2019 Department Organizational Chart



# SHERIFF'S OFFICE

*The mission of the Sheriff's Office is to provide for the public safety of the citizens of Virginia Beach through the efficient and professional operations of the Sheriff's Office as provided for in the Constitution and the Code of Virginia.*

## Department Overview

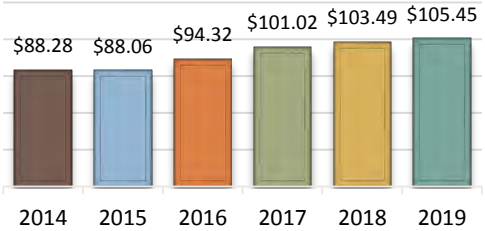
The Sheriff's Office is funded through a combination of state, local, and federal revenues. State funding is based on the requirements stipulated in the Code of Virginia. Local funds are currently provided by the city for Central Booking, Workforce Services, state employee salary supplements, and overall jail support. Federal revenues are tied to the number of Federal inmates housed in the facility. The services provided by the Sheriff's Office are divided into two primary divisions:

**The Administrative Division**

Administration - Provides personnel, training, financial administration, accreditation and compliance for the Office as well as program development.

Court Support - Provides security and order in the various Virginia Beach courts, and processes and serves civil documents.

**Per Capita Expenditures**




**The Operations Division**

Correctional Operations - Provides for the care and custody of persons placed in the Correctional Center. The functions include safety and security, providing food and medical care during incarceration, and access to educational and work opportunities.

Central Booking - Processes all offenders for all law enforcement agencies utilizing the Correctional Center. This involves fingerprinting and photographing. This is a contract between the City and Sheriff's Office and is 100% locally funded.

Inmate Services - Provides additional services to inmates financed by inmate fees. These services include GED classes, substance abuse counseling, and provision of Alcoholics and Narcotics Anonymous.

Workforce Services - Utilizes inmate labor to provide various services to the community at little cost, while providing inmates with the opportunity to learn a skill and self-development.

## Key Performance Measures

Goal: Be the Safest City in the Nation

Means to Residents: Feeling safe and secure within Virginia Beach --any place, anytime

88% of residents agreed Virginia Beach, in general, is a safe place to live

Approximately 130,000 civil process documents served & 25,000 arrestees processed

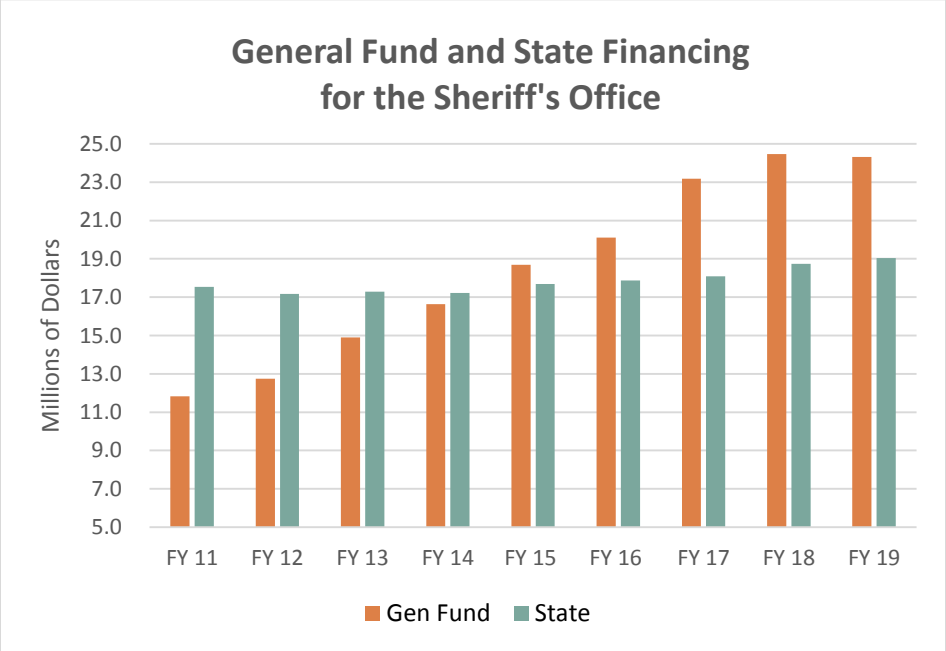
Security provided for 23 courtrooms

Daily cost per inmate approximately $80 with an average daily population of 1,450

## Trends & Issues

- **City and State Financing**

  The state funding includes amounts from the state Compensation Board and the Department of Corrections. As shown on the chart, state financing has remained relatively steady averaging $17.8 million per year. Meanwhile, there is an increasing trend in city (General Fund) financing starting with $11.8 million in FY 2010-11 to $24.3 million in FY 2018-19, an annual growth rate of 9.4%. In addition, the city has also funded in the capital improvement program $1.036 million for the Sheriff Inmate Tracking and Status Monitoring capital project.




- **City Supplements**

  The State Compensation Board has authorized 431 state positions for the Sheriff's Office. The Approved FY 2017-18 Compensation Board budget is used as the basis for preparing the Sheriff's

Office FY 2018-19 budget for the state-funded positions. The Compensation Board has budgeted an average of $33,083 for salaries, and $3,328 for fringe benefits, for a total of $36,411 per position. As with the majority of localities, Virginia Beach supplements the salaries of the Compensation Board positions to attract applicants. For these positions, the city has budgeted an average of $52,267 for salaries and $18,426 for fringes for a total of $70,693. The Code of Virginia requires the city to provide the appointees of the Sheriff's Office with the same fringe benefits that are provided to city employees. The average city supplement of $34,282 equates to 94.2% over the state compensation amount. A comparison of the average state and city compensation is shown below.

| Cost Element | Average State Compensation | Average City Compensation | City Supplement |
|---|---|---|---|
| Salary | $ 33,083 | $ 52,267 | $19,184 |
| Fringes | 3,328 | 18,426 | 15,098 |
| Total | $ 36,411 | $70,693 | $34,282 |

**Inmates Medical Care**

Medical care for inmates is the single largest expense item in the Sheriff's Office Operating Budget. Medical services are provided through a medical contractor and budgeted at $6.01 million for FY 2019. The contract terms place an annual cap of $20,000 for hospitalization services for each inmate per illness or injury. Any costs incurred by the health contractor beyond that cap would have to be reimbursed by the city.

Additional costs are incurred due to the increased number of inmates with mental illness. The Virginia Beach Correctional Center is increasingly being used as an alternative to local mental health services. The Correctional Center was not designed, nor equipped to provide the necessary mental health care to inmates. This results in the need to transport inmates in need of such services outside the facility for specialized treatment. The ratio of deputies needed to adequately supervise the inmate population in need of mental health services is often one-to-one, leaving other areas of the Correctional Center short-staffed.

All inmates that are transported to medical appointments and/or hospitalized must be in the custody of a deputy. All hospital watches require at least one-on-one custody. The increased demand has contributed to high overtime costs and greater workload on staff.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | Additional three Deputies for the Medical Program<br>Cost: $231,927<br>FTEs: 3.00 | Adds three Deputies for inmate medical care: one Lieutenant to assist the Sheriff with quality control of medical contractor services; one Corporal and one Deputy to provide secure escorting of medical personnel and inmate to and from services areas for inmates receiving medical and mental health services. |
| ↑ | Addition of a Business Application Specialist<br>Total Cost: $71,652<br>FTEs: 1.00 | A Business Application Specialist position will act as a liaison with the city's Information Technology Department involving specific technology associated with the jail management system. This position will act as the subject matter expert (SME) and develop new business practices as it related to the department's technology needs. |
| ↑ | Increased funding for purchase of an ADA Compliant Van<br>Cost: $37,000 | Provides funding for an ADA compliant van for transportation of inmates with disabilities. This will avoid the need for the Transportation Division's having to contract with local ADA compliant transportation companies to utilize their vans. |

## Sheriff's Office - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **141 Sheriff's Federal & State Seized Assets SRF** | | | | |
| Expenditures | | | | |
| DEA - Sheriffs Department | 63,080 | 0 | 0 | 0 |
| Total Expenditures | 63,080 | 0 | 0 | 0 |
| Revenues | | | | |
| Fees | 96 | 0 | 0 | 0 |
| Total Revenues | 96 | 0 | 0 | 0 |
| General City Support | 62,984 | 0 | 0 | 0 |
| **149 Sheriff's Department Special Revenue Fund** | | | | |
| Expenditures | | | | |
| Sheriff's Office | 2,500,013 | 3,250,738 | 3,280,600 | 29,862 |
| Court Support Services | 4,661,288 | 4,811,106 | 5,044,742 | 233,636 |
| Correctional Operations | 32,815,825 | 30,465,474 | 30,644,197 | 178,723 |
| Sheriff's Care Mart | 316,014 | 441,089 | 514,104 | 73,015 |
| Centralized Booking | 3,167,722 | 3,111,044 | 3,261,970 | 150,926 |
| Sheriff's Workforce | 1,213,503 | 1,238,147 | 1,186,634 | (51,513) |
| Inmate Support | 253,093 | 2,589,389 | 2,620,088 | 30,699 |
| Inmate Services | 548,656 | 44,205 | 671 | (43,534) |
| Law Enforcement Training | 269,555 | 1,473,399 | 1,589,523 | 116,124 |
| Reserve for Contingencies | 0 | 491,743 | 0 | (491,743) |
| Total Expenditures | 45,745,669 | 47,916,334 | 48,142,529 | 226,195 |
| Revenues | | | | |
| Fees | 4,677,846 | 4,608,608 | 4,647,608 | 39,000 |
| State | 18,072,622 | 18,450,000 | 19,044,683 | 594,683 |
| Federal | 92,669 | 140,000 | 140,000 | 0 |
| Transfers | 23,286,310 | 24,457,726 | 24,310,238 | (147,488) |
| Fund Balance | 0 | 260,000 | 0 | (260,000) |
| Total Revenues | 46,129,448 | 47,916,334 | 48,142,529 | 226,195 |
| General City Support | (383,778) | 0 | 0 | 0 |
| **183 Grants Consolidated Fund** | | | | |
| Expenditures | | | | |
| Sheriff - Grants | 9,280 | 0 | 0 | 0 |
| Total Expenditures | 9,280 | 0 | 0 | 0 |
| Revenues | | | | |
| State | 1,984 | 0 | 0 | 0 |
| Federal | 2,675 | 0 | 0 | 0 |
| Total Revenues | 4,658 | 0 | 0 | 0 |
| General City Support | 4,622 | 0 | 0 | 0 |

## Sheriff's Office - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| Total Department Expenditure | 45,818,030 | 47,916,334 | 48,142,529 | 226,195 |
| Total Department Revenue | 46,134,202 | 47,916,334 | 48,142,529 | 226,195 |
| Total General City Support | (316,172) | 0 | 0 | 0 |

### Position Summary by Program

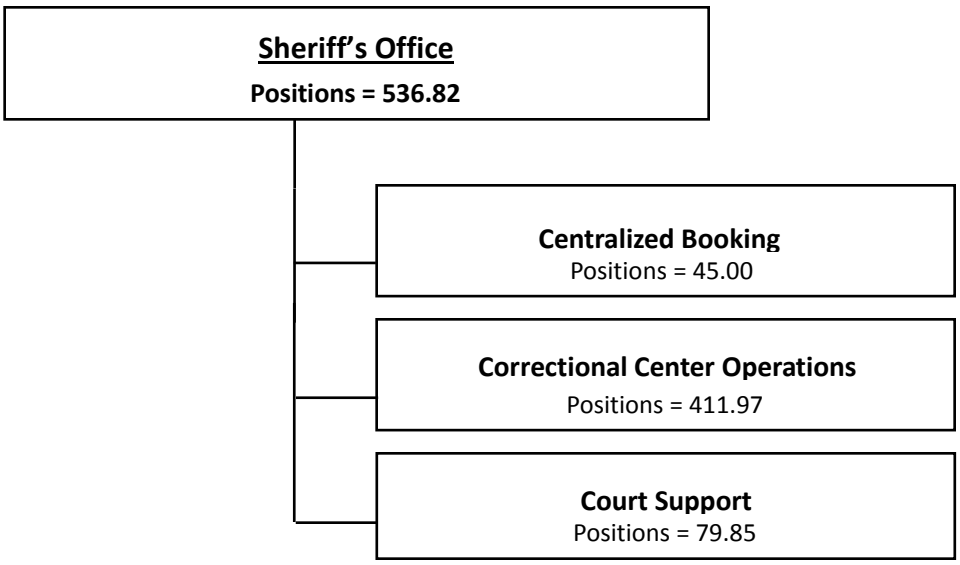
| | | | | |
|---|---|---|---|---|
| **149 Sheriff's Department Special Revenue Fund** | | | | |
| Sheriff's Office | 34.49 | 33.62 | 35.67 | 2.05 |
| Court Support Services | 75.64 | 75.51 | 79.85 | 4.34 |
| Correctional Operations | 297.89 | 298.49 | 295.70 | -2.79 |
| Sheriff's Care Mart | 8.67 | 8.80 | 9.60 | 0.80 |
| Centralized Booking | 44.00 | 44.00 | 45.00 | 1.00 |
| Sheriff's Workforce | 10.00 | 14.00 | 13.00 | -1.00 |
| Inmate Support | 42.05 | 41.00 | 41.00 | 0.00 |
| Inmate Services | 0.00 | 0.70 | 0.00 | -0.70 |
| Law Enforcement Training | 13.70 | 16.70 | 17.00 | 0.30 |
| Total | 526.44 | 532.82 | 536.82 | 4.00 |
| Total Position Summary | 526.44 | 532.82 | 536.82 | 4.00 |

### Expenditure Category by Department

| | | | | |
|---|---|---|---|---|
| Personnel | 35,811,604 | 36,982,502 | 37,549,038 | 566,536 |
| Operating | 10,006,425 | 10,442,089 | 10,556,491 | 114,402 |
| Capital | 0 | 0 | 37,000 | 37,000 |
| Reserves | 0 | 491,743 | 0 | (491,743) |
| Total Expenditures: | 45,818,030 | 47,916,334 | 48,142,529 | 226,195 |

### Revenue Category by Department

| | | | | |
|---|---|---|---|---|
| From the Use of Money and Property | 11,540 | 11,000 | 11,000 | 0 |
| Charges for Services | 4,661,620 | 4,595,608 | 4,634,608 | 39,000 |
| Miscellaneous Revenue | 4,782 | 2,000 | 2,000 | 0 |
| Other Sources from the Commonwealth | 18,074,606 | 18,450,000 | 19,044,683 | 594,683 |
| Revenue from the Federal Government | 95,344 | 140,000 | 140,000 | 0 |
| Transfers from Other Funds | 23,286,310 | 24,457,726 | 24,310,238 | (147,488) |
| Specific Fund Reserves | 0 | 260,000 | 0 | (260,000) |
| Total Revenue: | 46,134,202 | 47,916,334 | 48,142,529 | 226,195 |

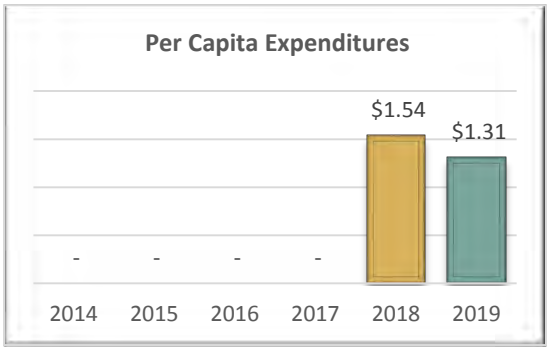

Sheriff's Office
Positions = 536.82
Centralized Booking
Positions = 45.00
Correctional Center Operations
Positions = 411.97
Court Support
Positions = 79.85

# STRATEGY, TRANSPARENCY, INNOVATION & RESILIENCY OFFICE

*The mission of the STiR Office is to create a resilient and innovative organization that leverages the use of data, strategic planning, and the principles of innovation to make decisions that result in effective, efficient and transparent service delivery valued by the community and staff and places the City of Virginia Beach among internationally recognized cities of excellence.*

## Department Overview

The Strategy, Transparency, Innovation, and Resiliency Office (STiR) was created by the City Manager in October 2016 to provide organizational focus and prominence to these critical areas.




- STiR works with the organization to ensure that the work of the various programs and services are linked to the City Council's goals. The Office monitors the activities associated with the Council goals and objectives and provides frequent feedback to the City Council, City Manager and the community.
- Opening city datasets to the public increases the transparency of the city organization to our community and encourages positive citizen engagement.
- The innovation efforts identify opportunities to improve service delivery, monitor goals, and encourage innovative decisions through the use of data. The Office will provide specific training to employees on techniques to analyze data for opportunities, determine the return on the idea and assist in implementing the innovation within the organization.
- Working closely with city departments the office will highlight existing resiliency efforts and develop new initiatives within the community and organization.

## Key Performance Measures

Goal: Maintain a Financially Sustainable City Providing Excellent Services

Goal: Leverage Data and Technology to Enhance Community Livability, Prosperity, and Sustainability

Means to Residents: City Services are delivered in the most cost-effective manner

Means to Residents: Transparent Government

75% of taxpayers feel that they recieve a good value for their city tax dollars

| | | |
|---|---|---|
| 25 municipal data sets open to the organization and the public | 15 departments created management dashboards to use data analytics | Provided 1 performance management analysis to a department using data to help improve service delivery |

## Trends & Issues

- In FY 2017-18, STiR led an Innovation Academy in partnership with Old Dominion University which included over 25 academy participants from various departments throughout the organization. The Innovation Academy combined practice with theory to give the participants the ability to identify opportunity for innovation within the organization. Graduates of this academy were taught the skills needed to be able to be empowered to bring innovation to their day to day jobs.

## Strategy, Transparency, Innovation & Resiliency Office - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Strategy, Transparency, Innovation & Resiliency Office | 273,679 | 698,276 | 599,904 | (98,372) |
| Total Expenditures | 273,679 | 698,276 | 599,904 | (98,372) |
| General City Support | 273,679 | 698,276 | 599,904 | (98,372) |
| Total Department Expenditure | 273,679 | 698,276 | 599,904 | (98,372) |
| Total Department Revenue | 0 | 0 | 0 | 0 |
| Total General City Support | 273,679 | 698,276 | 599,904 | (98,372) |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Strategy, Transparency, Innovation & Resiliency Office | 4.00 | 6.00 | 6.00 | 0.00 |
| Total | 4.00 | 6.00 | 6.00 | 0.00 |
| Total Position Summary | 4.00 | 6.00 | 6.00 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 205,638 | 565,533 | 503,866 | (61,667) |
| Operating | 68,041 | 128,943 | 96,038 | (32,905) |
| Capital | 0 | 3,800 | 0 | (3,800) |
| Total Expenditures: | 273,679 | 698,276 | 599,904 | (98,372) |

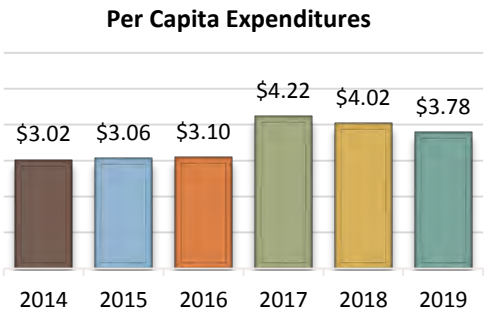
Strategy, Transparency, Innovation, & Resiliency
Positions = 6.00
Strategy, Transparency, Innovation, & Resiliency
Positions = 6.00

# VOTER REGISTRATION & ELECTIONS

*The mission of the Voter Registration & Elections Office is to maintain the current registration and elections process for Virginia Beach voters, to meet mandatory state and federal standards for access to voter registration and to handle the regulations of the National Voter Registration Act, Help America Vote Act and the Department of Elections policies. Also to provide convenient ways for citizens to change voter registration records, vote by absentee ballot, and pursue their candidacies for office*

## Department Overview

The state reimburses the city for a portion of the General Registrar's salary. Reimbursements are also received for the Electoral Board members' salaries. The Voter Registration & Elections Office maintains the current registration and elections process for Virginia Beach voters and supports 98 precincts by:




- Complying with mandatory state and federal standards.
- Providing convenient ways for citizens to register to vote, change voter registration records, request their free voter photo ID, vote by absentee ballot, and pursue their candidacy for an elected office.
- Handling mail registration sites at the U.S. Post Office, city schools, and city recreation centers. In person registration at public libraries, Department of Human Services, Offices of City Treasurer, Commissioner of the Revenue, Clerk of the Circuit Court, Sheriff's Office, and Virginia Beach Department of Motor Vehicles Offices (in conjunction with DMV transactions). Online Voter Registration is available at the Department of Elections website www.vote.virginia.gov.
- Maintaining and checking the campaign financial reports of all local candidates.

The variation in the department's operating budget from year to year is based on the election needs for that year. The department's per capita expenditures increased in FY 2016-17 due to the November 2016 Presidential Election.

## Key Performance Measures

Goal: Be an Inclusive Community that is Welcoming and Empowers All

Means to Resident: Easy access to government participation and services

93% of respondents to the Citizen Survey reported they are registed to vote in the City of Virginia Beach

| | | | |
|---|---|---|---|
| 301,000 registered voters/25,083 registered voters served by each registrar | 6,101 net new registrants | 35% of residents voting in a local election | 1,344 outside poll voters on election day |

## Trends and Issues

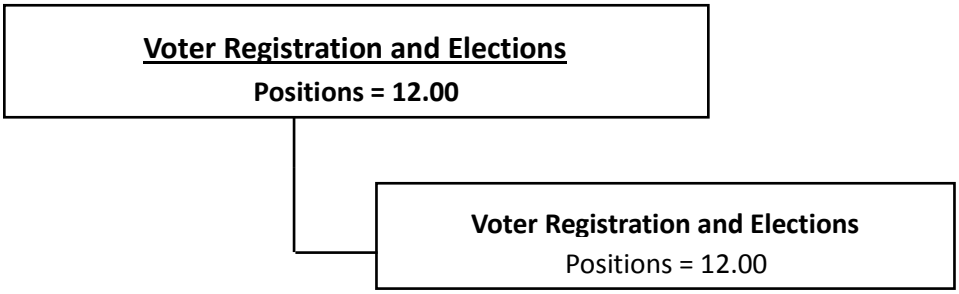
- The Voter Registration and Election's Operating Budget fluctuates based on the election needs within any given year.
- FY 2018-19 will see one election in November and it will be less of a turnout than last year's Gubernatorial. Due to the lower demand for services, a slight decrease occurred in the Voter Registration and Election's Operating Budget.
- One current issue is the lack of office space. The office is currently working with Public Works to find a more suitable location.
- As part of on-going process improvements, the office is replacing its Microsoft Access database program for Election Officials with a cloud based system. This will allow the office to modernize the process of communicating with Election Officials and better handle the staffing at the polling locations.

## Major Budget Changes

| | Change | Impact |
|---|---|---|
| ↑ | $340,000 for new office space | Included in the Non-Departmental Budget is $340,000 to lease and build-out additional office space. Current facilities are not adequate to meet the demands to sufficiently and securely store equipment and ballots. |

## Voter Registration & Elections - Departmental Resource Summary

| | FY 2017 Actual | FY 2018 Adjusted | FY 2019 Adopted | Variance from FY 2018 |
|---|---|---|---|---|
| **Program Summary** | | | | |
| **002 General Fund** | | | | |
| Expenditures | | | | |
| Voter Registration & Elections | 2,443,293 | 1,828,553 | 1,727,066 | (101,487) |
| Total Expenditures | 2,443,293 | 1,828,553 | 1,727,066 | (101,487) |
| Revenues | | | | |
| Fees | 1,800 | 0 | 0 | 0 |
| State | 77,561 | 76,954 | 76,954 | 0 |
| Total Revenues | 79,361 | 76,954 | 76,954 | 0 |
| General City Support | 2,363,933 | 1,751,599 | 1,650,112 | (101,487) |
| Total Department Expenditure | 2,443,293 | 1,828,553 | 1,727,066 | (101,487) |
| Total Department Revenue | 79,361 | 76,954 | 76,954 | 0 |
| Total General City Support | 2,363,933 | 1,751,599 | 1,650,112 | (101,487) |
| **Position Summary by Program** | | | | |
| **002 General Fund** | | | | |
| Voter Registration & Elections | 12.00 | 12.00 | 12.00 | 0.00 |
| Total | 12.00 | 12.00 | 12.00 | 0.00 |
| Total Position Summary | 12.00 | 12.00 | 12.00 | 0.00 |
| **Expenditure Category by Department** | | | | |
| Personnel | 1,229,123 | 953,076 | 942,124 | (10,952) |
| Operating | 1,214,171 | 875,477 | 784,942 | (90,535) |
| Total Expenditures: | 2,443,293 | 1,828,553 | 1,727,066 | (101,487) |
| **Revenue Category by Department** | | | | |
| Miscellaneous Revenue | 1,800 | 0 | 0 | 0 |
| Other Sources from the Commonwealth | 77,561 | 76,954 | 76,954 | 0 |
| Total Revenue: | 79,361 | 76,954 | 76,954 | 0 |


Voter Registration and Elections
Positions = 12.00
Voter Registration and Elections
Positions = 12.00

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# DEBT SERVICE

On May 15, 2018, the City Council adopted the following amendments to Debt Service:

- Due to lower than projected interest rates for the March 13, 2018 General Obligation bond sale and the March 28, 2018 Public Facility Revenue Bond Sale, debt service in the General Fund is reduced by $858,763.
- Restore the projected annual acquisition of 300 acres in the Agricultural Reserve Program (ARP) and increase debt service in the ARP by $2,406,838.

In addition to these two Council amendments, the table illustrating the computation of Charter Bond limits has been updated to reflect the $6.2 million premium received with the Spring 2018 GO sale.

## Department Overview

Bonds, which once issued result in debt service payments, are appropriated for three major purposes: general government, schools, and utilities (including water, sewer, and storm water). To guide future capital improvement program development and address long-term debt management issues, City Council uses debt indicators as well as the following guidelines listed below:

- Bonds will be the last source of funding considered.
- The city will issue bonds for capital improvements with a cost in excess of $250,000 or which cannot be financed from current revenues.
- When the city finances capital projects by issuing bonds it will pay back the debt within a period not to exceed the expected useful life of the projects. Generally the City issues debt over a 20 year-term for general obligation debt and a 25 year term for revenue bonds.
- Where possible, the city will develop, authorize, and issue revenue, special fee, or other self-supporting instruments instead of general obligation bonds.
- The debt structure of the government will be managed in a manner that results in minimal deviation from the indicators listed in this policy.
- The city will maintain good communications regarding its financial conditions. It will regularly evaluate its adherence to its debt policies. The city will promote effective communications with bond rating agencies and others in the marketplace based on full disclosure.

## Major Changes

- **Withdrawal from Arena Deal and Modification of Agricultural Reserve Program**
  In November of 2017, City Council voted to end its contract with Mid-Atlantic Arena, LLC for the construction of an arena near the City's Convention Center. Due to the canceling of this agreement, the projected sale of all additional bonds associated with two of the arena projects (9-015 "Arena Infrastructure Site Improvements – On Site" and 9-017 "Arena Infrastructure Development – Off Site") have been removed from the City's projection of debt service. A third project related to the arena (9-100 "19th Street Infrastructure Improvements") remains in the

CIP as the work planned as part of this project supports the Resort Area Strategic Action Plan. By excluding these projects, some of the calculations, especially those for Public Facility Revenue Bond debt have changed; however, the revenue used to finance the two eliminated arena projects has been redirected to other projects in the six year Capital Improvement Program.

The budget also includes a reallocation of the real estate tax dedicated for the purchase of development rights through the Agricultural Reserve Program. While a portion of this dedication remains to adequately fund the acquisitions made by the program to date, funding will not be available for additional acquisitions. Due to this change in the ARP, debt projections related to that program have been modified.

## Trends and Issues

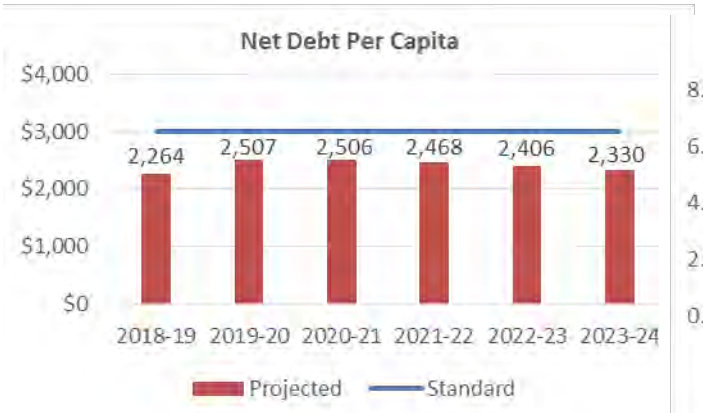
- **Two Bond Sales to be Conducted this Spring**
  In March of 2018, the City will be conducting sales for both General Obligation and a Public Facility Revenue bonds. Due to the anticipated timing of the closing of these sales and the lead time necessary to complete and publish the Resource Management Plan, the debt service resulting from these sales may be slightly different than the amounts shown. The City uses a conservative estimate for interest rates; based on current market conditions the City anticipates better rates will be realized as a result of these sales.

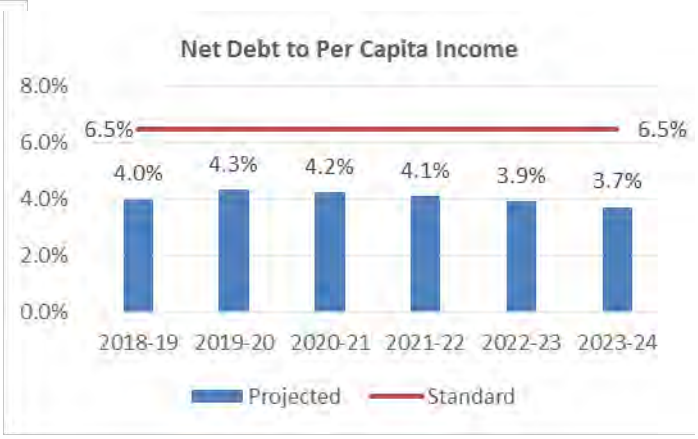
**Projected Debt**
The total outstanding debt for the city is projected to be $1.24 billion by June 30, 2018 as summarized in the table below:

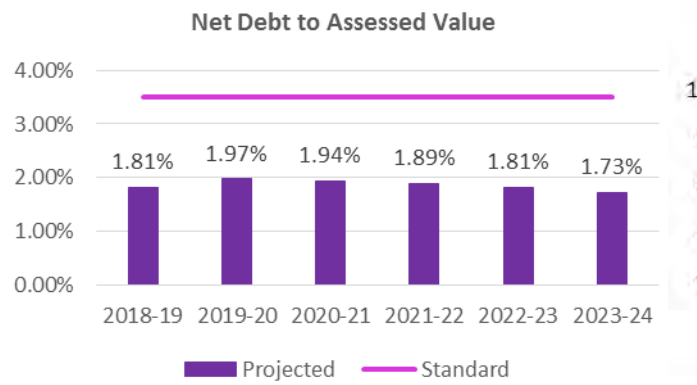
| Purpose | Amount | Percent |
|---|---|---|
| Schools | $ 312,399,035 | 25.2% |
| General Government | 681,343,765 | 55.0% |
| Utilities | 244,015,276 | 19.7% |
| **Total** | **$1,237,758,076** | **100.0%** |

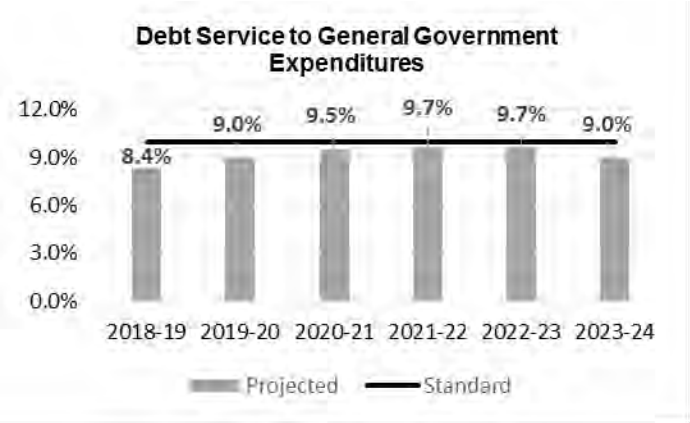
**Legal Debt Limit**
State statute imposes on cities a legal debt margin for general government debt; a limit of 10% of the assessed value of real property. Revenue bonds, such as those for utilities, are not subject to the State limit. For FY 2018-19, the city's assessed value of real property is estimated at $57.1 billion. By the end of the fiscal year, the city's projected debt amount will be 1.81% of the total assessed value.

**Debt Indicators**
The city uses four indicators to help in its debt management. Using data from the FY 2018-19 through FY 2023-24 Capital Improvement Program, projections of these indicators are shown on the following charts. Additional information on the debt management policies of the city can be found in the Financial Management section of this document.




*Assumes 96% execution of general government appropriations and a 2% annual rate of growth

**Debt Service by Purpose**

The table below provides a comparison of the debt service costs by functional area for FY 2017-18 and FY 2018-19. The amounts shown for "Utilities" includes water, sewer, and storm water debt. The amount shown for "General Government" includes all other City debt including debt for the Agricultural Reserve Program. School related debt is shown separately.

| Purpose | FY 2017-18 | FY 2018-19 | % Change |
|---|---|---|---|
| Schools | $ 45,417,364 | $ 42,421,657 | -6.6% |
| General Government | 96,030,359 | 94,387,142 | -1.5% |
| Utilities | 25,339,484 | 25,753,244 | 1.6% |
| **Total** | **$ 166,787,207** | **$ 162,562,043** | **-2.5%** |

**Debt Service by Fund**

The following table lists the various funds in which debt service costs are budgeted.

| Fund | FY 2017-18 | FY 2018-19 | % Change |
|---|---|---|---|
| General Fund | $ 53,067,145 | $ 53,742,597 | 1.3% |
| School Operating Fund | 45,417,364 | 42,421,657 | -6.6% |
| Parks and Recreation SRF | 4,564,702 | 4,478,998 | -1.9% |
| Tourism Investment Program | 23,411,427 | 22,365,740 | -4.5% |
| Agricultural Reserve Program | 4,035,717 | 2,438,715 | -39.6% |
| Central Business District South TIF | 7,814,195 | 8,193,269 | 4.9% |
| Open Space SRF | 2,557,043 | 2,558,043 | 1.2% |
| Water and Sewer Enterprise Fund | 21,795,921 | 21,797,596 | 0.0% |
| Parking Enterprise Fund | 580,563 | 579,780 | -0.1% |
| Storm Water Utility Enterprise Fund | 3,543,563 | 3,955,648 | 11.6% |
| **Total** | **$ 166,787,207** | **$ 162,562,043** | **-2.5%** |

## General Obligation Debt

The following tables show the projected debt over the next six-year period. The City of Virginia Beach issues General Obligation Bonds for construction of schools, roadways, buildings, and other capital needs of the city. Payment of the bonds are backed by the full faith and credit of the City and paid from property taxes and other general revenues. The amounts below represent the outstanding balance of the City's general obligation debt. The beginning balance of General Obligation Bonds at the start of FY 2018-19 is projected at $612.9 million. As a result of principal retirements and the anticipated issuances of new debt, the balance is projected to be $671.8 million at the end of six years. Funding of $3.3 million of unallocated Charter Bond capacity is available in the six-year CIP. If the Charter Bond capacity is used, the outstanding debt reflected in this table would increase as well as the net debt per capita.

Projection of Outstanding General Obligation Debt (Charter Bonds)

| | Issue Amt. | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 |
|---|---|---|---|---|---|---|---|
| **General Obligation Bonds** | | | | | | | |
| Beginning General Obligation Debt | | 539,293,470 | 485,479,435 | 431,548,933 | 382,046,298 | 335,331,222 | 292,773,130 |
| Less: Principal Retirement | | 53,814,035 | 53,930,502 | 49,502,635 | 46,715,076 | 42,558,092 | 40,315,252 |
| Ending General Obligaton Debt | | 485,479,435 | 431,548,933 | 382,046,298 | 335,331,222 | 292,773,130 | 252,457,878 |
| Spring 2018 Issue | 73,607,303 | 73,607,303 | 69,926,938 | 66,246,573 | 62,566,208 | 58,885,842 | 55,205,477 |
| Less: Principal Retirement | | 3,680,365 | 3,680,365 | 3,680,365 | 3,680,365 | 3,680,365 | 3,680,365 |
| Ending General Obligaton Debt | | 69,926,938 | 66,246,573 | 62,566,208 | 58,885,842 | 55,205,477 | 51,525,112 |
| Spring 2019 Issue | 72,550,317 | 72,550,317 | 72,550,317 | 68,922,801 | 65,295,286 | 61,667,770 | 58,040,254 |
| Less: Principal Retirement | | | 3,627,516 | 3,627,516 | 3,627,516 | 3,627,516 | 3,627,516 |
| Ending General Obligaton Debt | | 72,550,317 | 68,922,801 | 65,295,286 | 61,667,770 | 58,040,254 | 54,412,738 |
| Spring 2020 Issue | 72,537,343 | | 72,537,343 | 72,537,343 | 68,910,475 | 65,283,608 | 61,656,741 |
| Less: Principal Retirement | | | | 3,626,867 | 3,626,867 | 3,626,867 | 3,626,867 |
| Ending General Obligaton Debt | | - | 72,537,343 | 68,910,475 | 65,283,608 | 61,656,741 | 58,029,874 |
| Spring 2021 Issue | 70,939,410 | | | 70,939,410 | 70,939,410 | 67,392,439 | 63,845,469 |
| Less: Principal Retirement | | | | - | 3,546,970 | 3,546,970 | 3,546,970 |
| Ending General Obligaton Debt | | - | - | 70,939,410 | 67,392,439 | 63,845,469 | 60,298,498 |
| Spring 2022 Issue | 69,123,499 | | | | 69,123,499 | 68,552,035 | 65,095,860 |
| Less: Principal Retirement | | | | | - | 3,456,175 | 3,456,175 |
| Ending General Obligaton Debt | | - | - | - | 69,123,499 | 65,095,860 | 61,639,685 |
| Spring 2023 Issue | 68,552,035 | | | | | 68,552,035 | 68,552,035 |
| Less: Principal Retirement | | | | | | - | 3,427,602 |
| Ending General Obligaton Debt | | - | - | - | - | 68,552,035 | 65,124,434 |
| Spring 2024 Issue | 68,284,401 | | | | | | 68,284,401 |
| Less: Principal Retirement | | | | | | | - |
| Ending General Obligaton Debt | | - | - | - | - | - | 68,284,401 |
| **Total-Outstanding Gen Obligation Debt** | | **627,956,690** | **639,255,650** | **649,757,676** | **657,684,380** | **665,168,967** | **671,772,621** |

# Public Facility Bonds & Other Debt

Leases and Other Debt are comprised of long-term financing from Lease-Purchases, Certificates of Participation, and Public Facility Bonds. A Lease-Purchase is a contractual agreement whereby the City acquires equipment or real property through a lease from a vendor, leasing company, or another governmental entity. Certificates of Participation and Public Facility Bonds are subject to the annual appropriation of funds. This debt is included in the net debt per capita calculation.

Projection of Outstanding Debt Public Facility Bonds and Lease Debt

| | Issue Amt. | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 |
|---|---|---|---|---|---|---|---|
| **Leases and Other Debt** | | | | | | | |
| Beginning Outstanding Debt | | 298,755,000 | 265,605,000 | 231,570,000 | 198,330,000 | 164,215,000 | 130,835,000 |
| Less: Principal Retirement | | 33,150,000 | 34,035,000 | 33,240,000 | 34,115,000 | 33,380,000 | 29,800,000 |
| Ending Outstanding Debt | | 265,605,000 | 231,570,000 | 198,330,000 | 164,215,000 | 130,835,000 | 101,035,000 |
| Spring 2018 Issue | 35,984,365 | 35,984,365 | 34,185,147 | 32,385,929 | 30,586,710 | 28,787,492 | 26,988,274 |
| Less: Principal Retirement | | 1,799,218 | 1,799,218 | 1,799,218 | 1,799,218 | 1,799,218 | 1,799,218 |
| Ending General Obligaton Debt | | 34,185,147 | 32,385,929 | 30,586,710 | 28,787,492 | 26,988,274 | 25,189,056 |
| Spring 2019 Issue | 105,743,956 | 105,743,956 | 105,743,956 | 100,456,758 | 95,169,561 | 89,882,363 | 84,595,165 |
| Less: Principal Retirement | | - | 5,287,198 | 5,287,198 | 5,287,198 | 5,287,198 | 5,287,198 |
| Ending General Obligaton Debt | | 105,743,956 | 100,456,758 | 95,169,561 | 89,882,363 | 84,595,165 | 79,307,967 |
| Spring 2020 Issue | 142,419,046 | | 142,419,046 | 142,419,046 | 135,298,093 | 128,177,141 | 121,056,189 |
| Less: Principal Retirement | | | - | 7,120,952 | 7,120,952 | 7,120,952 | 7,120,952 |
| Ending General Obligaton Debt | | - | 142,419,046 | 135,298,093 | 128,177,141 | 121,056,189 | 113,935,236 |
| Spring 2021 Issue | 41,772,466 | | | 41,772,466 | 41,772,466 | 39,683,843 | 37,595,220 |
| Less: Principal Retirement | | | | - | 2,088,623 | 2,088,623 | 2,088,623 |
| Ending General Obligaton Debt | | - | - | 41,772,466 | 39,683,843 | 37,595,220 | 35,506,596 |
| Spring 2022 Issue | 30,447,021 | - | - | - | 30,447,021 | 30,447,021 | 28,924,670 |
| Less: Principal Retirement | | - | - | - | - | 1,522,351 | 1,522,351 |
| Ending General Obligaton Debt | | - | - | - | 30,447,021 | 28,924,670 | 27,402,319 |
| Spring 2023 Issue | 19,802,279 | | | | | 19,802,279 | 19,802,279 |
| Less: Principal Retirement | | | | | | - | 990,114 |
| Ending General Obligaton Debt | | - | - | - | - | 19,802,279 | 18,812,165 |
| Spring 2024 Issue | 11,669,032 | | | | | - | 11,669,032 |
| Less: Principal Retirement | | | | | | - | - |
| Ending General Obligaton Debt | | - | - | - | - | - | 11,669,032 |
| **Total-Outstanding Leases & Other Debt** | | **405,534,103** | **506,831,732** | **501,156,830** | **481,192,859** | **449,796,796** | **412,857,371** |

# Agricultural Reserve Program

The Agricultural Reserve Program (ARP) provides funding for the city to buy development rights from rural landowners. The goal of the program is to preserve and protect approximately 20,000 acres of farm and forested lands in the southern part of the city. The city has purchased zero-coupon U.S. Treasury Securities to fund the cost of development rights. For giving up their rights to development of their land, property owners will receive interest payments for 25 years, and at the end of the 25-year period, they will receive a lump sum payment, but they forego their right for development permanently. Additional information on the ARP is in the operating budget section for the Agriculture department. ARP debt is regarded as self-supporting (analogous to enterprise debt), this debt is not included in the net debt per capita calculation.

**Projection of Outstanding Agricultural Reserve Program Debt**

| | Issue Amt. | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 |
|---|---|---|---|---|---|---|---|
| **Agricultural Reserve Program** | | | | | | | |
| Beginning Outstanding Debt | | 46,102,662 | 46,102,662 | 46,102,662 | 46,102,662 | 43,891,596 | 36,941,877 |
| Less: Principal Retirement | | - | - | - | 2,211,066 | 6,949,719 | 1,034,361 |
| Ending Outstanding Debt | | 46,102,662 | 46,102,662 | 46,102,662 | 43,891,596 | 36,941,877 | 35,907,516 |
| | | | | | | | |
| FY 2019 Installment Purchase | - | - | - | - | - | - | - |
| Less: Principal Retirement | | - | - | - | - | - | - |
| Ending Outstanding Debt | | - | - | - | - | - | - |
| | | | | | | | |
| FY 2020 Installment Purchase | - | | - | - | - | - | - |
| Less: Principal Retirement | | | - | - | - | - | - |
| Ending Outstanding Debt | | | - | - | - | - | - |
| | | | | | | | |
| FY 2021 Installment Purchase | - | | | - | - | - | - |
| Less: Principal Retirement | | | | - | - | - | - |
| Ending Outstanding Debt | | | | - | - | - | - |
| | | | | | | | |
| FY 2022 Installment Purchase | - | | | | - | - | - |
| Less: Principal Retirement | | | | | - | - | - |
| Ending Outstanding Debt | | | | | - | - | - |
| | | | | | | | |
| FY 2023 Installment Purchase | - | | | | | - | - |
| Less: Principal Retirement | | | | | | - | - |
| Ending Outstanding Debt | | | | | | - | - |
| | | | | | | | |
| FY 2024 Installment Purchase | - | | | | | | - |
| Less: Principal Retirement | | | | | | | - |
| Ending Outstanding Debt | | | | | | | - |
| | | | | | | | |
| **Total Outstanding ARP Debt** | | **46,102,662** | **46,102,662** | **46,102,662** | **43,891,596** | **36,941,877** | **35,907,516** |

## Enterprise Funds Debt

The City has two major enterprise funds, the Water and Sewer Enterprise Fund and the Storm Water Utility Enterprise Fund. Revenue bonds are issued for the expansion and maintenance of water lines, sewer lines, and the storm water system. These bonds are paid from the revenues collected from customers. This is revenue-supported debt; therefore, it is not included in the net debt per capita calculation.

Projection of Outstanding Debt

| Water & Sewer Utility Debt | Issue Amt. | FY 2018-19 | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 |
|---|---|---|---|---|---|---|---|
| Beginning Water & Sewer Revenue Bond Debt | | 202,235,276 | 193,020,000 | 183,395,000 | 173,350,000 | 162,865,000 | 151,885,000 |
| Less: Principal Retirement | | 9,215,276 | 9,625,000 | 10,045,000 | 10,485,000 | 10,980,000 | 11,520,000 |
| Ending Outstanding Debt | | 193,020,000 | 183,395,000 | 173,350,000 | 162,865,000 | 151,885,000 | 140,365,000 |
| Fall 2018 Issue | 22,000,000 | 22,000,000 | 22,000,000 | 21,506,341 | 20,990,468 | 20,451,380 | 19,888,034 |
| Less: Principal Retirement | | - | 493,659 | 515,873 | 539,088 | 563,346 | 588,697 |
| Ending Outstanding Debt | | 22,000,000 | 21,506,341 | 20,990,468 | 20,451,380 | 19,888,034 | 19,299,337 |
| Fall 2020 Issue | 22,000,000 | | | 22,000,000 | 22,000,000 | 21,506,341 | 20,990,468 |
| Less: Principal Retirement | | | | - | 493,659 | 515,873 | 539,088 |
| Ending Outstanding Debt | | | | 22,000,000 | 21,506,341 | 20,990,468 | 20,451,380 |
| Fall 2022 Issue | 25,000,000 | | | | | 25,000,000 | 25,000,000 |
| Less: Principal Retirement | | | | | | - | 560,976 |
| Ending Outstanding Debt | | | | | | 25,000,000 | 24,439,024 |
| **Total Outstanding W&S Debt** | | **215,020,000** | **204,901,341** | **216,340,468** | **204,822,721** | **217,763,502** | **204,554,741** |

| **Storm Water Utility Debt** | **Issue Amt.** | **FY 2018-19** | **FY 2019-20** | **FY 2020-21** | **FY 2021-22** | **FY 2022-23** | **FY 2023-24** |
|---|---|---|---|---|---|---|---|
| Beginning Storm Water Bond Debt | | 41,780,000 | 39,985,000 | 38,130,000 | 36,215,000 | 34,235,000 | 32,180,000 |
| Less: Principal Retirement | | 1,795,000 | 1,855,000 | 1,915,000 | 1,980,000 | 2,055,000 | 2,135,000 |
| Ending Outstanding Debt | | 39,985,000 | 38,130,000 | 36,215,000 | 34,235,000 | 32,180,000 | 30,045,000 |
| Fall 2018 Issue | 45,000,000 | 45,000,000 | 45,000,000 | 43,990,244 | 42,935,049 | 41,832,370 | 40,680,070 |
| Less: Principal Retirement | | - | 1,009,756 | 1,055,195 | 1,102,679 | 1,152,300 | 1,204,153 |
| Ending Outstanding Debt | | 45,000,000 | 43,990,244 | 42,935,049 | 41,832,370 | 40,680,070 | 39,475,917 |
| Fall 2020 Issue | 70,000,000 | | | 70,000,000 | 70,000,000 | 68,429,268 | 66,787,853 |
| Less: Principal Retirement | | | | - | 1,570,732 | 1,641,415 | 1,715,279 |
| Ending Outstanding Debt | | | | 70,000,000 | 68,429,268 | 66,787,853 | 65,072,574 |
| Fall 2022 Issue | 50,000,000 | | | | | 50,000,000 | 50,000,000 |
| Less: Principal Retirement | | | | | | - | 1,121,951 |
| Ending Outstanding Debt | | | | | | 50,000,000 | 48,878,049 |
| **Total Outstanding SW Utility Debt** | | **84,985,000** | **82,120,244** | **149,150,049** | **144,496,638** | **189,647,923** | **183,471,540** |

# Computation of Charter Bonding Limits

The City Charter allows Virginia Beach to increase its long term general obligation by $10 million each year. As part of its Capital Improvement Program, City Council is presented with an ordinance to authorize the issuance of General Obligation Bonds equal to the amount of principal retired in a calendar year plus the additional $10 million as allowed by charter. These general obligation bonds are also known as charter bonds. The table below shows the projected amounts of charter bond authorizations over a six year period. The amount for calendar year 2018 is used for FY 2018-19 bond authorization and the same calendar year to fiscal year relationship is used for each subsequent year. ***This table has been updated from the City Manager's Proposed Budget to reflect the $6.2 million premium that was received with the Spring 2018 GO bond sale. This premium is included as prior year unallocated bond authority in FY 2018-19.***

Computation of Bonding Limits

| **CALENDAR YEAR RETIREMENT** | | **Year 1<br>2018<br>FY 2018-19** | **Year 2<br>2019<br>FY 2019-20** | **Year 3<br>2020<br>FY 2020-21** | **Year 4<br>2021<br>FY 2021-22** | **Year 5<br>2022<br>FY 2022-23** | **Year 6<br>2023<br>FY 2023-24** | **Total** |
|---|---|---|---|---|---|---|---|---|
| Additional Annual Bonding Limits | | 10,000,000 | 10,000,000 | 10,000,000 | 10,000,000 | 10,000,000 | 10,000,000 | **60,000,000** |
| Add: | | | | | | | | |
| **Calendar** Year Principal Retirement | | 62,208,245 | 57,564,710 | 48,821,841 | 43,565,784 | 46,462,046 | 39,680,989 | **298,303,615** |
| New Bond Issues | Amount | | | | | | | |
| 2017 Bonds (Spring 2018) | 74,378,831 | 0 | 3,718,942 | 3,718,942 | 3,718,942 | 3,718,942 | 3,718,942 | **18,594,708** |
| 2018 Bonds (Spring 2019) | 73,792,954 | 0 | 0 | 3,689,648 | 3,689,648 | 3,689,648 | 3,689,648 | **14,758,591** |
| 2019 Bonds (Spring 2020) | 73,102,983 | 0 | 0 | 0 | 3,655,149 | 3,655,149 | 3,655,149 | **10,965,447** |
| 2020 Bonds (Spring 2021) | 71,199,959 | 0 | 0 | 0 | 0 | 3,559,998 | 3,559,998 | **7,119,996** |
| 2021 Bonds (Spring 2022) | 69,244,865 | 0 | 0 | 0 | 0 | 0 | 3,462,243 | **3,462,243** |
| 2022 Bonds (Spring 2023) | 68,609,155 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| 2023 Bonds (Spring 2024) | 68,311,536 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Total Estimated Principal Retirement | | 62,208,245 | 61,283,652 | 56,230,430 | 54,629,522 | 61,085,782 | 57,766,968 | **353,204,600** |
| Total Bonding Limits | | 72,208,245 | 71,283,652 | 66,230,430 | 64,629,522 | 71,085,782 | 67,766,968 | **413,204,600** |
| Charter Bonds Allocated | | 76,073,608 | 71,245,075 | 66,129,722 | 64,500,532 | 67,693,653 | 67,618,882 | **413,261,472** |
| Total Annual Unallocated Bond Authority | | 0 | 38,577 | 100,708 | 128,990 | 3,392,129 | 148,086 | **0** |
| Prior Year Unallocated Bond Authority | | 10,095,014 | 0 | 0 | 0 | 0 | 0 | **10,095,014** |
| Cumulative Unallocated Bond Authority | | 6,229,651 | 6,268,228 | 6,368,936 | 6,497,926 | 9,890,056 | 10,038,142 | |

Notes: Retirement of bonded debt assumes the issuance of bonds with 20-year, level principal retirement with principal payments beginning one year from the date of issue. Annual bond limits are calculated on a calendar year basis. The fiscal year identified in the heading represents the period in which they are traditionally appropriated. The Charter Bond capacity in the out years is retained for future City Council policy decisions.

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**AN ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019 IN THE SUM OF $2,009,080,703 FOR OPERATIONS**

WHEREAS, the City Manager has heretofore submitted an Annual Budget for the City for the fiscal year beginning July 1, 2017~~7~~8, and ending June 30, 2018~~8~~9, and it is necessary to appropriate sufficient funds to cover said budget;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

**Sec. 1.** That the amounts named aggregating $2,809,032,556 consisting of $586,051,703 in inter-fund transfers, $213,900,150 for internal service funds, and $2,009,080,703 for operations, are hereby appropriated subject to the conditions hereinafter set forth for the use of departments, and designated funds of the City government, and for the purposes hereinafter mentioned, as set forth in the Annual Operating Budget, which is hereby incorporated by reference, for the fiscal year beginning July 1, 2017~~7~~8 and ending June 30, 2018~~8~~9 (hereinafter, the "Fiscal Year"), a summary of which is attached to this ordinance as "Attachment A – Appropriations." The City Council elects to fund the Virginia Beach City Public Schools by lump sum appropriation.

**Sec. 2.** That in accordance with Section 5.04 of the City Charter, Estimated Revenue in Support of Appropriations is set forth in said Annual Operating Budget, with a summary of Estimated Revenue in Support of Appropriations attached to this ordinance as "Attachment B – Revenues."

**Sec. 3.** With the exception of the funds under the control of the School Board, specifically the funds numbered 104, 107, 108, 109, 112, 114, 115, 116, 117, 119, 614, and 615 (hereinafter referred to as "School Board Funds"), the total number of full-time permanent positions shall be the maximum number of positions authorized for the various departments of the City during the Fiscal Year, except for changes or additions authorized by the Council or as hereinafter provided. The City Manager may from time to time increase or decrease the number of part-time or temporary positions provided the aggregate amount expended for such services shall not exceed the respective appropriations made therefore. The City Manager is further authorized to make such rearrangements of positions within and between the departments as may best meet the needs and interests of the City, including changes necessary to implement the employee transition program.

**Sec. 4.** To improve the effectiveness and efficiencies of the government in service delivery, the City Council hereby authorizes the City Manager or his designee to transfer appropriated funds and existing positions throughout the Fiscal Year as may be necessary to implement organizational adjustments that have been authorized by the City Council. Unless otherwise directed by the City Council, such organizational adjustments shall be implemented on such date or dates as the City Manager determines, in his discretion, to be necessary to guarantee a smooth and orderly transition of existing organizational functions. The City Manager shall make a report each year to the City Council identifying the status and progress of any such organizational adjustments.

**Sec. 5.** All current and delinquent collections of local taxes shall be credited to the General Fund, Special Service District Funds, Tax Increment Financing Fund or any fund to which City Council has, by ordinance, dedicated a tax levy.

**Sec. 6.** All balances of the appropriations payable out of each fund of the City Treasury at the close of the Fiscal Year, unless otherwise provided for, are hereby declared to be lapsed into the fund balance of the respective funds, except all appropriations to School Board Funds derived from local public sources which shall lapse and revert to the General Fund Balance, and may be used for the payment of the appropriations that may be made in the appropriation ordinance for the fiscal year beginning July 1, 2018~~8~~9. Prior to the expenditure of any sums that have lapsed to the fund balance of any fund, an appropriation by the City Council shall be required.

**Sec. 7.** That the City's debt management policies for the Water and Sewer Enterprise Fund shall serve as a basis for developing financial strategies for the water and sanitary sewer system based on the following guidelines: (a) for

the Water and Sewer Fund, the goal of retaining working capital equal to 80% to 100% of one year's operating expense shall be pursued; (b) for the Water and Sewer Fund, the goal shall be for debt service coverage on its water and sewer revenue bonds at not less than 1.50 times and, on a combined basis, including water and sewer general obligation bonds, at no less than 1.20 times and (c) for the Water and Sewer Fund, contributions from non-borrowed funds, on a five-year rolling average basis, will be sought for approximately 25% of the annual capital program for the water and sewer system.

**Sec. 8.** All balances of appropriations in each fund which support authorized obligations or are encumbered at the close of the business for the Fiscal Year, are hereby declared to be re-appropriated into the fiscal year beginning July 1, 201~~8~~9, and estimated revenues adjusted accordingly.

**Sec. 9.** All balances of appropriations attributable to grants or other similar funding mechanism from state or federal sources and trust or gift funds, whose period of expenditure extends beyond the fiscal year ending on June 30, 201~~7~~8, are hereby declared to be re-appropriated into the Fiscal Year, and estimated revenues adjusted accordingly. The close-out of any grant or similar funding mechanism shall account for all expenditures in such grant, and provided there is any remaining balance in the grant, the portion of the balance attributable to local sources shall revert to the General Fund, special revenue fund, or enterprise fund that provided the local contribution.

**Sec.10.** No department or agency for which appropriations are made under the provisions of this ordinance shall exceed the amount of such appropriations except with the consent and approval of the City Council first being obtained. It is expressly provided that the restrictions with respect to the expenditure of the funds appropriated shall apply only to the totals for each Appropriation Unit included in this ordinance and does not apply to Inter-fund Transfers.

**Sec. 11.** ~~That revenues collected or appropriated in FY 2016-17 that exceed expenditures within the Multi-modal fund are moved into the fund balance of the General Fund; hereby, eliminating the Multi-Modal Fund. Any revenues previously directed to the Multi-Modal Fund are subject to the appropriations set forth herein.~~

**Sec. 12**. ~~That $386,072 is hereby transferred from the TIP Fund to the Multi-modal Fund in the FY 2016-17 operating budget and $1,186,393 is hereby transferred within the Multi-modal fund in the FY 2016-17 operating budget for the payment of the FY 2015-16 true-up for Hampton Roads Transit.~~

**Sec.11 ~~13~~.** The City Manager or the Director of Budget and Management Services is hereby authorized to approve transfers of appropriations in an amount up to $100,000 between any Appropriation Units included in this ordinance through the accrual period. The City Manager shall make a monthly report to the City Council of all transfers between $25,000 and $100,000. In addition, the City Manager may transfer, in amounts necessary, appropriations from all Reserves for Contingencies except Reserve for Contingencies – Regular, within the intent of the Reserve as approved by City Council.

**Sec. ~~14~~ 12.** The City Manager or the Director of Budget and Management Services is hereby authorized to establish and administer budgeting within Appropriation Units consistent with best management practices, reporting requirements, and the programs and services adopted by the City Council. Consistent with best management practices, the City utilizes a modified accrual system of accounting. Revenues are considered available when collectible either during the current period or after the end of the current period, but in time to pay year-end liabilities. Expenditures are recognized when a transaction or event is expected to draw upon current spendable resources rather than future resources. In practical effect, the modified accrual system allows a window of 45 days wherein the City may accrue back to the immediately preceding fiscal year revenues and expenditures. The City Manager or the Director of Budget and Management Services is further authorized to establish administrative directives to provide additional management oversight and control to ensure the integrity of the City's budget.

**Sec. 13 ~~15~~.** The City Manager or the Director of Budget and Management Services is hereby authorized to change the Estimated Revenues included in this ordinance to reflect expected collections. If the Estimated Revenue in support of an Operating Appropriation Unit declines, the City Manager or the Director of Budget and Management Services is hereby authorized to reduce, subject to any other provision of law, those appropriations to equal the

decline in Estimated Revenue. The City Manager shall give prior notice to the City Council of any reduction to total appropriations exceeding $100,000. The notice to City Council shall identify the basis and amount of the appropriation reduction and the Appropriation Units affected. The accounting records of the City will be maintained in a manner that the total of Estimated Revenue is equal to the total of the Appropriation Units for each of the City's funds. The City Manager or the Director of Budget and Management Services is hereby authorized to transfer any excess appropriations to the Reserve for Contingencies after all anticipated expenditures for which those funds were appropriated have been incurred. Nothing in this section shall be construed as authorizing any reduction to be made in the amount appropriated in this ordinance for the payment of interest or principal on the bonded debt of the City Government.

**Sec. ~~16~~ 14.** The Department of Economic Development is hereby authorized to pay an amount up to $1,000,000 from their FY 201~~7~~8-1~~8~~9 Operating Budget to the Virginia Beach Economic Development Authority, for the purpose of pursuing, implementing, and furthering initiatives recommended by the Bio-medical Task Force. Furthermore, the Economic Development Department is hereby authorized to pay an amount up to an additional $1,500,000 from their FY 2018-19 Operating Budget to the Virginia Beach Economic Development Authority for the purpose of pursuing, implementing, and furthering initiatives related to attracting Bio-medical and Cybersecurity firms or businesses to the City. An amount of up to $250,000 is hereby authorized in FY 2018-19 operating budget from Non-Departmental to the VBDA to provide a 10-year, interest free loan to the Green Run/Princess Anne Little League. The purpose of this loan is to assist the League with the build out of their complex to include utilities, bathrooms, a snack bar, parking, and bleachers.

**Sec. ~~17~~ 15.** Allowances made from the appropriations made in this ordinance by any or all of the City departments, bureaus, or agencies, to any of their officers and employees for expenses on account of the use by such officers and employees of their personal automobiles in the discharge of their official duties shall follow the Internal Revenue Service standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

**Sec. ~~18~~ 16.** In the event of an emergency and under emergency circumstances wherein the City Council cannot reasonably hold a meeting, the City Manager is authorized to transfer and expend appropriated sums from any budget account to ensure that the emergency is handled as efficiently and expeditiously as possible. Immediately following the expenditure of funds under this provision, and as soon as the City Council can reasonably meet under the existing circumstances, the City Manager shall notify the City Council of the reason for such action, how funds were expended, and present to the City Council for adoption an emergency appropriations ordinance that sets forth what measures are required to ensure that funds are forthwith restored to the appropriate accounts and that the budget is balanced at the end of the fiscal year in which the emergency expenditures occurred.

An emergency is defined for the purposes of this provision as an event that could not have been reasonably foreseen at the time of the adoption of the budget, and in which (i) an immediate threat to the public health, safety or welfare is involved, such as clean-up after a hurricane, and/or (ii) immediate action is required to protect or preserve public properties.

**Sec. ~~19~~ 17.** All travel expense accounts shall be submitted on forms approved by the Director of Finance and according to regulations approved by the City Council. Each account shall show the dates expenses were incurred or paid; number of miles traveled; method of travel; hotel expenses; meals; and incidental expenses. The Director of Finance is specifically directed to withhold the issuance of checks in the event expense accounts are submitted for "lump-sum" amounts.

**Sec. ~~20~~ 18.** ~~A salary increase of 1.0% on the pay period relating back to June 22, 2017 for all full-time City employees, and employees of the Constitutional Officers is hereby provided.~~ A salary increase of 2.0% on the pay period dating back to June 2~~2~~1, 201~~7~~8 for the five Constitutional Officers, part-time City employees, and part-time employees of the Constitutional Officers is hereby provided.

**Sec. ~~21~~ 19.** A ~~1~~2% merit pay increase is hereby authorized for full-time City employees with a performance feedback completed from July 1, 201~~6~~7 to June 30, 201~~7~~8 and for newly hired probationary employees on their anniversary

date with a performance feedback completed from July 1, 2018 to June 30, 2019 that indicates overall performance meets expectations. The merit pay increase shall be calculated against the mid-point of each pay range and paid as a flat dollar amount to full-time employees on that pay range. Notwithstanding policy or administrative directive addressing bonus providing otherwise, for an employee who is at the maximum of the pay range for her position classification with a meet expectations performance feedback completed from July 1, 2017 to June 30, 2018, a lump sum bonus equal to 1% of the midpoint for their position classification shall be paid on the first pay period after July 1, 2018 and a second bonus equal to 1% of the midpoint of her position classification shall be paid on the first pay period after January 1, 2019 in lieu of the merit increase. For an employee, who as a result of all, or a portion, of the 2% merit increase authorized above, will exceed the maximum of the pay range for her classification, she shall receive the portion of the merit pay equal to the difference between the maximum of the pay range and her current salary. Any amount in excess of the difference between the 2% merit and the maximum of the position classification shall be paid in the form of a lump sum bonus, half of which will be payable on the first pay date after July 1, 2018 and the other half payable on the first pay date after January 1, 2019. Notwithstanding the timing provisions provided by City Code §§ 2-109 and 2-116, the merit pay increase authorized by this section shall be provided on the pay period dating back to June 21, 2018 ~~July 1, 2017~~ or a subsequent date for newly hired probationary employees. The other requirements provided by City Code §§ 2-109 and 2-116 ~~such as the eligibility for such merit pay being limited to non-probationary employees shall still~~ apply. To ensure accountability, the failure of a supervisor responsible for preparing the performance feedback, to complete the same prior to July 1, 201~~7~~8 shall result in the supervisor and employee(s) merit pay increase being delayed until such time as the performance feedback is completed. In those cases, the merit pay increase will be retroactive upon completion of the performance feedback for both the supervisor responsible for completing the performance feedback and the employee(s). This section shall also apply to the employees of the Constitutional Officers. Any additional stipends, special pay, or executive entitlement pay to employees appointed by the City Council and subject to City Code § 2-89 or Constitutional Officers must be approved by a separate action of the City Council.

**Sec. ~~22~~ 20.** An amount of up to $3 million dollars is hereby authorized to address vertical and horizontal compression. This amount shall be offset with savings from attrition and position vacancies. To accomplish this purpose, the City Manager or his designee is hereby authorized to transfer savings in salary or fringe benefit accounts among departments in any amount notwithstanding other budgetary controls outlined in the ordinance.

**Sec. ~~23~~ 21.** Violation of this ordinance may result in disciplinary action by the City Manager against the person or persons responsible for the management of the Appropriation Unit in which the violation occurred.

**Sec. ~~24~~ 22.** This ordinance shall be effective on July 1, 201~~7~~8. The portion of Sections ~~20~~ 18 and ~~21~~ 19 addressing the payroll period that crosses fiscal years shall be effective June 2~~2~~1, 201~~7~~8. ~~Section 12 of this ordinance shall become effective as of the date of adoption of this ordinance.~~

**Sec. ~~25~~ 23.** If any part of this ordinance is for any reason declared to be unconstitutional or invalid, such decision shall not affect the validity of the remaining parts of this ordinance.

*Requires an affirmative vote by a majority of all of the members of City Council.*

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment A - Appropriations

| | FY 2018-19 Adopted |
|---|---|
| **002 General Fund** | |
| Agriculture | 886,229 |
| Benefits Administration | 735,538 |
| Board of Equalization | 2,980 |
| Budget and Management Services | 1,422,761 |
| Circuit Court | 1,134,104 |
| City Attorney | 4,459,610 |
| City Auditor | 946,303 |
| City Clerk | 640,073 |
| City Manager | 2,610,189 |
| City Real Estate Assessor | 3,337,538 |
| City Treasurer | 6,287,888 |
| Clerk of the Circuit Court | 3,628,282 |
| Commissioner of the Revenue | 4,734,280 |
| Commonwealth's Attorney | 8,896,166 |
| Communications Office | 1,798,262 |
| Community Organization Grants | 502,193 |
| Computer Replacement Program | 1,648,642 |
| Convention and Visitor Bureau | 10,389,654 |
| Cultural Affairs | 2,387,322 |
| Debt Service | 52,883,834 |
| Department of Aquarium and Museums | 12,795,850 |
| Economic Development | 5,889,639 |
| Emergency Communications and Citizen Services | 11,097,236 |
| Emergency Management | 548,365 |
| Emergency Medical Services | 12,119,189 |
| Employee Special Benefits | 7,750,031 |
| Finance | 5,849,653 |
| Fire | 54,301,160 |
| General District Court | 476,224 |
| Health | 3,479,663 |
| Housing and Neighborhood Preservation | 5,245,795 |
| Human Resources | 4,892,507 |
| Human Services | 118,933,300 |
| Independent Financial Services | 164,999 |
| Information Technology | 26,660,102 |
| Juvenile and Domestic Relations District Court | 181,918 |
| Juvenile Probation | 1,490,927 |
| Leases | 2,155,539 |
| Library | 18,157,684 |
| Magistrates | 64,858 |
| Municipal Council | 583,962 |
| Parks and Recreation | 14,811,944 |
| Planning | 18,221,264 |
| Police | 102,579,286 |
| Public Works | 70,554,252 |
| Regional Participation | 3,041,888 |
| Reserve for Contingencies | 7,858,640 |
| Revenue Reimbursements | 16,980,347 |
| Strategy, Transparency, Innovation & Resiliency Office | 599,904 |
| Transfer to Other Funds | 512,993,343 |
| Vehicle Replacements | 5,357,514 |

## Attachment A - Appropriations

| | | FY 2018-19 Adopted |
|---|---|---|
| Voter Registration & Elections | | 1,727,066 |
| | Fund 002 Appropriation Totals | 1,156,895,897 |

## 098 School Reserve Special Revenue Fund

| | | |
|---|---|---|
| Transfer to Other Funds | | 6,800,000 |
| | Fund 098 Appropriation Totals | 6,800,000 |

## 104 Green Run Collegiate Charter School

| | | |
|---|---|---|
| Education | | 3,803,031 |
| | Fund 104 Appropriation Totals | 3,803,031 |

## 107 School Equipment Replacement Special Revenue Fund

| | | |
|---|---|---|
| Reserve for Contingencies | | 1,088,036 |
| | Fund 107 Appropriation Totals | 1,088,036 |

## 108 School Instructional Technology Fund

| | | |
|---|---|---|
| Instructional Technology | | 260,244 |
| | Fund 108 Appropriation Totals | 260,244 |

## 109 School Vending Operations Fund

| | | |
|---|---|---|
| Vending | | 150,000 |
| | Fund 109 Appropriation Totals | 150,000 |

## 112 School Communication Tower Technology Fund

| | | |
|---|---|---|
| Instructional Technology | | 850,000 |
| | Fund 112 Appropriation Totals | 850,000 |

## 114 School Cafeteria Fund

| | | |
|---|---|---|
| Cafeteria | | 33,733,213 |
| | Fund 114 Appropriation Totals | 33,733,213 |

## 115 School Operating Fund

| | | |
|---|---|---|
| Debt Service | | 42,421,657 |
| Education | | 758,725,919 |
| Transfer to Other Funds | | 12,440,085 |
| | Fund 115 Appropriation Totals | 813,587,661 |

## 116 School Grants Fund

| | | |
|---|---|---|
| Grants | | 61,486,650 |
| | Fund 116 Appropriation Totals | 61,486,650 |

## 117 School Textbook Fund

| | | |
|---|---|---|
| Textbook | | 6,206,584 |
| | Fund 117 Appropriation Totals | 6,206,584 |

## 119 School Athletic Special Revenue Fund

| | | |
|---|---|---|
| Athletic | | 5,028,774 |
| | Fund 119 Appropriation Totals | 5,028,774 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment A - Appropriations

| | FY 2018-19 Adopted |
|---|---|
| **130 Law Library Fund** | |
| Library | 219,689 |
| Reserve for Contingencies | 2,400 |
| Transfer to Other Funds | 40,000 |
| Fund 130 Appropriation Totals | 262,089 |
| **140 Commonwealth Attorney's Fed & State Seized Assets SRF** | |
| Commonwealth's Attorney | 100,000 |
| Fund 140 Appropriation Totals | 100,000 |
| **142 Police Federal & State Seized Assets SRF** | |
| Police | 285,915 |
| Fund 142 Appropriation Totals | 285,915 |
| **146 State Rental Assistance Program** | |
| Housing and Neighborhood Preservation | 689,476 |
| Reserve for Contingencies | 70,078 |
| Fund 146 Appropriation Totals | 759,554 |
| **147 Federal Section 8 Program Special Revenue Fund** | |
| Housing and Neighborhood Preservation | 21,976,607 |
| Reserve for Contingencies | 26,789 |
| Fund 147 Appropriation Totals | 22,003,396 |
| **149 Sheriff's Department Special Revenue Fund** | |
| Sheriff and Corrections | 48,142,529 |
| Fund 149 Appropriation Totals | 48,142,529 |
| **151 Parks and Recreation Special Revenue Fund** | |
| Debt Service | 4,478,998 |
| Parks and Recreation | 33,054,482 |
| Public Works | 3,235,299 |
| Reserve for Contingencies | 393,499 |
| Transfer to Other Funds | 1,495,788 |
| Fund 151 Appropriation Totals | 42,658,066 |
| **152 Tourism Investment Program Fund** | |
| Convention and Visitor Bureau | 4,850,144 |
| Cultural Affairs | 50,500 |
| Debt Service | 22,365,740 |
| Parks and Recreation | 722,397 |
| Planning | 1,200,548 |
| Public Works | 2,908,264 |
| Reserve for Contingencies | 7,768,161 |
| Transfer to Other Funds | 1,990,873 |
| Fund 152 Appropriation Totals | 41,856,627 |

## Attachment A - Appropriations

| | FY 2018-19 Adopted |
|---|---|
| **157 Sandbridge Special Service District Spec Rev Fd** | |
| Public Works | 844,490 |
| Transfer to Other Funds | 3,997,388 |
| Fund 157 Appropriation Totals | 4,841,878 |
| **161 Agriculture Reserve Program Special Revenue Fund** | |
| Agriculture | 217,691 |
| Debt Service | 4,845,553 |
| Transfer to Other Funds | 990,000 |
| Fund 161 Appropriation Totals | 6,053,244 |
| **163 Tourism Advertising Program Special Revenue Fund** | |
| Convention and Visitor Bureau | 12,686,776 |
| Reserve for Contingencies | 17,500 |
| Transfer to Other Funds | 56,838 |
| Fund 163 Appropriation Totals | 12,761,114 |
| **166 Sandbridge Tax Increment Financing Fund** | |
| Future C.I.P. Commitments | 8,000,000 |
| Transfer to Other Funds | 2,352,612 |
| Fund 166 Appropriation Totals | 10,352,612 |
| **169 Central Business District-South TIF (Twn Cntr) Fd** | |
| Debt Service | 8,193,269 |
| Transfer to Other Funds | 150,000 |
| Fund 169 Appropriation Totals | 8,343,269 |
| **172 Open Space & Park Infrastructure Development & Maintenance SRF** | |
| Debt Service | 2,588,043 |
| Parks and Recreation | 409,266 |
| Reserve for Contingencies | 132,590 |
| Transfer to Other Funds | 2,500,000 |
| Fund 172 Appropriation Totals | 5,629,899 |
| **174 Town Center Special Service District** | |
| Parks and Recreation | 60,338 |
| Town Center Special Tax District | 1,906,480 |
| Transfer to Other Funds | 631,976 |
| Fund 174 Appropriation Totals | 2,598,794 |
| **180 Community Development Special Revenue Fund** | |
| Housing and Neighborhood Preservation | 1,680,508 |
| Reserve for Contingencies | 28,354 |
| Transfer to Other Funds | 128,858 |
| Fund 180 Appropriation Totals | 1,837,720 |
| **181 CD Loan and Grant Fund** | |
| Housing and Neighborhood Preservation | 791,115 |
| Fund 181 Appropriation Totals | 791,115 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment A - Appropriations

| | FY 2018-19 Adopted |
|---|---|
| **182 Federal Housing Assistance Grant Fund** | |
| Housing and Neighborhood Preservation | 862,063 |
| Reserve for Contingencies | 1,510 |
| Fund 182 Appropriation Totals | 863,573 |
| **183 Grants Consolidated Fund** | |
| Commonwealth's Attorney | 816,827 |
| Emergency Communications and Citizen Services | 2,000 |
| Emergency Medical Services | 375,000 |
| Fire | 383,191 |
| Housing and Neighborhood Preservation | 1,546,722 |
| Human Services | 1,879,739 |
| Public Works | 20,000 |
| Transfer to Other Funds | 1,038,155 |
| Fund 183 Appropriation Totals | 6,061,634 |
| **241 Water and Sewer Fund** | |
| Debt Service | 21,796,096 |
| Public Utilities | 85,371,921 |
| Reserve for Contingencies | 1,585,081 |
| Transfer to Other Funds | 22,761,825 |
| Fund 241 Appropriation Totals | 131,514,923 |
| **253 Parking Enterprise Fund** | |
| Debt Service | 579,780 |
| Planning | 3,758,679 |
| Reserve for Contingencies | 25,709 |
| Transfer to Other Funds | 725,821 |
| Fund 253 Appropriation Totals | 5,089,989 |
| **254 Waste Management Enterprise Fund** | |
| Public Works | 33,501,033 |
| Reserve for Contingencies | 169,944 |
| Transfer to Other Funds | 2,986,789 |
| Fund 254 Appropriation Totals | 36,657,766 |
| **255 Storm Water Utility Enterprise Fund** | |
| Debt Service | 3,955,648 |
| Public Works | 26,975,663 |
| Reserve for Contingencies | 161,064 |
| Transfer to Other Funds | 11,309,761 |
| Fund 255 Appropriation Totals | 42,402,136 |
| **310 Old Donation Creek Area Dredging SSD** | |
| Transfer to Other Funds | 72,620 |
| Fund 310 Appropriation Totals | 72,620 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment A - Appropriations

| | | FY 2018-19 Adopted |
|---|---|---|
| **311 Bayville Creek Neighborhood Dredging SSD Fund** | | |
| Transfer to Other Funds | | 75,241 |
| | Fund 311 Appropriation Totals | 75,241 |
| **312 Shadowlawn Area Dredging SSD** | | |
| Transfer to Other Funds | | 29,056 |
| | Fund 312 Appropriation Totals | 29,056 |
| **313 Chesopeian Colony Dredging SSD** | | |
| Transfer to Other Funds | | 209,162 |
| | Fund 313 Appropriation Totals | 209,162 |
| **314 Harbour Point Dredging SSD** | | |
| Transfer to Other Funds | | 19,496 |
| | Fund 314 Appropriation Totals | 19,496 |
| **315 Gills Cove Dredging SSD** | | |
| Transfer to Other Funds | | 24,795 |
| | Fund 315 Appropriation Totals | 24,795 |
| **316 Hurds Cove Dredging SSD** | | |
| Transfer to Other Funds | | 231,221 |
| | Fund 316 Appropriation Totals | 231,221 |
| **460 School General Revenue Capital Projects Fund** | | |
| School Capital Projects | | 500,000 |
| | Fund 460 Appropriation Totals | 500,000 |
| **540 General Government Capital Projects Fund** | | |
| Building Capital Projects | | 7,978,448 |
| Coastal Capital Projects | | 9,560,000 |
| Economic and Tourism Development Capital Projects | | 4,363,586 |
| Information Technology Projects | | 4,462,222 |
| Parks and Recreation Capital Projects | | 6,958,033 |
| Roadways Capital Projects | | 11,673,020 |
| | Fund 540 Appropriation Totals | 44,995,309 |
| **541 Water and Sewer Capital Projects Fund** | | |
| Water and Sewer Capital Projects | | 12,500,000 |
| | Fund 541 Appropriation Totals | 12,500,000 |
| **555 Storm Water Capital Projects Fund** | | |
| Storm Water Capital Projects | | 14,576,510 |
| | Fund 555 Appropriation Totals | 14,576,510 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment A - Appropriations

| | | FY 2018-19 Adopted |
|---|---|---|
| **606 City Garage Internal Service Fund** | | |
| Public Works | | 13,766,356 |
| Reserve for Contingencies | | 124,228 |
| | Fund 606 Appropriation Totals | 13,890,584 |
| **607 Risk Management Internal Service Fund** | | |
| Finance | | 18,197,111 |
| | Fund 607 Appropriation Totals | 18,197,111 |
| **613 School Landscaping Internal Service Fund** | | |
| Parks and Recreation | | 4,966,007 |
| Reserve for Contingencies | | 40,901 |
| | Fund 613 Appropriation Totals | 5,006,908 |
| **614 School Risk Management Fund** | | |
| School Risk Management | | 6,805,724 |
| | Fund 614 Appropriation Totals | 6,805,724 |
| **615 City and School Health Insurance Fund** | | |
| City and School Health Insurance | | 157,467,867 |
| | Fund 615 Appropriation Totals | 157,467,867 |
| **616 Fuels Internal Service Fund** | | |
| Public Works | | 5,681,880 |
| | Fund 616 Appropriation Totals | 5,681,880 |
| **620 Telecommunications Internal Service Fund** | | |
| Information Technology | | 3,275,853 |
| Reserve for Contingencies | | 24,514 |
| | Fund 620 Appropriation Totals | 3,300,367 |
| **621 Subscriptions Internal Service Fund** | | |
| Information Technology | | 3,272,745 |
| Reserve for Contingencies | | 276,964 |
| | Fund 621 Appropriation Totals | 3,549,709 |
| **908 City Beautification Fund** | | |
| Parks and Recreation | | 50,000 |
| | Fund 908 Appropriation Totals | 50,000 |
| **910 Parking Meters - Homeless Donation Fund** | | |
| Housing and Neighborhood Preservation | | 1,000 |
| | Fund 910 Appropriation Totals | 1,000 |
| **911 Parks and Recreation Gift Fund** | | |
| Parks and Recreation | | 55,000 |
| | Fund 911 Appropriation Totals | 55,000 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment A - Appropriations

| | FY 2018-19 Adopted |
|---|---|
| **916 Social Services Gift Fund** | |
| Human Services | 35,064 |
| Fund 916 Appropriation Totals | 35,064 |
| | |
| Total Budget Appropriations | 2,809,032,556 |
| Less Internal Service Funds | 213,900,150 |
| Less Interfund Transfers | 586,051,703 |
| NET BUDGET APPROPRIATIONS | 2,009,080,703 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment B - Revenue

| | | FY 2018-19 Adopted |
|---|---|---|
| **002 General Fund** | | |
| Revenue From Local Sources | | |
| Automobile License | | 10,757,313 |
| Business License | | 48,669,429 |
| Charges for Services | | 39,598,917 |
| Cigarette Tax | | 10,835,826 |
| Fines and Forfeitures | | 5,546,186 |
| From the Use of Money and Property | | 7,792,610 |
| General Sales Tax | | 66,621,323 |
| Hotel Room Tax | | 7,699,337 |
| Miscellaneous Revenue | | 6,760,994 |
| Other Taxes | | 11,399,109 |
| Permits, Privilege Fees, and Regulatory Licenses | | 5,633,663 |
| Personal Property | | 159,729,356 |
| Real Estate | | 537,918,638 |
| Restaurant Meal Tax | | 44,933,289 |
| Utility Tax | | 49,337,837 |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 104,193,305 |
| Revenue from the Federal Government | | 22,634,684 |
| Specific Fund Reserves | | 507,970 |
| Transfers from Other Funds | | 16,326,111 |
| | Fund 002 Revenue Totals | 1,156,895,897 |
| **098 School Reserve Special Revenue Fund** | | |
| Specific Fund Reserves | | 6,800,000 |
| | Fund 098 Revenue Totals | 6,800,000 |
| **104 Green Run Collegiate Charter School** | | |
| Transfers from Other Funds | | 3,803,031 |
| | Fund 104 Revenue Totals | 3,803,031 |
| **107 School Equipment Replacement Special Revenue Fund** | | |
| Specific Fund Reserves | | 1,088,036 |
| | Fund 107 Revenue Totals | 1,088,036 |
| **108 School Instructional Technology Fund** | | |
| Specific Fund Reserves | | 260,244 |
| | Fund 108 Revenue Totals | 260,244 |
| **109 School Vending Operations Fund** | | |
| Revenue From Local Sources | | |
| Miscellaneous Revenue | | 144,000 |
| Specific Fund Reserves | | 6,000 |
| | Fund 109 Revenue Totals | 150,000 |

## Attachment B - Revenue

| | | FY 2018-19 Adopted |
|---|---|---|
| **112 School Communication Tower Technology Fund** | | |
| Revenue From Local Sources | | |
| From the Use of Money and Property | | 510,000 |
| Specific Fund Reserves | | 340,000 |
| | Fund 112 Revenue Totals | 850,000 |
| **114 School Cafeteria Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 11,230,670 |
| From the Use of Money and Property | | 50,000 |
| Miscellaneous Revenue | | 673,583 |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 500,000 |
| Revenue from the Federal Government | | 19,333,672 |
| Specific Fund Reserves | | 1,945,288 |
| | Fund 114 Revenue Totals | 33,733,213 |
| **115 School Operating Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 2,216,638 |
| From the Use of Money and Property | | 465,000 |
| Miscellaneous Revenue | | 836,703 |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 272,725,078 |
| State Shared Sales Tax | | 75,344,490 |
| Revenue from the Federal Government | | 12,670,337 |
| Transfers from Other Funds | | 449,329,415 |
| | Fund 115 Revenue Totals | 813,587,661 |
| **116 School Grants Fund** | | |
| Revenue From Local Sources | | |
| Miscellaneous Revenue | | 993,539 |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 15,686,983 |
| Revenue from the Federal Government | | 41,193,848 |
| Transfers from Other Funds | | 3,612,280 |
| | Fund 116 Revenue Totals | 61,486,650 |
| **117 School Textbook Fund** | | |
| Revenue From Local Sources | | |
| From the Use of Money and Property | | 29,483 |
| Miscellaneous Revenue | | 27,000 |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 4,009,991 |
| Specific Fund Reserves | | 2,140,110 |
| | Fund 117 Revenue Totals | 6,206,584 |

## Attachment B - Revenue

| | | FY 2018-19 Adopted |
|---|---|---|
| **119 School Athletic Special Revenue Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 499,000 |
| From the Use of Money and Property | | 5,000 |
| Transfers from Other Funds | | 4,524,774 |
| | Fund 119 Revenue Totals | 5,028,774 |
| **130 Law Library Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 255,000 |
| From the Use of Money and Property | | 1,060 |
| Miscellaneous Revenue | | 400 |
| Specific Fund Reserves | | 5,629 |
| | Fund 130 Revenue Totals | 262,089 |
| **140 Commonwealth Attorney's Fed & State Seized Assets SRF** | | |
| Specific Fund Reserves | | 100,000 |
| | Fund 140 Revenue Totals | 100,000 |
| **142 Police Federal & State Seized Assets SRF** | | |
| Specific Fund Reserves | | 285,915 |
| | Fund 142 Revenue Totals | 285,915 |
| **146 State Rental Assistance Program** | | |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 759,554 |
| | Fund 146 Revenue Totals | 759,554 |
| **147 Federal Section 8 Program Special Revenue Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 3,625,000 |
| Miscellaneous Revenue | | 2,000 |
| Revenue from the Federal Government | | 18,232,670 |
| Transfers from Other Funds | | 143,726 |
| | Fund 147 Revenue Totals | 22,003,396 |
| **149 Sheriff's Department Special Revenue Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 4,634,608 |
| From the Use of Money and Property | | 11,000 |
| Miscellaneous Revenue | | 2,000 |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 19,044,683 |
| Revenue from the Federal Government | | 140,000 |
| Transfers from Other Funds | | 24,310,238 |
| | Fund 149 Revenue Totals | 48,142,529 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment B - Revenue

| | | FY 2018-19 Adopted |
|---|---|---|
| **151 Parks and Recreation Special Revenue Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 15,284,757 |
| From the Use of Money and Property | | 1,636,474 |
| Miscellaneous Revenue | | 5,400 |
| Permits, Privilege Fees, and Regulatory Licenses | | 1,250 |
| Real Estate | | 19,418,709 |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 11,000 |
| Specific Fund Reserves | | 27,000 |
| Transfers from Other Funds | | 6,273,476 |
| | Fund 151 Revenue Totals | 42,658,066 |
| **152 Tourism Investment Program Fund** | | |
| Revenue From Local Sources | | |
| Amusement Tax | | 6,872,387 |
| Cigarette Tax | | 773,988 |
| Fines and Forfeitures | | 458,900 |
| From the Use of Money and Property | | 848,172 |
| Hotel Room Tax | | 18,950,087 |
| Miscellaneous Revenue | | 8,250 |
| Permits, Privilege Fees, and Regulatory Licenses | | 381,904 |
| Restaurant Meal Tax | | 13,562,939 |
| | Fund 152 Revenue Totals | 41,856,627 |
| **157 Sandbridge Special Service District Spec Rev Fd** | | |
| Revenue From Local Sources | | |
| From the Use of Money and Property | | 7,037 |
| Hotel Room Tax | | 3,926,250 |
| Real Estate | | 739,993 |
| Specific Fund Reserves | | 78,598 |
| Transfers from Other Funds | | 90,000 |
| | Fund 157 Revenue Totals | 4,841,878 |
| **161 Agriculture Reserve Program Special Revenue Fund** | | |
| Revenue From Local Sources | | |
| From the Use of Money and Property | | 31,917 |
| Real Estate | | 4,966,225 |
| Specific Fund Reserves | | 1,055,102 |
| | Fund 161 Revenue Totals | 6,053,244 |
| **163 Tourism Advertising Program Special Revenue Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 53,000 |
| From the Use of Money and Property | | 67,000 |
| Hotel Room Tax | | 6,233,501 |
| Miscellaneous Revenue | | 10,000 |
| Restaurant Meal Tax | | 6,397,613 |
| | Fund 163 Revenue Totals | 12,761,114 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment B - Revenue

| | | FY 2018-19 Adopted |
|---|---|---|
| **166 Sandbridge Tax Increment Financing Fund** | | |
| Revenue From Local Sources | | |
| From the Use of Money and Property | | 28,126 |
| Real Estate | | 10,297,813 |
| Specific Fund Reserves | | 26,673 |
| | Fund 166 Revenue Totals | 10,352,612 |
| **169 Central Business District-South TIF (Twn Cntr) Fd** | | |
| Revenue From Local Sources | | |
| From the Use of Money and Property | | 2,000 |
| Hotel Room Tax | | 500,000 |
| Real Estate | | 7,333,268 |
| Specific Fund Reserves | | 508,001 |
| | Fund 169 Revenue Totals | 8,343,269 |
| **172 Open Space & Park Infrastructure Development & Maintenance SRF** | | |
| Revenue From Local Sources | | |
| Restaurant Meal Tax | | 5,629,899 |
| | Fund 172 Revenue Totals | 5,629,899 |
| **174 Town Center Special Service District** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 24,300 |
| Fines and Forfeitures | | 115,000 |
| From the Use of Money and Property | | 259,500 |
| Real Estate | | 2,034,071 |
| Specific Fund Reserves | | 15,923 |
| Transfers from Other Funds | | 150,000 |
| | Fund 174 Revenue Totals | 2,598,794 |
| **180 Community Development Special Revenue Fund** | | |
| Revenue from the Federal Government | | 1,289,468 |
| Transfers from Other Funds | | 548,252 |
| | Fund 180 Revenue Totals | 1,837,720 |
| **181 CD Loan and Grant Fund** | | |
| Non-Revenue Receipts | | 120,000 |
| Revenue from the Federal Government | | 534,849 |
| Transfers from Other Funds | | 136,266 |
| | Fund 181 Revenue Totals | 791,115 |
| **182 Federal Housing Assistance Grant Fund** | | |
| Non-Revenue Receipts | | 75,000 |
| Revenue from the Federal Government | | 788,573 |
| | Fund 182 Revenue Totals | 863,573 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment B - Revenue

| | | FY 2018-19 Adopted |
|---|---|---|
| **183 Grants Consolidated Fund** | | |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 3,095,804 |
| Revenue from the Federal Government | | 1,702,369 |
| Transfers from Other Funds | | |
| Revenue from the Federal Government | | 421,191 |
| | Fund 183 Revenue Totals | 6,061,634 |
| **241 Water and Sewer Fund** | | |
| Non-Revenue Receipts | | 3,925,041 |
| Revenue From Local Sources | | |
| Charges for Services | | 123,774,644 |
| From the Use of Money and Property | | 742,891 |
| Miscellaneous Revenue | | 308,657 |
| Revenue from the Federal Government | | 948,018 |
| Transfers from Other Funds | | 1,815,672 |
| | Fund 241 Revenue Totals | 131,514,923 |
| **253 Parking Enterprise Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 4,787,989 |
| Fines and Forfeitures | | 170,000 |
| From the Use of Money and Property | | 8,500 |
| Permits, Privilege Fees, and Regulatory Licenses | | 55,000 |
| Transfers from Other Funds | | 68,500 |
| | Fund 253 Revenue Totals | 5,089,989 |
| **254 Waste Management Enterprise Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 34,122,980 |
| From the Use of Money and Property | | 131,500 |
| Miscellaneous Revenue | | 769,286 |
| Permits, Privilege Fees, and Regulatory Licenses | | 113,000 |
| Revenue from the Commonwealth | | |
| Other Sources from the Commonwealth | | 45,000 |
| Transfers from Other Funds | | 1,476,000 |
| | Fund 254 Revenue Totals | 36,657,766 |
| **255 Storm Water Utility Enterprise Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 41,959,666 |
| From the Use of Money and Property | | 85,000 |
| Miscellaneous Revenue | | 60,000 |
| Revenue from the Federal Government | | 267,597 |
| Transfers from Other Funds | | 29,873 |
| | Fund 255 Revenue Totals | 42,402,136 |
| **310 Old Donation Creek Area Dredging SSD** | | |
| Revenue From Local Sources | | |
| Real Estate | | 72,620 |
| | Fund 310 Revenue Totals | 72,620 |

## Attachment B - Revenue

| | | FY 2018-19 Adopted |
|---|---|---|
| **311 Bayville Creek Neighborhood Dredging SSD Fund** | | |
| Revenue From Local Sources | | |
| Real Estate | | 75,241 |
| | Fund 311 Revenue Totals | 75,241 |
| **312 Shadowlawn Area Dredging SSD** | | |
| Revenue From Local Sources | | |
| Real Estate | | 29,056 |
| | Fund 312 Revenue Totals | 29,056 |
| **313 Chesopeian Colony Dredging SSD** | | |
| Revenue From Local Sources | | |
| Real Estate | | 209,162 |
| | Fund 313 Revenue Totals | 209,162 |
| **314 Harbour Point Dredging SSD** | | |
| Revenue From Local Sources | | |
| Real Estate | | 18,156 |
| Specific Fund Reserves | | 1,340 |
| | Fund 314 Revenue Totals | 19,496 |
| **315 Gills Cove Dredging SSD** | | |
| Revenue From Local Sources | | |
| Real Estate | | 13,886 |
| Specific Fund Reserves | | 10,909 |
| | Fund 315 Revenue Totals | 24,795 |
| **316 Hurds Cove Dredging SSD** | | |
| Revenue From Local Sources | | |
| Real Estate | | 231,221 |
| | Fund 316 Revenue Totals | 231,221 |
| **460 School General Revenue Capital Projects Fund** | | |
| Transfers from Other Funds | | 500,000 |
| | Fund 460 Revenue Totals | 500,000 |
| **540 General Government Capital Projects Fund** | | |
| Transfers from Other Funds | | 44,995,309 |
| | Fund 540 Revenue Totals | 44,995,309 |
| **541 Water and Sewer Capital Projects Fund** | | |
| Transfers from Other Funds | | 12,500,000 |
| | Fund 541 Revenue Totals | 12,500,000 |
| **555 Storm Water Capital Projects Fund** | | |
| Transfers from Other Funds | | 14,576,510 |
| | Fund 555 Revenue Totals | 14,576,510 |

## Attachment B - Revenue

| | | FY 2018-19 Adopted |
|---|---|---|
| **606 City Garage Internal Service Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 13,705,584 |
| Miscellaneous Revenue | | 185,000 |
| | Fund 606 Revenue Totals | 13,890,584 |
| **607 Risk Management Internal Service Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 18,082,111 |
| From the Use of Money and Property | | 40,000 |
| Miscellaneous Revenue | | 75,000 |
| | Fund 607 Revenue Totals | 18,197,111 |
| **613 School Landscaping Internal Service Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 4,442,908 |
| Specific Fund Reserves | | 564,000 |
| | Fund 613 Revenue Totals | 5,006,908 |
| **614 School Risk Management Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 6,805,724 |
| | Fund 614 Revenue Totals | 6,805,724 |
| **615 City and School Health Insurance Fund** | | |
| Revenue From Local Sources | | |
| Miscellaneous Revenue | | 157,467,867 |
| | Fund 615 Revenue Totals | 157,467,867 |
| **616 Fuels Internal Service Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 5,673,574 |
| Specific Fund Reserves | | 8,306 |
| | Fund 616 Revenue Totals | 5,681,880 |
| **620 Telecommunications Internal Service Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 3,073,500 |
| From the Use of Money and Property | | 15,000 |
| Specific Fund Reserves | | 211,867 |
| | Fund 620 Revenue Totals | 3,300,367 |
| **621 Subscriptions Internal Service Fund** | | |
| Revenue From Local Sources | | |
| Charges for Services | | 2,448,434 |
| From the Use of Money and Property | | 30,425 |
| Specific Fund Reserves | | 1,070,850 |
| | Fund 621 Revenue Totals | 3,549,709 |

# City of Virginia Beach, Virginia
# Fiscal Year 2018-19 Budget Ordinance

## Attachment B - Revenue

| | | FY 2018-19 Adopted |
|---|---|---|
| **908 City Beautification Fund** | | |
| Revenue From Local Sources | | |
| Miscellaneous Revenue | | 50,000 |
| | Fund 908 Revenue Totals | 50,000 |
| **910 Parking Meters - Homeless Donation Fund** | | |
| Revenue From Local Sources | | |
| Miscellaneous Revenue | | 1,000 |
| | Fund 910 Revenue Totals | 1,000 |
| **911 Parks and Recreation Gift Fund** | | |
| Revenue From Local Sources | | |
| Miscellaneous Revenue | | 55,000 |
| | Fund 911 Revenue Totals | 55,000 |
| **916 Social Services Gift Fund** | | |
| Revenue From Local Sources | | |
| Miscellaneous Revenue | | 5,875 |
| Specific Fund Reserves | | 29,189 |
| | Fund 916 Revenue Totals | 35,064 |
| Total Budget Revenues | | 2,809,032,556 |
| Less Internal Service Funds | | 213,900,150 |
| Less Interfund Transfers | | 586,051,703 |
| NET BUDGET REVENUES | | 2,009,080,703 |

**AN ORDINANCE ESTABLISHING THE TAX LEVY ON REAL ESTATE FOR FISCAL YEAR 2019**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

**Sec. 1. Amount of Levy on Real Estate.**

There shall be levied and collected for fiscal year 201~~8~~9 taxes for general purposes on all real estate, including all separate classifications of real estate set forth in the Code of Virginia, not exempt from taxation and not otherwise provided for in this ordinance, at the rate of one dollar and twenty-five hundredths of a cent ($1.0025) on each one hundred dollars ($100) of assessed valuation thereof. The real property tax rate that has been prescribed in this section shall be applied on the basis of one hundred percentum of the fair market value of such real property, except for public service real property, which shall be on the basis as provided in Section 58.1-2604 of the Code of Virginia. It is the intention of the Council that four cents of the tax rate is dedicated, subject to annual appropriation, to provide funding for the Schools to offset the decrease in State funding through the Local Composite Index ~~and the increased local obligations under the Line of Duty Act~~. The Council directs the City Manager in the production of future budgets to provide an analysis of State funding for Schools and ~~the Line of Duty Act. A~~at such time as the State restores funding ~~above the following benchmarks: funding~~ for Schools ~~at~~ above $350M (per annum, net of School Facility Funds)~~; and Line of Duty Act at $0 (per annum~~), the City Manager will recommend a reduction, in whole or in part, to the four cent ~~or two cent~~ tax rate dedication in an amount roughly equal to the increased State funding with a corresponding decrease in the real estate tax rate.

**Sec. 2. Amount of Levy on "Certified Storm Water Management Developments and Property," "Certified Solar Energy Recycling Equipment, Facilities or Devices" Classified as Real Estate, and "Environmental Restoration Sites," Real Estate Improved by Erosion Controls, and Certain Wetlands and Riparian Buffers.**

In accordance with Sections 58.1-3660 (A), 58.1-3660.1, 58.1-3661, 58.1-3664, 58.1-3665 and 58.1-3666 of the Code of Virginia, there shall be levied and collected for general purposes for fiscal year 201~~8~~9, taxes on all real estate (a) certified by the Department of Environmental Quality as "Certified Storm Water Management Developments and Property," (b) certified as provided by Code of Virginia Section 58.1-3661 as "Certified Solar Energy Equipment, Facilities or Devices," or "Certified Recycling Equipment, Facilities or Devices," (c) defined by Code of Virginia Section 58.1-3664 as an "Environmental Restoration Site," (d) improved to control erosion as defined by Code of Virginia § 58.1-3665, or (e) qualifying as wetlands and riparian buffers as described by Code of Virginia § 58.1-3666, not exempt from taxation, at a rate of one dollar and twenty-five hundredths of a cent ($1.0025) on each one hundred dollars of assessed valuation thereof. The real property tax rates imposed in this section shall be applied on the basis of one hundred percentum of fair market value of such real property except for public service property, which shall be on the basis as provided in Section 58.1-2604 of the Code of Virginia.

**Sec. 3. Amount of Levy on Real Estate Within the Sandbridge Special Service District.**

There shall be levied and collected for fiscal year 201~~8~~9, taxes for the special purpose of providing beach and shoreline restoration and management at Sandbridge on all real estate within the Sandbridge Special Service District, not exempt from taxation, at the rate of six cents ($0.06) on each one hundred dollars ($100) of assessed value thereof. This real estate tax rate shall be in addition to the real estate tax rate set forth in Section 1 of this ordinance. For real property that qualifies for Land Use Assessment, pursuant to Division 2 of Chapter 35 of the City Code, or Exemption, or Freeze for Elderly and Disabled Persons, pursuant to Division 3 of Chapter 35 of the City Code, this real estate tax rate shall be applied in the same manner as the real estate tax rate set forth in Section 1 of this ordinance. The real estate tax rate imposed herein shall be applied on the basis of one hundred percentum of the fair market value of such real property except for public service real property, which shall be on the basis as provided in Section 58.1-2604 of the Code of Virginia.

**Sec. 4. Amount of Levy on Real Estate Within the Town Center Special Service District.**

For the special purpose of operating and maintaining the parking garage and providing enhanced services for the plaza and public spaces within the boundaries of the service district at the Town Center, as well as other additional services authorized by Virginia Code § 15.2-2403, there shall be levied and collected for fiscal year 201~~8~~9,

taxes on all real estate within the Town Center Special Service District, not exempt from taxation, at the rate of forty-five cents ($0.45) on each one hundred dollars ($100) of assessed value thereof. This real estate tax rate shall be in addition to the real estate tax set forth in Section 1 of this ordinance. For real property that qualifies for Land Use Assessment, pursuant to Division 2 of Chapter 35 of the City Code, or Exemption or Freeze for Elderly and Disabled Persons, pursuant to Division 3 of Chapter 35 of the City Code, this real estate tax rate shall be applied in the same manner as the real estate tax rate set forth in Section 1 of this ordinance. The real estate tax rate imposed herein shall be applied on the basis of one hundred percentum of the fair market value of such real property, except for public service real property, which shall be on the basis as provided in Section 58.1-2604 of the Code of Virginia.

**Sec. 5. Amount of Levy on "Energy-Efficient Buildings".**

In accordance with Section 58.1-3221.2 of the Code of Virginia and any relevant section of the City Code, there shall be levied and collected for general purposes for the fiscal year 201~~8~~9, taxes on all real estate that has been classified as an energy efficient building, not exempt from taxation, at a rate of eighty-five and twenty-five hundredths of a cent~~s~~ ($0.8525) on each one hundred dollars of assessed valuation thereof. The real property tax rate imposed in this section shall be applied on the basis of one hundred percentum of fair market value of such real property except for public service property, which shall be on the basis as provided in Section 58.1-2604 of the Code of Virginia.

**Sec. 6. Amount of Levy on Properties Listed in the Virginia Landmarks Register.**

In accordance with Section 58.1-3221.5 of the Code of Virginia and any relevant section of the City Code, there shall be levied and collected for general purposes for the fiscal year 201~~8~~9, taxes on buildings that are individually listed on the Virginia Landmarks Register, not including the real estate or land on which the building is located, so long as the building is maintained in a condition such that it retains the characteristics for which it was listed on the Virginia Landmarks Register at a rate of fifty-three and twenty-five hundredths of a cent ($0.5325) on each one hundred dollars of assessed valuation thereof. The real property tax rate imposed in this section shall be applied on the basis of one hundred percentum of fair market value of such real property except for public service property, which shall be on the basis as provided by Section 58.1-2604 of the Code of Virginia.

**Sec. 7. Amount of Levy on Real Estate Within the Various Dredging Special Service Districts.**

There shall be levied and collected for fiscal year 201~~8~~9, taxes for the special purpose of providing neighborhood channel dredging of creeks and rivers to maintain existing uses on all real estate within each special service district listed below:

a. Old Donation Special Service District, not exempt from taxation, at the rate of eighteen and four-tenths cents ($0.184) on each one hundred dollars ($100) of assessed value thereof.
b. Bayville Creek Special Service District, not exempt from taxation, at the rate of forty seven and two-tenths cents ($0.472) on each one hundred dollars ($100) of assessed value thereof.
c. Shadowlawn Special Service District, not exempt from taxation, at the rate of fifteen and ninety-four hundredths cents ($0.1594) on each one hundred dollars ($100) of assessed value thereof.
d. Chesopeian Special Service District, not exempt from taxation, at the rate of twenty nine and thirteen hundredths cents ($0.2913) on each one hundred dollars ($100) of assessed value thereof.
e. Harbour Point Special Service District, not exempt from taxation, at the rate of seven and nine-tenths cents ($0.079) on each one hundred dollars ($100) of assessed value thereof.
f. Gills Cove Special Service District, not exempt from taxation, at the rate of six and three-tenths cents ($0.063) on each one hundred dollars ($100) of assessed value thereof.
g. Hurd's Cove Special Service District, not exempt from taxation, at the rate of forty-three and eight-tenths cents ($0.438) on each one hundred dollars ($100) of assessed value thereof.

This real estate tax rate shall be in addition to the real estate tax rate set forth in Section 1 of this ordinance. Except as provided explicitly in Chapter 35.3 of the Code of the City of Virginia Beach, this tax rate shall apply without reduction to any properties subject to ad valorem taxes including those properties enrolled in the Exemption or Freeze for Elderly and Disabled Persons, City Code §§ 35-61, et seq. As set forth in Code of Virginia, section 15.2-2403(6), written consent is required to apply this tax rate to the full assessed value of properties subject to special use value assessment. The real estate tax rate imposed herein shall be applied on the basis of one hundred

percentum (100%) of the fair market value of such real property except for public service real property, which shall be on the basis as provided in Section 58.1-2604 of the Code of Virginia.

**Sec. 8 Severability.**

If any portion of this ordinance is for any reason declared to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

**Sec. 9 Effective Date.**

The effective date of this ordinance shall be July 1, 2017~~7~~8.

*Requires an affirmative vote by a majority of all of the members of City Council.*

Adopted by the City Council of the City of Virginia Beach, Virginia on the 15th day of May, 2018.

**AN ORDINANCE ESTABLISHING THE TAX LEVY ON PERSONAL PROPERTY AND MACHINERY AND TOOLS FOR THE CALENDAR YEAR 2019**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

**Sec. 1. Amount of Levy on the General Classification of Tangible Personal Property.**

In accordance with Chapter 35 of Title 58.1 of the Code of Virginia, taxes shall be levied and collected for general purposes for the calendar year 201~~8~~9 on all tangible personal property, including all separate classifications of personal property set forth in the Code of Virginia, not exempt from taxation and not otherwise provided for in this ordinance, at the rate of four dollars ($4.00) on each one hundred dollars ($100) assessed valuation thereof.

**Sec. 2. Personal Property Tax Relief.**

As required by § 58.1-3523 of the Code of Virginia, qualifying vehicles (as defined by § 58.1-3523), not otherwise exempted from taxation in this ordinance or by law, shall be subject to the following:

1. Any qualifying-vehicle with a total assessed value of $1,000 or less will be levied no tax, reflecting a reimbursement of 100% Personal Property Tax Relief Act.
2. Any qualifying vehicle with an assessed value of between $1,001 and $20,000 will be levied ~~48.9%~~ 49.7% of the computed tax based on the total assessed value of the vehicle. Reimbursement is expected from the state under the Personal Property Tax Relief Act equal to the remaining ~~51.1%~~ 50.3% of the computed tax on the first $20,000 of assessed value.
3. Any qualifying vehicle with an assessed value of over $20,000 will be levied ~~48.9%~~ 49.7% of the computed tax based on the first $20,000 of assessed value and 100% of the computed tax based on the assessed value in excess of $20,000. Reimbursement is expected from the state under the Personal Property Tax Relief Act equal to the remaining ~~51.1%~~ 50.3% of the computed tax on the first $20,000 of assessed value.

**Sec. 3. Amount of Levy on Certain Classifications of Tangible Personal Property**

In accordance with Chapter 35 of Title 58.1 of the Code of Virginia, taxes shall be levied and collected for general purposes for the calendar year 201~~8~~9 on the certain classifications of tangible personal property set forth below at the rate of four dollars ($4.00) on each one hundred dollars ($100) assessed valuation thereof.

a. heavy construction equipment as described in Code of Virginia § 58.1-3506 (A) (8);

b. computer equipment as described in Code of Virginia § 58.1-3506 (A) (11);

c. tangible personal property as described in (a) Code of Virginia § 58.1-3506 as "certified pollution control equipment and facilities" and (b) Code of Virginia § 58.1-3661 as "certified solar equipment, facilities or devices and certified recycling equipment, facilities or devices";

d. furniture, office, and maintenance equipment as described in Code of Virginia § 58.1-3506 (A) (24);

e. all tangible personal property employed in a trade or business other than described in subdivisions A 1 through A 18, except for subdivision A 17, of § 58.1-3503 as described in Code of Virginia § 58.1-3506 (A) (26);

f. programmable computer equipment and peripherals employed in a trade or business ad described in Code of Virginia § 58.1-3506 (A) (27);

g. tangible personal property used in the provision of internet service as described in Code of Virginia § 58-1-3506 (A) (31);

h. forest harvesting and silvicultural activity as described in Code of Virginia § 58-1-3506 (A) (33);

i. equipment used primarily for research, development, production or provision of biotechnology as described in Code of Virginia § 58-1-3506 (A) (34);

j. tangible personal property which is owned and operated by a service provider who is not a CMRS provider and is not licensed by the FCC used to provide, for a fee, wireless broadband internet service as described in Code of Virginia § 58-1-3506 (A) (37).

**Sec. 4. Amount of Levy on Manufactured Homes.**

There shall be levied and collected for general purposes for the calendar year 201~~8~~9 taxes on all vehicles without motive power, used or designated to be used as manufactured homes, as defined by Section 36-85.3 of the

Code of Virginia, at the rate of one dollar and twenty-five hundredths of a cent ($1.0025) on each one hundred dollars ($100) of assessed valuation thereof. Such property declared a separate class of tangible personal property in Section 58.1-3506 (A) (10).

**Sec. 5. Amount of Levy on All Boats or Watercraft Used for Business Purposes Only.**

There shall be levied and collected for general purposes for the calendar year 2018~~8~~9 taxes on all boats or watercraft used for business purposes (both boats weighing less than five (5) tons and boats weighing five (5) tons or more), except as provided for in Section 8 of this ordinance, at the rate of one dollar and fifty cents ($1.50) on each one hundred dollars ($100) of assessed valuation thereof. Such property declared a separate class of tangible personal property in Sections 58.1-3506 (A) (35) and (A) (36).

**Sec. 6. Amount of Levy on All Boats or Watercraft Not Used Solely for Business Purposes.**

There shall be levied and collected for general purposes for the calendar year 2018~~8~~9 taxes on all boats or watercraft not used solely for business purposes weighing less than five (5) tons, and weighing five (5) tons or more, except as provided for in Section 8 of this ordinance, at the rate of one dollar and fifty cents ($1.50) on each one hundred dollars ($100) of assessed valuation thereof. Such property declared a separate class of tangible personal property in Sections 58.1-3506 (A) (1) (a) and (A) (1) (b).

**Sec. 7. Amount of Levy on Machinery and Tools.**

In accordance with Section 58.1-3507 of the Code of Virginia, there shall be levied and collected for general purposes for the calendar year 2018~~8~~9 taxes on machinery and tools, including machinery and tools used directly in the harvesting of forest products or semiconductor manufacturing, not exempt from taxation, at the rate of one millionth of one cent ($.000001) on each one hundred dollars ($100) of assessed valuation thereof. As provided by Code of Virginia § 58.1-3506 (B), the following personal property shall also be taxed at the rate of machinery and tools:

a. all tangible personal property used in research and development businesses, as described in Code of Virginia § 58.1-3506 (A) (7);

b. generating or cogenerating equipment, as described in Code of Virginia § 58.1-3506 (A) (9); and

c. all motor vehicles, trailers and semitrailers with a gross vehicle weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, as described in Code of Virginia § 58.1-3506 (A) (25).

**Sec. 8. Amount of Levy on Privately Owned Pleasure Boats and Watercraft Used for Recreational Purposes Only.**

There shall be levied and collected for general purposes for the calendar year 2018~~8~~9 taxes on all privately owned pleasure boats and watercraft used for recreational purposes only, at the rate of one millionth of one cent ($.000001) on each one hundred dollars ($100) of assessed valuation thereof. Such property declared a separate class of tangible personal property in Sections 58.1-3506 (A) (12), (A) (28), and (A) (29).

**Sec. 9. Amount of Levy on Privately Owned Camping Trailers, Privately Owned Travel Trailers, and Motor Homes Used for Recreational Purposes Only, and Privately Owned Horse Trailers.**

There shall be levied and collected for general purposes for the calendar year 2018~~8~~9 taxes at the rate of one dollar and fifty cents ($1.50) on each one hundred dollars ($100) of assessed valuation thereof on the following property: (a) all privately owned camping trailers and motor homes as defined in Section 46.2-100 of the Code of Virginia and privately owned travel trailers as defined in Code of Virginia § 46.2-1900, that are used for recreational purposes only; and (b) privately owned trailers as defined in § 46.2-100 of the Code of Virginia that are designed and used for the transportation of horses, except those trailers described in subdivision (A) (11) of § 58.1-3505 of the Code of Virginia. Such property declared a separate class of tangible personal property in Sections 58.1-3506 (A) (18) and (A) (30).

**Sec. 10. Amount of Levy on One Motor Vehicle Owned and Regularly Used by a Disabled Veteran.**

There shall be a reduced tax, levied and collected for general purposes for the calendar year 2018~~8~~9 at the rate of one dollar and fifty cents ($1.50) on each one hundred dollars ($100) of assessed valuation, on one (1) motor vehicle owned and regularly used by a veteran who has either lost, or lost the use of, one or both legs, or an arm or a hand, or who is blind, or who is permanently and totally disabled as certified by the Department of Veterans'

Affairs. Any motor vehicles in addition to the one (1) so taxed shall not qualify for the taxation at the rate established herein, and shall be taxed at the rate or rates applicable to that class of property. To qualify, the veteran shall provide a written statement to the Commissioner of the Revenue from the Department of Veterans' Affairs that the veteran has been so designated or classified by the Department of Veterans' Affairs as to meet the requirements of Section 58.1-3506 (A) (19), and that his or her disability is service connected. Such property declared a separate class of tangible personal property in Section 58.1-3506 (A) (19).

**Sec.11. Amount of Levy on a Motor Vehicle Owned and Used Primarily by or for Someone at Least Sixty-Five Years of Age or Anyone Found to be Permanently and Totally Disabled.**

a. In accordance with Sections 58.1-3506.1 et seq. of the Code of Virginia, there shall be a reduced tax, levied and collected for general purposes for calendar year 201~~8~~9, at the rate of three dollars ($3.00) on each one hundred dollars ($100.00) of assessed valuation, on one (1) automobile or pickup truck owned and used primarily by or for anyone at least sixty-five years of age or anyone found to be permanently and totally disabled, as defined in Section 58.1-3506.3 of the Code of Virginia, subject to the following conditions:

1. The total combined income received, excluding the first $7,500 of income, from all sources during calendar year 201~~6~~7 by the owner of the motor vehicle shall not exceed twenty-two thousand dollars ($22,000).

2. The owner's net financial worth, including the present value of all equitable interests, as of December 31 of calendar year 201~~6~~7, excluding the value of the principal residence and the land, not exceeding one (1) acre, upon which it is situated, shall not exceed seventy thousand dollars ($70,000).

3. All income and net worth limitations shall be computed by aggregating the income and assets, as the case may be, of a husband and wife who reside in the same dwelling and shall be applied to any owner of the motor vehicle who seeks the benefit of the preferential tax rate permitted under this ordinance, irrespective of how such motor vehicle may be titled.

b. Any such motor vehicle owned by a husband and wife may qualify if either spouse is sixty-five or over or if either spouse is permanently and totally disabled, and the conditions set forth in subsection (a) have been satisfied.

**Sec. 12. Amount of Levy on Computer Equipment and Peripherals Used in a Data Center.**

There shall be levied and collected for general purposes for the calendar year 2019 taxes on all computer equipment and peripherals used in a data center as authorized in § 58.1-3506(A)(43) of the Code of Virginia at the rate of forty cents ($0.40) on each one hundred dollars ($100) of assessed valuation thereof.

**Sec. ~~12~~ 13. Assessed Value Determination.**

In accordance with Section 58.1-3103 of the Code of Virginia, personal property mentioned in the above sections shall be assessed at actual fair market value, to be determined by the Commissioner of the Revenue for the City of Virginia Beach.

**Sec. ~~13~~ 14. Severability.**

If any portion of this ordinance is for any reason declared to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

**Sec. ~~14~~ 15. Effective Date.**

This ordinance shall be effective January 1, 201~~8~~9.

*Requires an affirmative vote by a majority of all of the members of City Council.*

Adopted by the City Council of the City of Virginia Beach, Virginia on the 15th day of May, 2018.

**AN ORDINANCE TO DECLARE $8,000,000 OF FUNDING WITHIN THE SANDBRIDGE TAX INCREMENT FINANCING DISTRICT AS SURPLUS FUNDS IN THE FY 2017-18 OPERATING BUDGET**

WHEREAS, the Sandbridge Tax Increment Financing District (Sandbridge TIF) and the Sandbridge Special Service District (Sandbridge SSD), were established to provide a funding source for beach and shoreline restoration and management at Sandbridge;

WHEREAS, an analysis of the Sandbridge TIF and the Sandbridge SSD occurs annually to ensure that funding is adequate for long-term beach and shoreline restoration and management along Sandbridge;

WHEREAS, current projections indicate that the Sandbridge TIF and Sandbridge SSD have sufficient funding to meet long-term obligations for beach and shoreline restoration and management;

WHEREAS, projections also indicate that the funding available exceeds the long-term obligations of the project; and

WHEREAS, $ 8,000,000 is available as an unencumbered appropriation in the FY 201~~6~~7-1~~7~~8 Sandbridge TIF Reserve for Future Commitments.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That $ 8,000,000 of funding within the Sandbridge TIF is hereby declared to be in excess of the long-term obligations for beach and shoreline restoration and management and is hereby declared surplus.

BE IT FURTHER ORDAINED: That this ordinance shall be effective on June 30, 2018.

Adopted by the City Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**A RESOLUTION REGARDING THE CITY'S 2019 EMPLOYEE RETIREE HEALTH INSURANCE PLANS**

WHEREAS, the next Health Insurance Plan Year takes effect January 1, 201~~8~~9;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA THAT

~~1.~~ The City Manager or his designee is hereby authorized to work with the Consolidated Benefits Office to implement the current three Health Insurance Plan Offerings of Basic, Standard and Premier to City and School Employees and Retirees for the 2019 Plan Year and all subsequent Plan Years with an employer contribution strategy that is consistent with the current employer contribution strategy and maintains the three plan offerings.~~as outlined below:~~ If the number of plan offerings changes or the current employer contribution strategy changes, the City Manager shall present a resolution to the City Council seeking approval of proposed changes.

~~a. Implement the plan design changes set forth in Attachment A for plan year 2017~~8 ~~and maintain three plan offerings of Basic, Standard, and Premier.~~

~~b. Establish an employer contribution strategy as to provide a defined contribution to each tier of each of the three plans offered, resulting in the following monthly defined employer contributions:~~

| | | | |
|---|---|---|---|
| ~~Employee Only~~ | ~~$490.53~~ | ~~Retiree Only~~ | ~~$567.68~~ |
| ~~Employee Plus Child~~ | ~~$743.77~~ | ~~Retiree Plus Child~~ | ~~$820.94~~ |
| ~~Employee Plus Children~~ | ~~$1,079.14~~ | ~~Retiree Plus Children~~ | ~~$1,157.87~~ |
| ~~Employee Plus Spouse~~ | ~~$904.84~~ | ~~Retiree Plus Spouse~~ | ~~$1,065.69~~ |
| ~~Family~~ | ~~$1,285.23~~ | ~~Retiree Family~~ | ~~$1,447.53~~ |

~~c. A one-time lump sum Health Savings Account contribution in the amount of $500 will be made for members choosing to newly enroll in the Basic POS plan effective January 1, 2017~~8~~, as well as to newly enrolled members that were eligible in 2016~~7~~, but did not previously receive a contribution.~~

~~d. Employees hired on or after July 1, 2014, will not receive an employer contribution to retiree health insurance. Per State law (Virginia Code § 15.2-1517), such employees with fifteen years of continuous service with the City or Schools may elect to continue on a City and School Health Insurance Plan upon retirement, but the retiree would be responsible for the full premium cost of the selected plan.~~

~~2. The City Auditor is directed to conduct an audit of health care claims by an independent outside firm. The City Auditor is also directed to perform periodic audits of the health care program as deemed necessary.~~

~~3. The City Auditor is directed to provide for an actuarial valuation of retiree health insurance costs biennially to meet the Government Accounting Standards Board (GASB) 45 pronouncement concerning fully costing out Other Post-Employment Benefits.~~

~~4.~~

2. This Resolution shall become effective on January 1, 201~~8~~9.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**AN ORDINANCE TO AUTHORIZE THE CITY MANAGER TO SUBMIT AN ANNUAL FUNDING PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, the United States Congress has established legislation designated as the Housing and Community Development Act of 1974 that sets forth the development of viable urban communities as a national goal; and has established additional legislation addressing the goals of reducing homelessness, increasing affordable housing opportunities, and providing housing for people with HIV/AIDS; and

WHEREAS, there is federal assistance available to help achieve these goals and conduct related activities; and

WHEREAS, as a prerequisite to receiving the above-referenced federal assistance, the City of Virginia Beach has developed an Annual Funding Plan for submission to the Department of Housing and Urban Development and has created the necessary mechanisms for its implementation in compliance with federal and local directives,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That the City Manager is hereby authorized and directed, as the executive and administrative head of the City, to submit the City's FY 201~~7~~8-1~~8~~9 Annual Funding Plan (the "Plan") and amendments thereto, along with understandings and assurances contained therein and such additional information as may be required, to the Department of Housing and Urban Development to permit the review, approval, and funding of the Plan.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**AN ORDINANCE TO AMEND THE CITY CODE PERTAINING TO THE EQUIVALENT RESIDENTIAL UNIT (ERU) FEE**

SECTION AMENDED: § 32.5-2

WHEREAS, City Council held public a hearing on the proposed fee increase to provide for public comment;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 32.5-2 of the Code of the City of Virginia Beach, Virginia is hereby amended and reordained to read as follows:

**Sec. 32.5-2. Definitions.**

The following words and terms used in this section shall have the following meanings:

(a) *Equivalent residential unit* or *ERU* means the equivalent impervious area of a single-family residential developed property per dwelling unit located within the city based on the statistical average horizontal impervious area of a single-family residence in the city. An equivalent residential unit (ERU) equals two thousand two hundred sixty-nine (2,269) square feet of impervious surface area.

(b) *ERU rate* means the utility fee charged on an equivalent residential unit, which shall be forty-five and eight-tenth cents ($0.458) per day, effective July 1, 2017; forty-eight and three-tenth cents ($0.483) per day, effective July 1, 201~~8~~9, fifty and eight-tenth cents ($0.508) per day, effective July 1, 20~~19~~20, fifty-three and three-tenth cents ($0.533) per day, effective July 1, 202~~0~~1, and fifty-five and eight-tenth cents ($0.558) per day, effective July 1, 202~~1~~2.

. . . .

BE IT FURTHER ORDAINED: That the effective date of this ordinance shall be July 1, 2018.

Adopted by the Council of the City of Virginia Beach, Virginia, on this 15th day of May, 2018.

**AN ORDINANCE TO AMEND SECTIONS 35-64 AND 35-67 OF THE CITY CODE PERTAINING TO THE EXEMPTION OR DEFERRAL OF REAL ESTATE TAXES FOR ELDERLY OR DISABLED PERSONS**

SECTIONS AMENDED: §§ 35-64 AND 35-67

WHEREAS, the City Council has previously directed adjustments to the income component of the tax relief for elderly and disabled persons to be adjusted annually to mirror the average increase or decrease of the value of single family residences.

NOW, THEEFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Sections 35-64 and 35-67 of the City Code are hereby amended and reordained to read as follows:

**Sec. 35-64. General prerequisites to grant; effect of residency in hospital, nursing home, etc.**

(a) Either the exemption or freeze, but not more than one (1), as provided for in this division shall be granted to persons subject to the following provisions:

(1) The title to the property for which exemption or freeze is claimed is held, or partially held, on June thirtieth immediately preceding the taxable year, by the person or persons claiming exemption, deferral or freeze and is occupied as the sole dwelling of such person or persons.

(2) The head of the household occupying the dwelling and owning title or partial title thereto or either spouse in a dwelling jointly held by a husband and wife is either permanently and totally disabled or is sixty-five (65) years of age or older on June thirtieth of the year immediately preceding the taxable year; provided, however, that a dwelling jointly held by a husband and wife may qualify if either spouse is over sixty-five (65) years of age.

(3) For the tax exemption programs, the total combined income received from all sources during the preceding calendar year by: (i) the owner or owners of the dwelling who use it as their principal residence and (ii) the owner's or owners' relatives who live in the dwelling, shall not exceed ~~fifty three thousand seven hundred and fifty three five dollars ($53,753)~~ fifty four thousand nine hundred and eighty nine dollars ($54,989) provided that the first ten thousand dollars ($10,000.00) of income of each relative, other than a spouse of the owner, who is living in the dwelling, shall not be included in such total: and provided further that the first ten thousand dollars ($10,000.00) or any portion thereof of income received by a permanently and totally disabled owner shall not be included in such total.

(4) For the tax freeze program, the total combined income received from all sources during the preceding calendar year by: (i) the owner or owners of the dwelling who use it as their principal residence and (ii) the owner's or owners' relatives who live in the dwelling, shall not exceed ~~seventy thousand one hundred and thirty seven dollars ($70,137) provided~~ seventy one thousand seven hundred and fifty dollars ($71,750) that the first ten thousand dollars ($10,000.00) of income of each relative, other than a spouse of the owner, who is living in the dwelling, shall not be included in such total; and provided that the first ten thousand dollars ($10,000.00) or any portion thereof of income received by a permanently and totally disabled owner shall not be included in such total.

(5) For the tax exemption programs, the net combined financial worth, including equitable interests, as of December thirty-first of the year immediately preceding the taxable year, of the owners, and of the spouse of any owner, excluding the value of the dwelling and the land (not exceeding one acre) upon which it is situated, shall not exceed three hundred and fifty thousand dollars ($350,000.00).

(6) For the tax freeze program, the net combined financial worth, including equitable interests, as of December thirty-first of the year immediately preceding the taxable year, of the owners, and of the spouse of any owner, excluding the value of the dwelling and the land (not exceeding one acre) upon which it is situated, shall not

exceed three hundred and fifty thousand dollars ($350,000.00).

(7) The dwelling is occupied.

. . . .

**Sec. 35-67. Amount of exemption.**

When a person claiming exemption under this division conforms to the standards and does not exceed the limitations contained in this division, the tax exemption shall be as shown on the following schedule:

| *Total income, All Sources* | | *Tax Exemption* |
|---|---|---|
| ~~$0.00 - $41,022.00~~ | $0.00 - 41,966.00 | 100% |
| ~~$41,022.01 - $44,205.00~~ | $41,966.01 – $45,222.00 | 80% |
| ~~$44,205.01 - $47,388.00~~ | $45,222.01 - $48,478.00 | 60% |
| ~~$47,388.01 - $50,571.00~~ | $48,478.01 - $51,734.00 | 40% |
| ~~$50,571.01 - $53,753.00~~ | $51,734.01 - $54,989.00 | 20% |

No lien shall accrue as a result of the amount certified as exempt.

BE IT FURTHER ORDAINED: That this ordinance shall be effective on July 1, 2018.

Adopted by the City Council of the City of Virginia Beach, Virginia, on this 15th day of May, 2018.

**AN ORDINANCE TO AMEND SECTION 35-159 OF THE CITY CODE PERTAINING TO TAX ON TRANSIENTS OBTAINING LODGING TO EXTEND THE SUNSET OF THE FLAT ROOM RATE AND REMOVE THE SUNSET OF 0.5%**

WHEREAS City Council dedicated 1% of the percentage based tax and $1 of the flat tax on transients obtaining lodging to the Tourism Advertising Program (TAP); and

WHERAS City Council dedicated 5% of the percentage based tax and $1 of the flat tax on transients obtaining lodging to the Tourism Investment Program (TIP); and

WHERAS City Council dedicated $500,000 of the taxes on transients obtaining lodging to the Central Business District Tax Increment Financing District; and

WHERAS the balance of all revenue generated by the taxes on transients obtaining lodging are retained by the General Fund.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 35-159 of the Code of the City of Virginia Beach is hereby amended and reordained to read as follows:

**Sec. 35-159. Levied; amount.**

(a) There is hereby levied and imposed on each transient a tax equivalent to eight (8) percent of the total amount paid for lodging, by or for any such transient, to any lodging place, plus a flat tax of two-dollars ($2.00) for each night of lodging at any lodging place other than a campground. The percentage-based portion of the tax rate shall be reduced by ~~one-half (0.5) percent on July 1, 2018 and further reduced by an additional~~ two and one-half (2.5) percent on June 30, 2027. One dollar ($1.00) of the flat tax dedicated to the Tourism Advertising Program shall remain in effect through June 30, ~~2018~~ 2023, and the remaining one dollar ($1.00) dedicated to the Tourism Investment Program shall be in effect through December 31, 2021.

(b) There is hereby levied and imposed on each transient within the Sandbridge Special Service District (district) a tax, in addition to that levied in subsection (a) hereof, equivalent to one and one-half percent of the total amount paid for lodging within the district, by or for any such transient to any lodging place, excluding hotels, motels and travel campgrounds.

BE IT FURTHER ORDAINED: That this ordinance shall become effective as of the date of adoption.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018**.**

**AN ORDINANCE TO FURTHER DESCRIBE THE USES OF THE AGRICULTURE RESERVE PROGRAM SPECIAL REVENUE FUND**

WHEREAS, the City Council has periodically dedicated revenues to targeted programs, and such revenue dedications are subject to appropriation of funds by the Council; and

WHEREAS, on May 9, 1995 the City Council adopted the Agricultural Lands Preservation Ordinance, establishing the Agricultural Reserve Program ("ARP") for the preservation of agricultural lands within the City, and the City Council initially dedicated One and one-half cent of the real estate tax for purposes of funding the ARP; and

WHEREAS, on May 11, 2004 the City Council lowered the amount of real estate tax dedicated to the ARP from one and one-half cent ($0.015) to one cent ($0.01); and

WHEREAS, on May 9, 2006, the City Council lowered the amount of real estate tax dedicated to the ARP from one cent ($0.01) to nine tenths of one cent ($0.009); and

WHEREAS, On May 12, 2015 the City Council adopted an ordinance that lowered the amount of real estate tax dedicated to the ARP from nine tenths of one-cent ($0.009) to fifty-six hundredths of one-cent ($0.0056); and

WHEREAS, on May 9, 2017 the City Council increased the amount of real estate tax dedicated to the ARP from fifty-six hundredths of one-cent ($0.0056) to nine tenths of one cent ($0.009);

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That City Council hereby establishes the purposes and uses of funding in the Agricultural Reserve Program Special Revenue Fund to include the following:

a. The continued payment of interest upon existing installment purchase agreements and the FTEs and operating expenditures supporting this function;
b. The entry of new installment purchase agreements (purchase of Treasury STRIPS and interest payments) with an anticipated addition of 300 acres per year;
c. Paygo funding of storm water capital projects that benefit the southern portion of the City such as CIP 7-024, "Southern Canal/Lead Ditch and Culvert Improvements;"
d. A one-time use of ARP Special Revenue Fund fund balance for CIP 7-047, "Ashville Park Drainage Improvements."

BE IT FURTHER ORDAINED: That the effective date of this ordinance shall be July 1, 2018.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**AN ORDINANCE TO AMEND SECTION 8-31 OF THE CITY CODE PROVISIONS PERTAINING TO FEES FOR BUILDING PERMITS AND PLAN REVIEW**

Section Amended: City Code § 8-31

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 8-31 is hereby amended to the Code of the City of Virginia Beach, Virginia to read as follows:

**Sec. 8-31. - Permit fees—Building permits.**

(a) It shall be unlawful for any person to construct, enlarge, alter, repair or demolish any building or structure as defined in the Virginia Uniform Statewide Building Code without first obtaining a building permit therefor and paying the permit fees set forth in this section.

(b) The minimum fee for any building permit shall be thirty dollars ($30.00). <u>There shall be a fee in the amount of one hundred dollars ($100.00) for the modification of an existing permit.</u>

(c) For the construction of any building or addition thereto where the floor area is increased and for the installation or erection of any industrialized building unit, the fee shall be based on the floor area to be constructed, as computed from exterior building dimensions at each floor, as follows:

. . . .

(14) Administrative fee: If any construction, alteration, repair, or other work requiring a permit under this article is commenced before a permit is secured and fee paid for same, an administrative fee of two hundred fifty dollars ($250.00) shall be added to the fee due. Payment of such administrative fee shall not in any way relieve the violator of any criminal prosecution.

<u>(14.1) There shall be a fee of fifty dollars ($50.00) for the waiver of formal site plan review.</u>

<u>(14.2) There shall be a fee of twenty five dollars ($25.00) for an Asbestos Removal Permit.</u>

<u>(14.3) There shall be a fee of twenty five dollars ($25.00) for a code verification letter.</u>

(15) Tents: Tents and other temporary structures permit fee shall be Thirty dollars ($30.00).

(16) Reinspection fee: There shall be a minimum of seventy-five dollars ($75.00) additional fee charged for each reinspection.

(16.1) DFU pre-inspection fee: There shall be a fifty dollar ($50.00) fee for pre-inspections for DFU disconnections.

(17) Appeal: The fee for submitting an appeal to the board of building code appeals shall be two hundred fifty dollars ($250.00). Such fee shall be paid by the appellant.

<u>(17.1) There shall be a review fee of four hundred dollars ($400.00) for review of special uses or occupancy.</u>

(18) Change of use/certificate of occupancy for existing structure(s):

a. The minimum fee for the inspection of any new construction or existing structure requested by the permit holder shall be seventy-five dollars ($75.00) for each inspection.

b. The minimum fee associated with a change of use or request for a certificate of occupancy for an existing structure or structures on the same property shall be seventy-five dollars ($75.00).

(19) Application for septic tank soil evaluation: The fee shall be fifty dollars ($50.00) paid at the time of application. If the application is approved, the septic tank permit shall be issued with no additional fee.

(20) There shall also be a review fee in the amount of ~~one~~ two hundred ~~fifty~~ dollars ($~~150.00~~ 200.00) for review of commercial plans. There shall be a review fee for a minor commercial plan of one hundred dollars ($100.00).

(20.1) There shall be a review fee in the amount of fifty dollars ($50.00) for review of commercial plans at the counter.

(20.2) There shall be a review fee in the amount of one hundred ($100.00) for review of any revision of a commercial plan.

(21) There shall also be a review fee in the amount of ~~seventy five~~ one hundred dollars ($~~75.00~~ 100.00) for review of residential plans.

(21.1) There shall be a review fee in the amount of twenty five dollars ($25.00) for review of residential plans at the counter.

(21.2) There shall be a review fee in the amount of twenty five dollars ($25.00) for any revision to a residential plan.

(22) There shall also be a review fee in the amount of seventy five dollars ($75.00) for review of fire plans.

**This Ordinance shall be effective July 1, 2018.**

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**AN ORDINANCE TO AMEND SECTION 105 OF THE CITY ZONING ORDINANCE PERTAINING TO THE FEE FOR THE ENLARGEMENT, EXTENSION OR CONVERSION OF A NONCONFORMING USE**

Section Amended: City Zoning Ordinance § 105

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 105 of the City Zoning Ordinance is hereby amended to read as follows:

**Sec. 105. - Nonconformity.**

. . . .

(d) (1) *Enlargement or extension of nonconformity.* No nonconforming use shall be increased in magnitude. No nonconforming use shall be enlarged or extended to cover a greater land area than was occupied by the nonconformity on the effective date of this ordinance or amendment thereto. No nonconforming use shall be moved in whole or in part to any other portion of the lot, parcel, or structure not occupied by the nonconformity on the effective date of this ordinance or amendment thereto, and no nonconforming structure shall be moved at all except to come into compliance with the terms of this ordinance. No nonconforming structure shall be enlarged, extended, reconstructed, or structurally altered, if the effect is to increase the nonconformity. As an exception to the above, any condition of development prohibited by this section may be permitted by resolution of the city council based upon its finding that the proposed condition is equally appropriate or more appropriate to the district than is the existing nonconformity. City council may attach such conditions and safeguards to its approval as it deems necessary to fulfill the purposes of this ordinance. Applications for the enlargement, extension or relocation of a nonconforming use or structure shall be filed with the planning director. The application shall be accompanied by a fee of ~~five~~six hundred sixty dollars ($~~500~~660.00) to cover the cost of processing the application. Such fee shall include all costs of notifications and advertisings. The planning director shall cause the application to be advertised for public hearing before the planning commission. Notice shall be given as provided by Section 15.2-2204 of the Code of Virginia; provided, however, that written notice as prescribed therein shall be given at least fifteen (15) days prior to the hearing. ~~The cost of the public notices required by Section 15.2-2204 of the Code of Virginia shall be charged to the applicant.~~

. . . .

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective on July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 107.1 OF THE CITY ZONING ORDINANCE PERTAINING TO THE FEES FOR ALTERNATIVE COMPLIANCE IN CERTAIN DISTRICTS**

Section Amended: City Zoning Ordinance § 107.1

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 107.1 of the City Zoning Ordinance is hereby amended to read as follows:

**Sec. 107.1. - Alternative compliance in certain districts.**

To the extent provided by the regulations of any zoning district listed in Section 102(a)(13):

(a) The city council may grant special exceptions in accordance with the alternative compliance provisions of the district to allow the development of new uses or structures, or additions to or alterations of existing structures, that do not conform to the uses or development standards otherwise permitted or required under the applicable district regulations.

(b) The fee for applications for special exceptions pursuant to this section shall be in the amount of ~~four~~ five hundred sixty dollars ($~~400~~560.00). Such fee shall include all costs of notifications and advertising.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective on July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 8.3 OF APPENDIX B, SUBDIVISION REGULATIONS PERTAINING TO THE FEE FOR SUBDIVISION VARIANCES**

Section Amended: § 8.3, Appendix B, Subdivision Regulations

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 8.3 of Appendix B, Subdivision Regulations is hereby amended to read as follows:

**Sec. 8.3. - Subdivision variance fees.**

Any appeal for a variance shall be accompanied by the following fees to cover the costs of processing the appeal: ~~six~~ eight hundred ~~fifty~~ ten dollars (~~$650~~ 810.00). ~~The cost of public notices required by Section 15.2-2204 of the Code of Virginia shall be charged to the applicant~~ Such fee shall include all costs of notifications and advertising.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective on July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 107 OF THE CITY ZONING ORDINANCE PERTAINING TO THE FEES FOR A REZONING, CONDITIONAL REZONING AND MODIFICATION TO A CONDITIONAL REZONING**

Section Amended: City Zoning Ordinance § 107

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 107 of the City Zoning Ordinance is hereby amended to read as follows:

**Sec. 107. - Amendments.**

. . . .

(g) *Fee.* A petition to amend, supplement or change the district boundaries or classification of property shall be accompanied by a fee in the amount of ~~nine hundred~~ one thousand ninety dollars ($~~900~~1,090.00), provided, that where such a petition is submitted as a conditional zoning, the fee shall be in the amount of one thousand ~~two~~ three hundred sixty dollars ($~~1,200~~1,360.00). A petition of any property owner for a reconsideration of proffered conditions shall be accompanied by a fee in the amount of ~~five~~ six hundred sixty dollars ($~~500~~660.00). Such fees shall include all costs of notification and advertising.

. . . .

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective on July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 106 OF THE CITY ZONING ORDINANCE PERTAINING TO THE FEES FOR AN APPEAL TO THE BOARD OF ZONING APPEALS FOR RESIDENTIAL AND COMMERCIAL PROPERTIES**

Section Amended: City Zoning Ordinance § 106

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 106 of the City Zoning Ordinance is hereby amended to read as follows:

**Sec. 106. - Appeals and variances.**

. . . .

(c) Every application concerning a single-family residence, semi-detached residence or duplex to the board of zoning appeals shall be accompanied by a fee of ~~two~~ four hundred ~~and fifty~~ dollars ($~~250~~400.00), and all other applications shall be accompanied by a fee of ~~three~~ five hundred ~~and fifty~~ dollars ($~~350~~500.00). Such fee shall include all costs of notification and advertising. Each lot upon which a variance is requested shall be the subject of a separate application and a separate fee; provided, however, that variances from the setback and landscaping provisions of section 201(e)(1), pertaining to fences and walls, may be the subject of a single application and fee where the following conditions are met:

(1) The lots upon which the variance is requested are contiguous lots within a single subdivision block, as shown on the recorded plat of the subdivision in which the lots are located;

(2) The fence or fences which are the subject of the variance are located wholly upon property owned by a bona fide homeowners' association created by legal instrument recorded in the office of the clerk of the circuit court, or upon which there is a recorded perpetual easement allowing such homeowners' association, or the members thereof, to construct and maintain a fence upon such property;

(3) Such fence or fences are owned by the homeowners' association; and

(4) The individual signing the application certifies to the zoning administrator, in writing, that he or she is vested with the authority to act on behalf of the homeowners' association in the matter and that such association has authorized, in the manner prescribed by its by-laws or other instrument, the filing of the application.

. . . .

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective on July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 221 OF THE CITY ZONING ORDINANCE PERTAINING TO THE FEES FOR CONDITIONAL USE PERMITS AND MODIFICATIONS TO CONDITIONAL USE PERMITS**

Section Amended: City Zoning Ordinance § 221

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 221 of the City Zoning Ordinance is hereby amended to read as follows:

**Sec. 221. - Procedural requirements and general standards for conditional uses.**

. . . .

(b) *Fees.* The application shall be accompanied by the following fees to cover the costs of processing the application. ~~Nine hundred~~ One thousand ninety dollars ($~~900~~1,090.00) for all applications except applications submitted by a nonprofit organization or for a home occupation under section 234 of this ordinance. The fee for such applications shall be ~~two~~ three hundred sixty dollars ($~~200~~360.00). An application to reconsider existing conditions shall be accompanied by a fee of ~~five~~ six hundred sixty dollars ($~~500~~660.00), except that applications submitted by a nonprofit organization or for a home occupation under section 234 of this ordinance, which shall be accompanied by a fee of ~~two~~ three hundred sixty dollars ($~~200~~360.00). Such fees shall include all costs of notifications and advertising.

. . . .

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective on July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 33-111 OF THE CITY CODE PERTAINING TO THE FEE FOR THE VACATION OF A STREET OR ALLEY**

Section Amended: City Code § 33-111

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 33-111 of the City Code is hereby amended to read as follows:

**Sec. 33-111. - Fee for processing application and viewers' services.**

A fee of ~~two~~ four hundred ~~fifty~~ ten dollars ($~~250~~410.00) shall be paid to the city for the processing of an application and for the viewers' services regarding said application for the vacation of any street or alley. Such fee shall include all costs of notifications and advertising. The planning director or his authorized representative shall not accept any application unless such fee be paid at the time the application is filed.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective July 1, 2018.**

**AN ORDINANCE TO AMEND SECTIONS 6-138 AND 6-152.5 OF THE CITY CODE PERTAINING TO FEES FOR WATERFRONT CONSTRUCTION AND DREDGING**

Sections Amended: City Code §§ 6-138 and 6-152.5

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Sections 6-138 and 6-152.5 of the City Code are hereby amended to read as follows:

**ARTICLE VI. - PERMIT TO CONSTRUCT, ALTER OR REPAIR LANDINGS, DOCKS AND SIMILAR STRUCTURES**

**. . . .**

**Sec. 6-138. - Fee.**

The application processing fee for a permit required by this article shall be ~~one~~ two hundred thirty dollars ($~~100~~230.00). The fee for a building permit required by this article shall be based on the cost of the construction as provided in section 8-31(a) of the City Code.

**. . . .**

**ARTICLE VII. - PERMIT FOR DREDGING, FILLING, ETC., IN WATERS, MARSHLANDS AND LOWLANDS**

**. . . .**

**Sec. 6-152.5. - Fee.**

The fee for a permit required by this article shall be ~~one~~ two hundred thirty dollars ($~~100~~230.00).

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective on July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 1403 OF THE CITY ZONING ORDINANCE PERTAINING TO THE FEES FOR WETLAND PERMITS AND DEFERRALS**

Section Amended: City Zoning Ordinance § 1403

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 1403 of the City Zoning Ordinance is hereby amended to read as follows:

**Sec. 1403. - Applications for permits.**

**. . . .**

(c) A nonrefundable processing fee to cover the cost of processing the application shall accompany each permit application. Such fee shall be in an amount of ~~three~~ four hundred fifty dollars ($~~300~~450.00) ~~plus the cost of advertisement shall be required~~ Such fees shall include the costs of notifications and advertising. Such fees shall apply to original applications, including after-the-fact applications, and to reapplications. A fee in an amount of ~~one~~ two hundred thirty dollars ($~~100~~230.00) shall be required for deferral of an application unless waived by the Board for good cause shown.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 6.3 OF APPENDIX K, FLOODPLAIN ORDINANCE PERTAINING TO THE FEE FOR A VARIANCE**

Section Amended: Floodplain Ordinance § 6.3

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 6.3 of Appendix K, the Floodplain Ordinance is hereby amended to read as follows:

**Sec. 6.3. - Application process.**

A. Applications for variances from the requirements of this ordinance shall be made to the city council and filed with the director of planning. The fee for such applications shall be six hundred fifty dollars ($650.00). Such fee shall include all costs of notifications and advertising. Except in cases in which such fee is waived, the director shall not accept any application not accompanied by payment of the required fee. The procedure for the advertising, hearing and determination of applications for floodplain variances shall be in accordance with the requirements pertaining to applications for subdivision variances, as set forth in section 9.4 of the subdivision ordinance. In cases in which a variance application is filed by reason of a natural disaster that is the subject of a federal declaration of emergency, application and associated advertising fees shall be waived and such application shall be given expedited processing to the maximum practical extent.

**. . . .**

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective on July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 110 OF APPENDIX F, CHESAPEAKE BAY PRESERVATION AREA ORDINANCE PERTAINING TO THE FEE FOR A VARIANCE**

Section Amended: Appendix F, Chesapeake Bay Preservation Area Ordinance § 110

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 110 of Appendix F, the Chesapeake Bay Preservation Area Ordinance is hereby amended to read as follows:

**Sec. 110. - Variances.**

. . . .

(C) *Board variances.* The City Manager shall review any other application for a variance and the water quality impact assessment and provide the Board with an evaluation of the potential impacts of the proposed variance and such other information as may aid the Board in considering the application. No such application shall be accepted by the City Manager unless accompanied by a nonrefundable fee in the amount of ~~three~~ four hundred fifty dollars ($~~300~~450.00). Such fee shall include all costs of notification and advertising. The City Manager shall transmit the application and supporting information and evaluation to the members of the Board and the applicant no less than five (5) days prior to the scheduled hearing on such application.

. . . .

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective on July 1, 2018.**

**AN ORDINANCE TO AMEND SECTION 1603 OF THE CITY ZONING ORDINANCE PERTAINING TO THE FEES FOR COASTAL PRIMARY SAND DUNE PERMITS, SAND MANAGEMENT PERMITS AND DEFERRALS**

Section Amended: § 1603 of the City Zoning Ordinance

WHEREAS, the public necessity, convenience, general welfare and good zoning practice so require;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That Section 1603 of the City Zoning Ordinance is hereby amended and reordained to read as follows:

**Sec. 1603. - Applications for permits.**

. . . .

(c) A nonrefundable processing fee to cover the cost of processing the application shall accompany each permit application. Such fee shall be in an amount of ~~three~~ four hundred fifty dollars ($~~300.00~~ 450.00). ~~plus the cost of advertisement shall be required.~~ Such fees shall include all costs of notifications and advertising. Such fees shall apply to original applications, including after-the-fact-applications, and to re-applications. The application and re-application fee for sand management permits shall be ~~one~~ two hundred thirty dollars ($~~100.00~~ 230.00). Such fee shall include all costs of notifications and advertising. No person shall be required to file two (2) separate applications for permits if the project to be undertaken will require permits under Section 28.2-1302 of the Code of Virginia and this article. Under those circumstances, the fee shall be established pursuant to this article. A fee in an amount of ~~one~~ two hundred thirty dollars ($~~100~~. 230.00) shall be required for deferral of an application unless waived by the Board for good cause shown.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 15th day of May, 2018.

**This Ordinance shall be effective July 1, 2018.**

**AN ORDINANCE TO AMEND THE CITY CODE PERTAINING TO FLEXIBLE HOLIDAYS**

SECTION AMENDED: § 2-83

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

1. That Section 2-83 of the Code of the City of Virginia Beach, Virginia is hereby amended and reordained to read as follows:

**Sec. 2-83. Holidays.**

(a) The following days are designated as full-paid "holidays" and shall be so observed by the city. All permanent and probational merit employees shall be covered by the provisions of this section.

…

(11) ~~Two (2)~~ Three (3) flexible personal holidays (to be taken as a personal, national, religious or other holiday the city does not observe). Part-time employees shall not be eligible for these holidays.

…

(d) Employees who have been in a nonpay status for more than fourteen (14) days prior to any holiday shall not be eligible for compensation for holidays (1) through (10) listed in paragraph (a) above. ~~In addition to the above holidays, employees with ten (10) years or more tenure shall receive a day off during the pay period of their birthday as a paid holiday. This day cannot be accrued as annual leave. Any employee not taking the birthday holiday shall not be eligible for overtime or compensatory time for not doing so.~~

**2. The effective date of this ordinance is January 1, 2019.**

Adopted by the City Council of the City of Virginia Beach, Virginia on the 15th day of May, 2018.

**AN ORDINANCE TO AMEND THE CITY CODE PERTAINING TO CITY HOLIDAYS TO MAKE CHRISTMAS EVE A HOLIDAY**

SECTION AMENDED: § 2-83

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

3. That Section 2-83 of the Code of the City of Virginia Beach, Virginia is hereby amended and reordained to read as follows:

**Sec. 2-83. Holidays.**

(a) The following days are designated as full-paid "holidays" and shall be so observed by the city. All permanent and probational merit employees shall be covered by the provisions of this section.

…

(9) The twenty-fourth day of December (Christmas Eve).

~~(9)~~ (10) The twenty-fifth day of December (Christmas Day).

~~(10)~~ (11) ~~One half of the regular workday on the twenty-fourth day of December (Christmas Eve), except when Christmas Eve falls on a Friday, Saturday or Sunday.~~

….

If any holiday enumerated in (1) through (~~9~~10) above falls on a Saturday or Sunday, the city manager shall determine when the holiday will be observed and shall so notify affected employees and the public at least thirty (30) days prior to the holiday. If no such notice is provided by the city manager, then when any holiday enumerated in (1) through (~~9~~10) above falls on a Saturday, the Friday next preceding such a day shall be a holiday, and when any holiday enumerated in (1) through (~~9~~10) above falls on a Sunday, the Monday next following such day shall be a holiday.

…

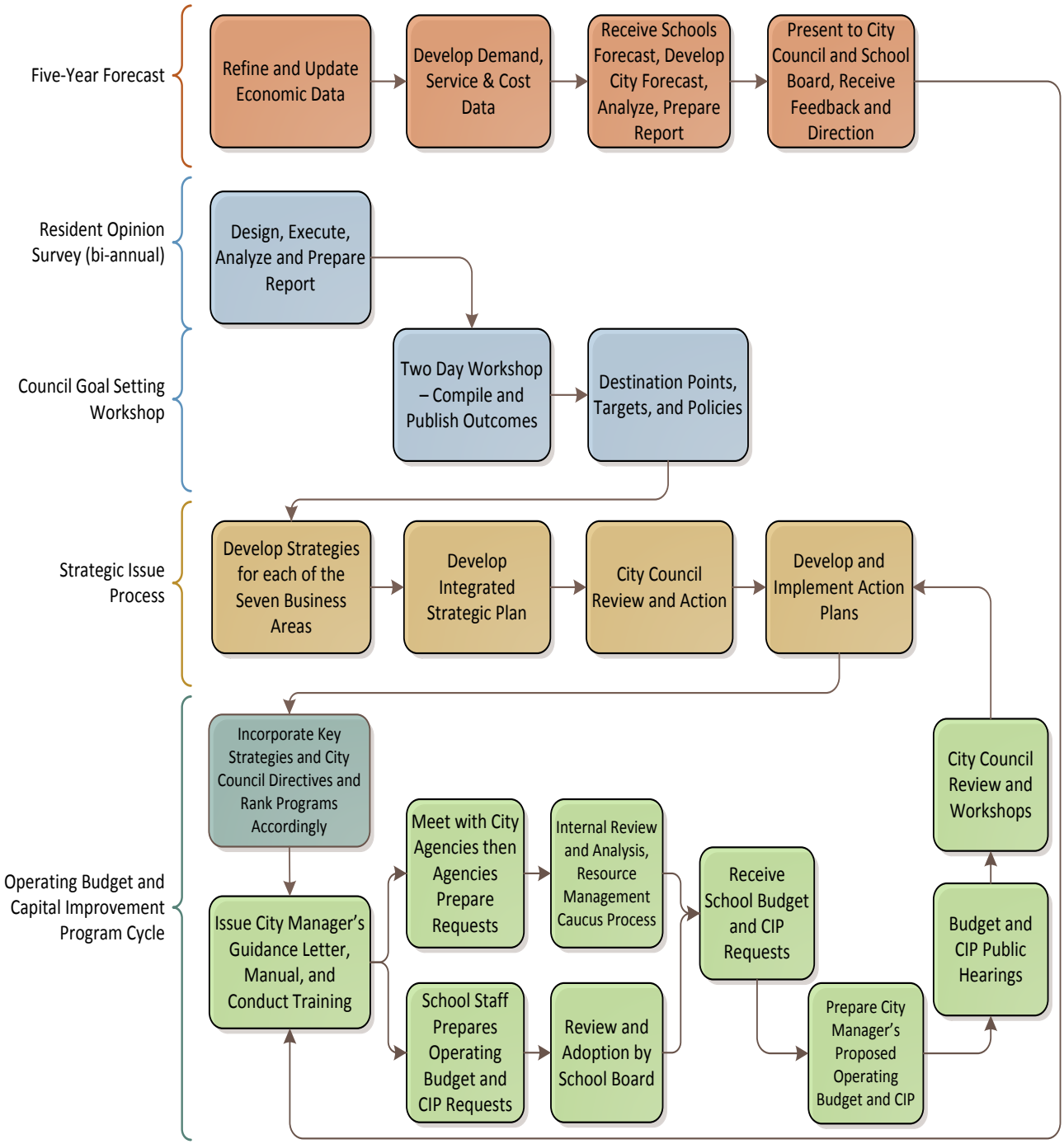
(d) Employees who have been in a nonpay status for more than fourteen (14) days prior to any holiday shall not be eligible for compensation for holidays (1) through (1~~0~~1) listed in paragraph (a) above. In addition to the above holidays, employees with ten (10) years or more tenure shall receive a day off during the pay period of their birthday as a paid holiday. This day cannot be accrued as annual leave. Any employee not taking the birthday holiday shall not be eligible for overtime or compensatory time for not doing so.

**4. The effective date of this ordinance is July 1, 2018.**

Adopted by the City Council of the City of Virginia Beach, Virginia on the 15th day of May, 2018.

# RMP PROCESS OVERVIEW

The chart below provides a graphic view of the city's strategic planning and resource allocation process:



## Legal Framework

**Submission of the Budget** - The City Manager shall submit to the City Council a budget and a budget message at least 90 days prior to the beginning of each fiscal year.

**Balancing of the Budget** - As required by Section 5.04 of the Virginia Beach Charter, the budget recommendation by the City Manager must be balanced with revenues equal to expenditures. If expenditures exceed the receipts estimated, the City Manager shall either recommend an increase in the tax rates on real estate, tangible property, or other new or existing items, or recommend a reduction in expenditures. If estimated receipts exceed estimated expenditures, the City Manager may recommend revisions in the tax and license ordinances to bring the budget into balance.

**School Budget** - The City Council appropriates funding to the schools by major category (Instruction, Administration, Health, Attendance, Pupil Transportation, Operations and Maintenance, Technology, and Debt Service) in the School Operating Fund and by fund for each of the schools remaining funds. How this funding is spent within these categories and funds is solely at the discretion of the School Board.

**Base Level Budget Ordinance** - The City Council adopts the Operating Budget Ordinance, which requires the Operating Budget to be presented with real estate tax revenue grown only by new construction. All other revenues of the government are allowed to reflect their normal growth. The anticipated growth in real estate tax revenue, which results from the growth in assessments, is held off at the base level of the budget. Then, in priority order, programs which would require the use of the growth are added back. This is shown as a table in the Executive Summary.

**Public Hearings on the Budget** - Section 5.07 of the Virginia Beach Charter requires City Council to hold a public hearing on the budget as submitted. Notice of the public hearing is published not less than seven days prior to the date of the hearing. As a practice, the City Council holds two such hearings each year. The City Council also holds several workshops to discuss the budget and to seek answers to questions concerning the Proposed Budget.

**Adoption of the Budget** - After the public hearing, City Council may make changes in the budget as it may determine. Following its revisions, the City Council then adopts the budget at one reading. To meet State requirements, the city must adopt a budget by May 15. If the City Council does not adopt a budget 30 days prior to the start of the fiscal year, the City Charter requires that the City Manager's Proposed Budget take effect on July 1.

**Amending the Adopted Budget** - The City Council may amend the budget from time to time during the fiscal year. The City Manager may transfer funding in amounts in accordance with the Operating Budget Ordinance. Section 2-187.1 of the Virginia Beach City Code states that supplemental appropriations which exceed 1% of the total revenue shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and public hearing seven days prior to the meeting date.

**Amending the Adopted Capital Improvement Program** - The CIP and the Capital Budget are governed by City Code Section 2-195 which parallels the requirements of the City's Operating Budget.

**Budget Administration** - The legally appropriated funding level determines the spending limits for municipal operations. The City Manager establishes additional controls to assist in managing departmental operations within the amounts and intent approved by City Council. Departments/agencies are allowed during the fiscal year to make adjustments within their appropriation limits through the transfer process. The City Manager may transfer up to $100,000 on his signature and the City Council must approve transfers over $100,000.

**Citizen Satisfaction Survey** - A bi-annual citizen's survey is conducted to assist in evaluating city services and identifying areas in need of attention. One purpose of the survey is to provide City Council and departments with statistically valid citizen usage rates and perceptions regarding city services.

**Council Goal Setting Workshop** - An annual two-day City Council workshop is held to review the city's progress, assess city direction, and identify and discuss issues and priorities. The results of this workshop include a Policy Agenda which identifies 1) long-term priorities for a five-year period and 2) shorter-term targets for action. These goals and targets then become a part of management's planning, action, and monitoring process. They are incorporated in the Operating Budget and CIP preparation guidelines and review.

**Strategic Issue Process** - In order to develop implementation plans for attaining the City Council goal areas, the City Manager and Management Leadership Team (MLT) establish a series of director level teams. Each Strategic Issue Team (SIT), comprised of members from other departments, is charged with a specific goal, area, or sub-goal area. The teams examine the root causes, key factors, and driving forces of the issues defined. SITs work to examine viable alternatives and define potential strategic actions. This process does not automatically assume the need for additional funds, but often the need to redirect existing funds to higher priority areas.

**Five Year Forecast** - Each year an updated Five Year Forecast Report of revenues and expenditures for city and school programs is prepared and presented to City Council and the School Board. The forecast is designed to provide long-range financial and program information to the City Council and the School Board and to serve as a forum policy review.

**Operating Budget Process** - Department Directors, the MLT, and the Department of Budget and Management Services staff set priorities and provide advice on the package of services and programs to be recommended to the City Manager. The following describes the process used to develop the Operating Budget:

- Departments prepare their resource requests in accordance with program needs and issues in response to the City Council's goals and the Strategic Plan. Included in their request is:
  1. A description of the department, its mission, objectives, and performance indicators.
  2. Funding requests necessary to maintain the same levels of effort/service delivery as provided during the current fiscal year.
  3. Funding requests necessary to meet known increases in demand for existing services.
  4. Requests for expansion of services or new programs are submitted through the use of budget proposals in order to present a systems view of the programs being proposed.

- The requests are submitted to the Department of Budget and Management Services where they are analyzed for accuracy, completeness, and policy consistency.

- The Department of Budget and Management Services is responsible for all the revenue estimates.

- Summaries of each department's unfunded requests and information on revenues are provided to the MLT and City Manager for information and review. These summaries illustrate any gap between service needs and revenues.

- The MLT, through a series of meetings with the leadership of the Department of Budget and Management Services works through the issues and develops funding priorities based on strategic considerations. The City Manager finalizes funding decisions to be included in the upcoming Proposed Operating Budget.

- The City Council receives the Proposed Operating Budget and Capital Improvement Program no later than April 1, for their consideration. As part of their review process, the City Council holds workshops

with the department directors to discuss issues and concerns. In addition, City Council holds two public hearings to receive public input for the proposed plan. Final action on the budget must occur no later than May 15.

**Performance Measurement Process** - The Operating Budget emphasizes selected indicators of departmental program performance in terms of impact on the community; internal processes; learning and growth; and financial management. Citywide indicators assess outcomes at the citywide and/or community levels within each of the major business areas of the city. In addition, the city regularly benchmarks programs against regional cities and best practices.

**Capital Improvement Process** - The development of the six-year Capital Improvement Program (CIP) from the distribution of forms to adoption by the City Council requires approximately 160 days. The process begins with the allocation of target funding levels based on prior years' CIPs and expected availability of financing. The development of the program requires coordination and cooperation from many departments. The following have major responsibilities in producing the CIP:

- Department of Planning and Community Development prepares the Comprehensive Plan regarding land use development. The departments of Planning, Public Works, Parks and Recreation and the Strategic Growth Area Office collaborate on comprehensive transportation project planning.

- Department of Budget and Management Services coordinates the overall process, determines funding and budget plans, provides technical assistance to departments, and makes recommendations. The CIP Focus Group consists of members from each department that manages/administers the CIP and submits project requests and financing. The purpose of this group is to foster communication and coordination regarding the city's capital projects.

- Departments responsible for submission of capital improvement projects requests are: School Division (schools and educational facilities), Public Works [(buildings: new city buildings, renovation, site work, or expansion), coastal, roadways (in cooperation with Public Utilities), and storm water projects], Strategic Growth Area Office (economic and tourism development projects in cooperation with Public Works), Communications and Information Technology (communication and information technology projects), Parks and Recreation (parks and recreational facilities), and Public Utilities (water and sewer lines, mains, pumps, and related facilities).

- The Department of Budget and Management Services analyzes departmental submissions for cost and benefit and to ensure that the CIP meets City Council priorities and overall debt limits.

- There is a CIP Caucus comprised of department directors from the city agencies that manage/administer the CIP, Strategic Issue Team leaders, and the MLT. The CIP Caucus reviews non-school project requests that are above the basic/target level of funding to determine priorities. Thereafter, the MLT meets with the leadership of Budget and Management Services to work through project and funding issues and makes funding decisions.

- The CIP is submitted to City Council along with the Operating Budget and they are reviewed together.

**Public Information** - Citizens have the opportunity to attend two public hearings allowing citizens the opportunity to make comments before City Council formally votes to adopt the Resource Management Plan for the next fiscal year. The Proposed Resource Management Plan is available to citizens at public libraries, City Hall, and on the city's website at vbgov.com/budget. Public notices, which present highlights of the plan are published in the local newspaper.

# RMP Calendar

### August/September

*08/01/17 - 09/30/17* – Budget and Management Services staff members start planning for the upcoming Operating Budget and CIP. They develop the initial revenue forecast and funding targets.

### October

*10/06/17* - Operating Budget Caucus is held to disseminate information to departments on revenue estimates, the state budget outlook, the economy, budget process overview and changes, and funding targets.
*10/06/17 – 12/01/17* - Departments, with assistance as needed from their assigned analysts from Budget and Management Services, spend the next six weeks developing individual program resource requests, capital project requests, program priority rankings, and entering the data into the Budget and CIP database.

### November

*11/07/17* - CIP requests are due to the Department of Budget and Management Services.
*11/21/17* – Five Year Forecast Report is presented to City Council and School Board members detailing the city's financial position over the next five years and other economic trends affecting the city.
*12/01/17*- Department budget submissions are due to the Department of Budget and Management Services.

### January

*01/04/18 - 02/28/18* - Budget meetings are held between Budget and Management Services and the MLT discuss the departments' budget requests and reach consensus on which items will receive further consideration for funding.
*01/26/18* - The CIP Caucus members meet to prioritize funding requests of capital project needs and listen to presentations by the managing agencies of the different CIP sections outlining the highlights and funding for roadways, buildings, communication and information technology, parks and recreation, water, sewer, storm water, coastal, and economic and tourism development projects.

### February

*02/06/18* - School Superintendent submits the schools Estimate of Needs for FY 2018-19 to the School Board.

### March

*03/06/18* - Adoption of Schools Operating Budget and Capital Improvement Program by the School Board.
*03/27/18* - Proposed Resource Management Plan is presented to the City Council.

### April

*04/03/18* - City Council Workshop on the Proposed Resource Management Plan.
*04/10/18* - City Council Workshop on the Proposed Resource Management Plan.
*04/17/18* - City Council Workshop on the Proposed Resource Management Plan.
*04/24/18* - City Council Workshop on the Proposed Resource Management Plan.
*04/26/18* - Public Hearing to allow citizens to make comments regarding the Proposed Resource Management Plan.

### May

*05/01/18* - City Council Workshop on the Proposed Resource Management Plan.
*05/01/18* - Public Hearing to allow citizens to make comments regarding the Proposed Resource Management Plan.
*05/08/18* - City Council Reconciliation Workshop on the Proposed Resource Management Plan.
*05/15/18* - Vote on the Resource Management Plan.

# ACCOUNTING AND BUDGETING BASIS

The accounting, budgeting, and financial reporting treatment applied to a fund is determined by its measurement focus and the modified accrual basis of accounting. All governmental funds are budgeted and accounted for using a current financial resource measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e. revenues and other financing sources) and decreases (i.e. expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used by all governmental fund types. Under this basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become both measurable and available). Measurable means the amount of the transaction that can be determined. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities for the current period. Available is limited to collection within forty-five days of the fiscal year end. The city considers property taxes as available if they are collected within 45 days after year end. Expenditures are recorded when the related fund liability is incurred, if measurable (except for un-matured interest on general long-term debt which is recognized when due and paid). Interest on general long-term debt is recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

The following is a list of the major revenue sources which meet the susceptible to accrual criteria:

- General Property Taxes / Interest on Deposits / General Sales Taxes / Revenue from the Commonwealth / Revenue from the Federal Government / Utility Taxes / Amusement Taxes / Hotel Taxes / Restaurant Taxes

All proprietary funds are budgeted and accounted for on a flow of measurement of economic resources and the accrual basis of accounting. With this measurement, revenues are recognized when earned and expenses are recorded when a liability is incurred. All assets and liabilities associated with the operation of these funds are included on the statement of net assets.

In accordance with the Governmental Accounting Standards Board (GASB) Statement No. 20, “Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that use Proprietary Fund Accounting” (Statement No. 20, proprietary fund types follow all applicable GASB pronouncements as well as all Financial Accounting Standards Board (FASB) pronouncements, predecessor Accounting Principles Board Opinions, and Accounting Research Bulletins (ARB) issued on or before November 30, 1989). Under paragraph 7 of Statement No. 20, the city has elected not to apply FASB pronouncements issued after November 30, 1989.

The city reports deferred revenue in the fund financial statements. Deferred revenues arise when resources are received by the government before it has a legal claim to them (i.e. grant monies are received prior to incurring qualifying expenditures). In subsequent periods when revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the fund balance sheet and revenue is recognized.

Included through June 30 financial statements are: unbilled water, sewer, and storm water funds received for services provided.

## FY 2018-19 Nonrecurring Capital Budget Appropriations

This section reflects nonrecurring capital appropriations/expenditures for FY 2018-19. Capital appropriations/expenditures include projects that are $250,000 or more. For more detailed information, reference the CIP.

| | **Buildings** | |
|---|---|---|
| 3028000 | Aquarium Marsh Pavilion Enhancements | 1,365,680 |
| 3056000 | Public Safety Equipment Replacement Project | 1,200,000 |
| 3071000 | VA Beach Public Library Transformation | 2,014,714 |
| 3072000 | City Hall Replacement | 47,500,000 |
| 3074000 | Aquarium Marsh Pavilion Phase II Aquarium Veterinary Care Center | 10,637,869 |
| 3075000 | Fire/EMS Station Burton Station | 764,693 |
| 3115000 | Judicial Center Maintenance | 70,000 |
| 3132000 | Heritage Building Maintenance II | 625,000 |
| 3135000 | Fire Apparatus IV | 4,410,975 |
| 3140000 | Energy Performance Contracts (City) | 550,000 |
| 3141000 | Various Buildings HVAC Rehabilitation & Renewal IV | 653,972 |
| 3146000 | VA Aquarium Bldg Systems & Facility Infrastructure | 1,434,540 |
| 3149000 | Various Buildings Rehabilitation and Renewal IV | 3,000,000 |
| 3153000 | Various Site Acquisitions III | 1,343,644 |
| 3154000 | Fire Training Center Improvements IV | 1,038,155 |
| 3155000 | Virginia Aquarium Renewal and Replacement III | 600,000 |
| 3157000 | Facilities Planning Services | 200,000 |
| 3159000 | EMS Headquarters Generator | 801,728 |
| 3161000 | Aquarium Seal Exhibit | 500,000 |
| 3162000 | Veterans Memorial Sustainment | 250,000 |
| 3506000 | Fire Facility Rehabilitation and Renewal III | 500,000 |
| 3508000 | ARC Flash Mitigation | 700,000 |
| 3510000 | Intermediate Care Facilities Renewal/Replacement | 120,627 |
| 3518000 | Convention Center Capital Maintenance | 343,560 |
| | **Total Buildings** | **80,625,157** |

| | **Coastal** | |
|---|---|---|
| 8011000 | Various Minor Dredging Projects II | 375,000 |
| 8013000 | Lynnhaven Inlet Maintenance Dredging II | 350,000 |
| 8015000 | Beach Profile Monitoring Program II | 110,000 |
| 8020000 | Bay Beaches Resiliency Study and Restoration | 2,000,000 |
| 8024000 | Pleasure House Point Mitigation Funds | 115,000 |
| 8025000 | Beach Replenishment II | 2,250,000 |
| 8026000 | Sandbridge Beach Restoration III | 6,050,000 |
| 8405000 | Sandbridge Beach Access Improvements II | 300,000 |
| 8406000 | Rudee Inlet Federal Dredging II | 425,000 |
| 8407000 | Rudee Inlet Outer Channel Maintenance Dredging II | 700,000 |
| | **Total Coastal** | **12,675,000** |

| | **Economic Development** | |
|---|---|---|
| 9006000 | Winston-Salem Avenue Improvements | 3,202,084 |
| 9008000 | Historic Kempsville | 2,000,000 |
| 9020000 | ViBe District Street Infrastructure Improvements | 4,749,450 |
| 9028000 | Lynnhaven Parkway Corridor Improvements | 2,000,000 |
| 9030000 | VA BEACH BIO Infrastructure I | 2,880,188 |
| 9041000 | Virginia Beach Sports Center | 51,000,000 |
| 9045000 | Central Beach and Convention Districts Parking | 10,000,000 |
| 9047000 | Town Center Reinvestment | 150,000 |
| 9050000 | Dome Site Streetscape | 3,000,000 |
| 9053000 | Dome Site Entertainment Venue | 5,000,000 |

| | | |
|---|---|---|
| 9055000 | Town Center Garage and Plaza Capital Maintenance II | 352,726 |
| 9056000 | Oceanfront Parking Facilities Capital Maintenance/Development II | 762,101 |
| 9059000 | Oceana & ITA Conformity & Acquisition II | 731,522 |
| 9081000 | Strategic Growth Area Projects | 200,000 |
| 9096000 | Oceanfront Capital Projects Reinvestment | 600,000 |
| 9141000 | Economic Development Investment Program (On-Going) | 2,476,760 |
| 9276000 | Cape Henry Lighthouse Restoration II | 150,000 |
| 9500000 | Virginia Beach Amphitheater Capital Maintenance | 410,000 |
| | **Total Economic Development** | **89,664,831** |
| | **Information Technology** | |
| 3652000 | CIT - Telecommunications Replacement II | 100,000 |
| 3663000 | CIT - Enterprise Scheduling and Timekeeping System | 413,863 |
| 3664000 | CIT - Next Generation Network | 1,250,000 |
| 3683000 | CIT - Maintain and Secure Corporate Data | 230,000 |
| 3690000 | CIT - Enterprise Customer Relationship Management System | 608,166 |
| 3693000 | CIT - IT Service Continuity II | 1,000,000 |
| 3695000 | CIT - 21ST Century Enterprise Resource Planning (ERP) System | 2,830,177 |
| 3697000 | CIT - City Software Upgrade/Replacement Plan | 1,805,900 |
| 3700000 | CIT - Fire Asset Management System | 518,827 |
| 3703000 | CIT - Police Special Investigations Video Storage | 926,248 |
| 3714000 | CIT - Network Infrastructure Replacement III | 2,163,070 |
| 3715000 | CIT - Cable Access Infrastructure Replacement II | 315,000 |
| 3717000 | CIT - Accela Sustainment | 350,000 |
| 3718000 | CIT - Police Radio Encryption | 400,000 |
| 3719000 | CIT - Communications Infrastructure Replacement III | 1,233,777 |
| | **Total Information Technology** | **14,145,028** |
| | **Parks and Recreation** | |
| 4044000 | Lynnhaven Marina Bulkhead Replacement & Facility Renovation | 250,000 |
| 4064000 | City Bikeways and Trails Plan Implementation II | 475,000 |
| 4079000 | Thalia Creek Greenway I | 300,000 |
| 4080000 | Sportsplex/Field Hockey National Trng Ctr Rep/Reno I | 726,135 |
| 4300000 | Community Recreation Centers Repairs and Renovations III | 2,000,000 |
| 4301000 | Parks and Special Use Facilities Development/Reno III | 1,650,660 |
| 4302000 | Golf Courses Contractual Obligations-Maintenance I | 120,000 |
| 4303000 | Greenways, Scenic Waterways and Natural Areas III | 250,000 |
| 4305000 | Tennis Court Renovations III | 300,000 |
| 4306000 | Open Space & Park Infrastructure Development & Maintenance II | 2,500,000 |
| 4307000 | Athletic Fields Lighting and Renovations III | 275,000 |
| 4500000 | Park Playground Renovations lll | 400,000 |
| 4517000 | Stumpy Lake Golf Course Contractual Obligations I | 11,238 |
| 4519000 | Bikeways/Trails Repairs and Renovations I | 280,000 |
| | **Total Parks and Recreation** | **9,538,033** |
| | **Roadways** | |
| 2022000 | Major Bridge Rehabilitation II | 1,160,000 |
| 2024000 | Rural Road Improvements II | 250,000 |
| 2025000 | Witchduck Road Phase II | 3,021,328 |
| 2026000 | Street Reconstruction II | 2,150,000 |
| 2027000 | Various Cost Participation Projects II | 25,000 |
| 2028000 | Wetlands Mitigation Banking II | 100,000 |
| 2038000 | Rosemont Road Phase V | 2,000,000 |
| 2040000 | Laskin Road Bridge Replacement (VDOT) | 10,907,302 |
| 2050000 | Landstown Road Improvements Phase I | 1,547,583 |
| 2072000 | First Colonial Rd & VA. Beach Blvd. Intersection Imp. | 3,000,000 |

| | | |
|---|---|---|
| 2088000 | West Neck Road Phase IV | 1,840,690 |
| 2094000 | Bus Stop Infrastructure and Accessibility Improvements | 250,000 |
| 2111000 | Traffic Safety Improvements IV | 1,402,161 |
| 2125000 | Indian River Road Phase VII-B | 860,000 |
| 2126000 | Laskin Road Phase I-A (VDOT) | 7,000,108 |
| 2127000 | I-264/Independence Interchange Improvements | 250,000 |
| 2131000 | Pungo Ferry Bridge Rehabilitation | 3,900,000 |
| 2152000 | Elbow Road Extended Phase II-B | 4,641,558 |
| 2154000 | General Booth Boulevard/Camp Pendleton Intersection Improvements | 350,000 |
| 2160000 | Citywide Street Lighting Improvements II | 160,000 |
| 2165000 | Laskin Road Phase II | 101,083 |
| 2195000 | Princess Anne Road Phase VII | 1,754,457 |
| 2409000 | Centerville Turnpike Phase II | 5,256,552 |
| 2410000 | Traffic Signal Rehabilitation II | 150,000 |
| 2414000 | Shipps Corner Road Improvements | 304,358 |
| 2416000 | Sandbridge Road Bridge Replacement | 2,992,664 |
| 2418000 | Indian River Rd/Kempsville Rd Intersection Improvements | 755,879 |
| 2419000 | Centerville Turnpike Phase III | 954,037 |
| 2501000 | Nimmo Parkway Phase II-A | 2,657,944 |
| | **Total Roadways** | **59,742,704** |
| | **Schools** | |
| 1003000 | Renovation and Replacement Energy Management/Sustainability | 2,000,000 |
| 1004000 | Tennis Court Renovations - Phase II | 200,000 |
| 1043000 | Thoroughgood Elementary School Replacement | 6,081,241 |
| 1056000 | Princess Anne Middle School Replacement | 14,834,759 |
| 1110000 | Energy Performance Contracts - Phase II | 5,000,000 |
| 1178000 | Renovations and Replacements - Grounds III | 1,325,000 |
| 1179000 | Renovations and Replacements - HVAC III | 5,650,000 |
| 1180000 | Renovations and Replacements - Reroofing III | 4,200,000 |
| 1182000 | Renovations and Replacements - Various III | 1,850,000 |
| 1184000 | Plaza Annex/Laskin Road Office Addition | 6,070,000 |
| 1185000 | Elementary School Playground Equipment Replacement | 250,000 |
| | **Total Schools** | **47,461,000** |
| | **Sewer Utility** | |
| 6041000 | Pump Station Modifications V | 2,840,000 |
| 6051000 | Indian River Rd. Sewer Improvements Phase VII (VDOT) | 15,000 |
| 6058000 | Royal Palm Arch Sanitary Sewer Rehabilitation | 5,200,000 |
| 6070000 | Infiltration, Inflow, and Rehabilitation V | 1,000,000 |
| 6075000 | Laskin Road Sewer Improvements Phase I (VDOT) | 800,000 |
| 6088000 | Cleveland Street Sewer Improvements | 500,000 |
| 6091000 | Sewer Requests & Agreements VI 51% Program | 50,000 |
| 6099000 | Arrowhead Susquehanna Sanitary Sewer Rehabilitation Ph III | 200,000 |
| 6107000 | Sewer Pump Repairs and Replacements | 400,000 |
| 6110000 | Sanitary Sewer Regulatory Compliance Program II | 1,760,000 |
| 6122000 | Service Order Automation Phase II | 50,000 |
| 6151000 | Landstown Yard Improvements IV | 265,000 |
| 6405000 | Customer Information System Version Migration | 150,000 |
| 6501000 | Auxiliary Power Program-Sewer Pump Stations Phase III | 1,000,000 |
| 6552000 | Sanitary Sewer System Revitalization Program II | 2,300,000 |
| 6556000 | Various Roadway/Storm Water Coordination VI | 500,000 |
| 6601000 | First Colonial Rd/VA Beach Blvd Intersection Improvements | 1,250,000 |
| 6952000 | Sewer Pump Station Flow Monitoring & Data Storage | 1,000,000 |
| 6953000 | Sewer Tap Installation Program II | 375,000 |

| | | |
|---|---|---|
| | **Total Sewer Utility** | **19,655,000** |
| | **Storm Water** | |
| 7005000 | North Lake Holly Watershed | 1,200,000 |
| 7023000 | Primary System Infrastructure Improvements II | 2,270,000 |
| 7024000 | Southern Canal/Lead Ditch and Culvert Improvements | 1,390,000 |
| 7026000 | Residential Drainage Cost Participation Program II | 50,000 |
| 7027000 | SWM Master Planning, Analysis, and Inventory | 1,700,000 |
| 7028000 | Windsor Woods Drainage | 1,500,000 |
| 7041000 | Central Resort District Drainage Improvements | 500,000 |
| 7042000 | Surface Water Regulatory Compliance Program | 2,400,000 |
| 7043000 | Water Quality and Restoration Participation Projects II | 50,000 |
| 7047000 | Ashville Park Drainage Improvements | 6,000,000 |
| 7048000 | Sherwood Lakes Drainage Improvements | 2,000,000 |
| 7050000 | Princess Anne Plaza Drainage Area | 3,000,000 |
| 7053000 | Lake Bradford/Lake Chubb | 1,084,100 |
| 7054000 | Lynnhaven River Watershed - II | 1,759,068 |
| 7055000 | Canal Management Phase I | 500,000 |
| 7151000 | Eastern Shore Drive Drainage Phase I | 4,200,000 |
| 7406000 | Elizabeth River TMDL Implementation Plan | 1,100,000 |
| 7410000 | Southern Rivers TMDL Implementation Plan | 400,000 |
| 7411000 | Oceanfront Storm Water Facilities Maintenance | 2,650,000 |
| 7412000 | Storm Water Pump Station Modifications | 1,250,000 |
| 7413000 | Neighborhood SW Infrastructure Improvements II | 550,000 |
| 7414000 | Storm Water Quality Enhancements - II | 2,902,694 |
| 7415000 | Lake Management II | 4,947,652 |
| 7416000 | SW Infrastructure Rehabilitation & Improvements II | 4,750,000 |
| | **Total Storm Water** | **48,153,514** |
| | **Water Utility** | |
| 5010000 | Lake Gaston Raw Water Transmission System Rehabilitation I | 1,680,000 |
| 5014000 | Water Pump Repairs and Replacements | 250,000 |
| 5020000 | Cleveland Street Water Improvements | 500,000 |
| 5023000 | Great Neck Water Tank Replacement | 2,200,000 |
| 5030000 | Shore Drive Water Line Improvements Phase III (VDOT) | 3,000,000 |
| 5033000 | Water Transmission System Upgrade Program II | 1,320,000 |
| 5122000 | Service Order Automation - Phase II | 50,000 |
| 5149000 | Indian River Road Water Improvements Phase VII (VDOT) | 85,000 |
| 5151000 | Landstown Yard Improvements Phase IV | 250,000 |
| 5207000 | Laskin Road Water Improvements Phase I (VDOT) | 700,000 |
| 5251000 | Various Roadway & Storm Water Coordination VI | 800,000 |
| 5254000 | Water Requests & Agreements VI 51% Program | 50,000 |
| 5260000 | Utility Crossings Program II | 350,000 |
| 5405000 | Customer Information System Version Migration | 150,000 |
| 5601000 | First Colonial Rd/VA Beach Blvd Intersection Improvements | 950,000 |
| 5708000 | Resort Area Neighborhood Revitalization | 450,000 |
| 5953000 | Water Tap Installation Program II | 300,000 |
| | **Total Water Utility** | **13,085,000** |
| | **Total Capital Budget** | **394,745,267** |

# City of Virginia Beach, Virginia
## Fiscal Years 2019 through 2024 Capital Improvement Program
## Appropriation and Financing Plan

| Appropriation/Financing | Appropriated to Date | FY 2019 Budget | Un-Appropriated Subsequent Years FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Budget | FY 2024 Budget | CIP Total |
|---|---|---|---|---|---|---|---|---|
| **Capital Improvement Program By Business Area/Category** | | | | | | | | |
| **Capital Projects** | | | | | | | | |
| Buildings and Assets | 119,472,238 | 80,625,157 | 20,329,673 | 25,655,273 | 21,286,328 | 12,538,273 | 32,538,273 | 312,445,215 |
| Coastal | 66,244,970 | 12,675,000 | 18,220,000 | 11,420,000 | 11,651,000 | 15,598,156 | 13,809,777 | 149,618,903 |
| Economic and Tourism Development | 135,858,973 | 89,664,831 | 103,079,615 | 5,281,407 | 5,233,833 | 5,187,211 | 5,141,521 | 349,447,391 |
| Information Technology | 46,204,756 | 14,145,028 | 17,843,657 | 16,393,725 | 18,296,540 | 17,573,702 | 12,641,731 | 143,099,139 |
| Parks and Recreation | 63,891,276 | 9,538,033 | 8,877,055 | 8,952,362 | 9,279,772 | 9,359,344 | 9,441,124 | 119,338,966 |
| Roadways | 506,738,326 | 59,742,704 | 60,952,254 | 51,994,783 | 48,244,323 | 47,819,512 | 33,447,052 | 808,938,954 |
| Schools | 102,294,000 | 47,461,000 | 63,871,000 | 42,391,000 | 42,891,000 | 38,891,000 | 40,891,000 | 378,690,000 |
| Sewer Utility | 209,403,963 | 19,655,000 | 26,335,000 | 25,527,500 | 27,435,000 | 26,985,000 | 25,785,000 | 361,126,463 |
| Storm Water | 197,415,358 | 48,153,514 | 45,253,514 | 47,653,514 | 45,253,514 | 46,253,514 | 47,553,230 | 477,536,158 |
| Water Utility | 36,559,576 | 13,085,000 | 9,960,000 | 12,097,500 | 13,415,000 | 15,960,000 | 14,030,000 | 115,107,076 |
| **Total Capital Projects** | 1,484,083,436 | 394,745,267 | 374,721,768 | 247,367,064 | 242,986,310 | 236,165,712 | 235,278,708 | 3,215,348,265 |
| **Total Capital Improvement Program** | 1,484,083,436 | 394,745,267 | 374,721,768 | 247,367,064 | 242,986,310 | 236,165,712 | 235,278,708 | 3,215,348,265 |
| **Means of Financing** | | | | | | | | |
| **Operating Budget CIP Allocations** | | | | | | | | |
| ATD Local Funding | 1,181,433,059 | 0 | 0 | 0 | 0 | 0 | 0 | 1,181,433,059 |
| General Appropriations | | | | | | | | |
| Cigarette Tax | 0 | 2,476,760 | 2,427,225 | 2,378,681 | 2,331,107 | 2,284,485 | 2,238,795 | 14,137,053 |
| Pay-As-You-Go - Agricultural Reserve Program | 0 | 990,000 | 990,000 | 990,000 | 990,000 | 990,000 | 990,000 | 5,940,000 |
| Pay-As-You-Go - Bayville Creek | 0 | 0 | 0 | 0 | 78,773 | 390,439 | 0 | 469,212 |
| Pay-As-You-Go - Fire Programs Fund | 0 | 1,038,155 | 665,427 | 665,427 | 665,427 | 665,427 | 665,427 | 4,365,290 |
| Pay-As-You-Go - General Fund | 0 | 17,847,750 | 18,358,206 | 16,807,582 | 13,207,582 | 16,678,619 | 18,813,996 | 101,713,735 |
| Pay-As-You-Go - General Fund - Bayville Creek | 0 | 0 | 0 | 0 | 13,227 | 65,561 | 0 | 78,788 |
| Pay-As-You-Go - General Fund - Chesopeian | 0 | 0 | 0 | 0 | 0 | 9,787 | 48,846 | 58,633 |
| Pay-As-You-Go - General Fund - Gills Cove | 0 | 0 | 0 | 0 | 0 | 16,916 | 84,580 | 101,496 |
| Pay-As-You-Go - General Fund - Harbour Point | 0 | 0 | 0 | 0 | 0 | 998 | 4,897 | 5,895 |
| Pay-As-You-Go - General Fund - Hurds Cove | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go - General Fund - Old Donation | 0 | 0 | 0 | 0 | 11,297 | 56,486 | 0 | 67,783 |
| Pay-As-You-Go - General Fund - Shadowlawn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go - Gills Cove Dredging | 39,781 | 0 | 0 | 0 | 0 | 81,240 | 406,197 | 527,218 |
| Pay-As-You-Go - Harbour Point Dredging | 36,923 | 0 | 0 | 0 | 0 | 21,002 | 103,103 | 161,028 |
| Pay-As-You-Go - Old Donation Creek Area Dredging | 191,993 | 0 | 0 | 0 | 102,703 | 516,514 | 0 | 811,210 |
| Pay-As-You-Go - Open Space | 0 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 15,000,000 |
| Pay-As-You-Go - Outdoor Initiative | 0 | 2,625,660 | 2,698,920 | 2,774,227 | 2,851,637 | 2,931,209 | 3,012,989 | 16,894,642 |
| Pay-As-You-Go - Parks & Recreation Fd - Ref. | 0 | 984,238 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 5,984,238 |
| Pay-As-You-Go - Parks and Recreation SR Fund | 0 | 147,000 | 197,000 | 197,000 | 197,000 | 197,000 | 197,000 | 1,132,000 |
| Pay-As-You-Go - Sandbridge SSD | 0 | 3,997,388 | 4,438,032 | 4,586,138 | 4,739,264 | 4,897,582 | 5,061,272 | 27,719,676 |
| Pay-As-You-Go - Sandbridge TIF | 0 | 2,352,612 | 2,216,968 | 2,068,862 | 1,940,736 | 1,807,418 | 1,643,728 | 12,030,324 |
| Pay-As-You-Go - Schools | 0 | 500,000 | 1,000,000 | 1,500,000 | 2,000,000 | 3,000,000 | 5,000,000 | 13,000,000 |
| Pay-As-You-Go - Town Center SSD | 0 | 502,726 | 502,726 | 502,726 | 502,726 | 502,726 | 502,726 | 3,016,356 |
| Pay-As-You-Go - Transportation General Fund | 0 | 9,673,020 | 9,984,767 | 10,305,220 | 10,634,624 | 10,973,225 | 11,321,231 | 62,892,087 |
| Pay-As-You-Go Chesopeian Colony | 591,599 | 0 | 0 | 0 | 0 | 330,213 | 1,648,154 | 2,569,966 |
| Pay-As-You-Go Hurds Cove | 464,321 | 0 | 0 | 0 | 0 | 0 | 0 | 464,321 |
| Pay-As-You-Go Shadowlawn | 50,648 | 0 | 0 | 0 | 0 | 42,000 | 209,000 | 301,648 |

## City of Virginia Beach, Virginia
## Fiscal Years 2019 through 2024 Capital Improvement Program
## Appropriation and Financing Plan

| Appropriation/Financing | Appropriated to Date | FY 2019 Budget | Un-Appropriated Subsequent Years FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Budget | FY 2024 Budget | CIP Total |
|---|---|---|---|---|---|---|---|---|
| General Appropriations | | | | | | | | |
| Storm Water Utility Fund- Pay-As-You-Go- General Fund | 5,420,501 | 5,586,510 | 5,742,383 | 5,902,610 | 6,067,312 | 6,236,614 | 6,410,356 | 41,366,286 |
| Tourism Investment Program | 0 | 500,000 | 0 | 0 | 0 | 0 | 0 | 500,000 |
| Parking Enterprise Fund | 0 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 | 2,100,000 |
| Storm Water Utility Fund | 30,000 | 8,000,000 | 8,000,000 | 8,000,000 | 8,000,000 | 8,000,000 | 10,000,000 | 50,030,000 |
| Water and Sewer Fund | 310,000 | 12,500,000 | 8,000,000 | 8,000,000 | 8,000,000 | 8,000,000 | 8,000,000 | 52,810,000 |
| **Total Operating Budget CIP Allocations** | 1,188,568,825 | 72,571,819 | 69,071,654 | 68,528,473 | 66,183,415 | 72,545,461 | 80,212,297 | 1,617,681,944 |
| **Policy Allocation of Year Ending Balances** | | | | | | | | |
| Fund Balance - General Fund | 0 | 27,927,320 | 19,224,777 | 16,091,000 | 16,091,000 | 10,166,000 | 10,550,000 | 100,050,097 |
| Fund Balance - Other | 1,072,854 | 2,750,000 | 22,500,000 | 1,000,000 | 1,250,000 | 1,250,000 | 1,250,000 | 31,072,854 |
| Retained Earnings - Parking Enterprise Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Retained Earnings - Telecommunications | 654,494 | 100,000 | 0 | 0 | 0 | 0 | 0 | 754,494 |
| Retained Earnings - Storm Water Utility | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Retained Earnings - Water and Sewer Fund | 0 | 20,240,000 | 17,295,000 | 19,925,000 | 21,540,000 | 22,390,000 | 18,460,000 | 119,850,000 |
| **Total Policy Allocation of Year Ending Balances** | 1,727,348 | 51,017,320 | 59,019,777 | 37,016,000 | 38,881,000 | 33,806,000 | 30,260,000 | 251,727,445 |
| **Other Sources of Funding** | | | | | | | | |
| Other Localities | 9,500,000 | 0 | 0 | 0 | 0 | 0 | 0 | 9,500,000 |
| Federal Contribution | 60,996,731 | 9,289,406 | 9,556,063 | 699,519 | 12,427,180 | 12,012,794 | 8,673,386 | 113,655,079 |
| State Contribution | 198,669,937 | 7,691,133 | 6,808,426 | 4,552,054 | 9,002,238 | 4,442,105 | 2,168,346 | 233,334,239 |
| Developer Contribution | 1,316,626 | 0 | 0 | 0 | 0 | 0 | 0 | 1,316,626 |
| Development Proffers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Franchise Fees | 0 | 315,000 | 315,000 | 315,000 | 315,000 | 315,000 | 315,000 | 1,890,000 |
| Reimburement - Interest Expense | 2,223,549 | 0 | 0 | 0 | 0 | 0 | 0 | 2,223,549 |
| Interest Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Insurance Recovery | 0 | 412,101 | 0 | 0 | 0 | 0 | 0 | 412,101 |
| Lease of Properties (BRAC) | 130,649 | 167,595 | 0 | 0 | 0 | 0 | 0 | 298,244 |
| Lease of Property | 196,344 | 98,172 | 98,172 | 98,172 | 98,172 | 98,172 | 98,172 | 785,376 |
| Medicaid Cost Settlement | 1,429,149 | 120,627 | 120,627 | 120,627 | 120,627 | 120,627 | 120,627 | 2,152,911 |
| Medicaid-Meaningful Use | 72,250 | 0 | 0 | 0 | 0 | 0 | 0 | 72,250 |
| Miscellaneous Funding | 0 | 96,550 | 0 | 0 | 0 | 0 | 0 | 96,550 |
| Private Contribution | 11,892,440 | 928,150 | 0 | 0 | 0 | 0 | 0 | 12,820,590 |
| Sale of Equipment | 2,100,000 | 0 | 0 | 0 | 0 | 0 | 0 | 2,100,000 |
| Sale of Property | 5,259,588 | 6,263,009 | 7,980,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 23,502,597 |
| **Total Other Sources of Funding** | 293,787,263 | 25,381,743 | 24,878,288 | 6,785,372 | 22,963,217 | 17,988,698 | 12,375,531 | 404,160,112 |
| **Debt Financing** | | | | | | | | |
| Contractual Obligation Debt | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| General Obligation Bonds | 0 | 76,073,608 | 71,245,075 | 66,129,722 | 64,500,532 | 67,693,653 | 67,618,882 | 413,261,472 |
| Public Facility Bonds | 0 | 139,623,773 | 108,985,843 | 26,446,593 | 8,951,944 | 550,000 | 1,304,124 | 285,862,277 |
| Storm Water Utility Bonds | 0 | 30,077,004 | 30,521,131 | 32,760,904 | 30,196,202 | 31,026,900 | 30,152,874 | 184,735,015 |
| Water and Sewer Bonds | 0 | 0 | 11,000,000 | 9,700,000 | 11,310,000 | 12,555,000 | 13,355,000 | 57,920,000 |
| Energy Performance Contract | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Debt Financing** | 0 | 245,774,385 | 221,752,049 | 135,037,219 | 114,958,678 | 111,825,553 | 112,430,880 | 941,778,764 |
| **Total Means of Financing** | 1,484,083,436 | 394,745,267 | 374,721,768 | 247,367,064 | 242,986,310 | 236,165,712 | 235,278,708 | 3,215,348,265 |

# SUMMARY OF POSITIONS BY DEPARTMENT

| | Adopted Budget FY 2016-17 FTE | Adopted Budget FY 2017-18 FTE | Adjusted Budget FY 2017-18 FTE | Adopted Budget FY 2018-19 FTE | Change in FTEs From Adjusted FY 2017-18 to FY 2018-19 | Change in FTEs from FY 2016-17 to FY 2018-19 |
|---|---|---|---|---|---|---|
| Agriculture | 12.00 | 12.50 | 12.50 | 9.00 | (3.50) | (3.00) |
| Aquarium and Museums | 156.75 | 153.61 | 153.61 | 151.20 | (2.41) | (5.55) |
| Budget and Management Services | 15.00 | 14.00 | 14.00 | 14.00 | 0.00 | (1.00) |
| City Attorney | 40.61 | 42.61 | 42.61 | 42.61 | 0.00 | 2.00 |
| City Auditor | 7.00 | 7.00 | 7.00 | 8.00 | 1.00 | 1.00 |
| City Clerk | 6.00 | 6.00 | 6.00 | 6.00 | 0.00 | 0.00 |
| City Manager | 36.00 | 16.50 | 16.50 | 18.00 | 1.50 | (18.00) |
| City Real Estate Assessor | 34.00 | 34.00 | 34.00 | 34.00 | 0.00 | 0.00 |
| City Treasurer | 74.60 | 74.60 | 74.60 | 74.60 | 0.00 | 0.00 |
| Commissioner of the Revenue | 64.93 | 64.93 | 65.53 | 64.93 | (0.60) | 0.00 |
| Commonwealth's Attorney | 91.43 | 94.83 | 94.83 | 97.83 | 3.00 | 6.40 |
| Communications Office | 0.00 | 17.50 | 18.50 | 20.50 | 2.00 | 20.50 |
| Convention and Visitors Bureau | 106.28 | 120.28 | 120.28 | 120.28 | 0.00 | 14.00 |
| Courts and Courts' Support | 75.00 | 75.00 | 75.00 | 75.00 | 0.00 | 0.00 |
| Cultural Affairs | 3.00 | 3.00 | 3.00 | 4.00 | 1.00 | 1.00 |
| Economic Development | 18.00 | 19.00 | 19.00 | 20.00 | 1.00 | 2.00 |
| Emergency Communications and Citizen Services | 130.75 | 137.75 | 137.75 | 137.75 | 0.00 | 7.00 |
| Emergency Medical Services | 80.05 | 87.55 | 87.55 | 89.55 | 2.00 | 9.50 |
| Finance | 57.00 | 59.00 | 59.00 | 59.00 | 0.00 | 2.00 |
| Fire | 493.71 | 506.71 | 521.71 | 523.21 | 1.50 | 29.50 |
| Health | 9.08 | 9.08 | 9.08 | 9.08 | 0.00 | 0.00 |
| Housing and Neighborhood Preservation | 61.00 | 79.00 | 79.00 | 80.00 | 1.00 | 19.00 |
| Human Resources | 47.00 | 49.00 | 49.00 | 50.00 | 1.00 | 3.00 |
| Human Services | 1,094.46 | 1,144.21 | 1,148.71 | 1,158.20 | 9.49 | 63.74 |
| Information Technology | 174.00 | 184.00 | 184.00 | 193.00 | 9.00 | 19.00 |
| Library | 251.50 | 251.50 | 251.50 | 253.00 | 1.50 | 1.50 |
| Municipal Council | 11.00 | 11.00 | 11.00 | 11.00 | 0.00 | 0.00 |
| Office of Emergency Management | 0.00 | 5.00 | 5.00 | 6.00 | 1.00 | 6.00 |
| Parks and Recreation | 882.30 | 886.21 | 886.21 | 886.53 | 0.32 | 4.23 |
| Planning and Community Development | 139.97 | 134.00 | 134.00 | 138.00 | 4.00 | (1.97) |
| Police | 1,028.76 | 1,040.76 | 1,040.76 | 1,048.76 | 8.00 | 20.00 |
| Public Education | 10,154.82 | 10,207.77 | 10,207.77 | 10,333.42 | 125.65 | 178.60 |
| Public Utilities | 414.00 | 417.00 | 417.00 | 415.00 | (2.00) | 1.00 |
| Public Works | 902.88 | 925.88 | 925.88 | 938.88 | 13.00 | 36.00 |
| Sheriff's Office | 527.44 | 531.44 | 532.82 | 536.82 | 4.00 | 9.38 |
| Strategy, Transparency, Innovation and Resiliency Office | 0.00 | 6.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Voter Registration and Elections | 12.00 | 12.00 | 12.00 | 12.00 | 0.00 | 0.00 |
| **Total** | **17,212.32** | **17,440.22** | **17,462.70** | **17,645.15** | **182.45** | **432.83** |

# City Council and School Board Policy

| Title: City/School Revenue Sharing Policy Alternative Version | | Index Number: |
|---|---|---|
| Date of Adoption: October 23, 2012 | Date of Revision: 11/17/2015 | Page: 1 of 6 |

**1. Purpose:**

1.1. This policy ("Policy") is to establish a procedure for allocating to the City and to the Public School System revenues estimated to be available in any given fiscal year. It is the intent of this Policy to provide sufficient funding to maintain Virginia Beach City Public Schools' academic success as well as the City's strategic goals.

1.2. This Policy is designed to accomplish these goals by providing better planning for school funding by clearly and predictably sharing local revenues. It provides a balance between the funding requirements for School and City programming. This Policy seeks to provide a diverse stream of revenues that mitigates dramatic changes in the economy by relying upon all local tax General Fund tax revenues that are under the City Council's control rather than a subset of those revenues. It also recognizes decisions by the City Council to dedicate some of these same revenues to City and School priorities outside of the formula discussed herein. This Policy seeks to rectify some of the concerns with the past formula by linking City funding to the School directly to the State Standards of Quality ("SOQ") which periodically takes into account changes in student enrollment, true property value, adjusted gross income, taxable retail sales, and population.

**2. Definitions:**

2.1. "City" refers to the City of Virginia Beach exclusive of the Virginia Beach City Public Schools.

2.2. "Schools" refer to the Virginia Beach City Public Schools.

2.3. "Local Tax Revenues" refers to all General Fund revenues generated by non-dedicated local taxes: real estate (less dedications such as the dedication for Schools, and the Outdoor Initiative); Personal Property (less dedication for public safety); General Sales; Utility; Virginia Telecommunications; Business License (BPOL); Cable Franchise; Cigarette (less dedication for Economic Development Incentive Program (EDIP)); Hotel Room; Restaurant Meals; Automobile License; Bank Net Capital; City Tax on Deeds; and City Tax on Wills"

2.4. "Dedicated Local Tax" refers to taxes that have been previously obligated by the City Council or State

law to support specific projects or programs. Examples of dedicated local taxes that are excluded from this Policy include, but are not limited to: Tax Increment Financing District Revenues; Special Services Districts Revenues; the dedication to Schools (4 cents of the real estate tax); taxes that represent "net-new revenues" and are required to be redirected or are the basis for the calculation of an incentive payment as part of a public-private partnership approved by City Council; taxes established to support Open Space; Agricultural Reserve Program; Tourism Advertising Program; Tourism Investment Program, referendum related taxes, and taxes used to support the BRAC project. A more complete discussion of such dedications is found in the Executive Summary and Operating Budget each year.

2.5. "Net -new Revenues" as used in Section 2.3 means public-private partnership revenues generated by a project (or property) that exceed the Local Tax Revenues prior to the public-private partnership.

2.6. "Revenue Sharing Formula" refers to the method of sharing Local Tax Revenues between the City and the Schools.

2.7. "Budgeted Local Tax Revenues" refers to the appropriation of revenues by City Council in May each year for the upcoming fiscal year beginning July 1.

2.8. "Actual Local Tax Revenues" refers to the actual collected revenues reflected in the Comprehensive Annual Financial Report (CAFR).

2.9. "School Reversion Funds" refers to unused expenditure appropriations and end of the year adjustments to the Revenue Sharing Formula revenues based on actual collections.

2.10. "Discretionary Local Match" refers to the funding level set by the Revenue Sharing Formula and the real estate tax dedication to Schools.

2.11. "Required Local Match" refers to the City funding required by the State's Standards of Quality (SOQ).

## 3. Procedure to Calculate the Revenue Sharing Formula:

3.1. Initial Estimate

3.1.1. In October, Budget Management Services will provide to Schools an estimate of local tax revenue for the upcoming fiscal year.

3.1.2. The Required Local Match calculation - Using the SOQ for each of the State Biennial years, Budget and Management Services will deduct this amount from the projection of Local Tax Revenues and set it aside as the first step.

3.1.3. Discretionary Local Match calculation – The Discretionary Local Match has two components: the formula component and the FY 2013 four cent real estate dedication.

3.1.3.1. Formula component: Budget and Management Services will then allocate to Schools 34.11% of the remaining Local Tax Revenues.

3.1.3.2. School dedication component: In FY 2013 Operating Budget the City Council increased the real estate tax rate by four cents and dedicated it to the Schools'

Operating Budget. This dedication amount will be added to the Discretionary Local Match. This dedication shall exist until such time as the State restores funding for education to the average level provided from FY 2006 to FY 2012 of $350 million (net of School facility funds). The City Council has directed the City Manager to recommend, as a part of the City's Proposed Operating Budget, reductions in whole or in part to the four cents real estate dedication in an amount roughly equal to the increased State funding above $350 million (per annum) as reflected by a decrease in the local composite index below the current FY 2013 level of 0.4110.

3.1.4. The combination of the required local match and the discretionary local match shall comprise funding for Schools pursuant to this Policy.

3.2. Final Estimate

3.2.1. In February, Budget and Management Services will provide a final estimate of the Local Tax Revenues. This will be the estimate included in the City's Proposed Operating Budget.

3.2.2. Required Local Match calculation - By February the final SOQ required local match should be known from the Virginia Department of Education and this figure will be used to set aside the first allocation of revenues.

3.2.3. Discretionary Local Match calculation – Budget and Management Services will then allocate to Schools the formula component (34.11% of the remaining estimated Local Tax Revenues) plus the School's dedication component (four cents of the real estate tax provided no adjustments are required).

3.2.4. The combination of the Required Local Match and the Discretionary Local Match shall comprise the total local funding of the Schools under the Revenue Sharing Formula.

3.2.5. Estimates of the revenues contained in the Revenue Sharing Formula shall be clearly presented in the City's Operating Budget.

**4. Procedure to Request an Increase in the Discretionary Local Funding Match:**

4.1. After receiving the Superintendent's Estimate of Needs, the School Board will notify the City Council by resolution that it has determined additional local funding is required to maintain the current level of operations or to provide for additional initiatives. The School Board's resolution will provide the following: 1) that additional funding is required; 2) the amount of additional funding requested; 3) the purpose for the additional funding; and 4) that the School Board supports an increase in the real estate tax (or other local tax) should the City Council determine that such a tax increase is necessary.

4.2. If the City Council determines that additional funding is warranted to maintain the current level of City and Schools operations or to provide for additional initiatives, the City Council shall determine appropriate action. This action may include consideration of existing dedications or alternate sources of revenue or tax increases. If, after deliberation and appropriate public involvement, the City Council determines that additional tax revenues are required, City Council may adopt a tax rate increase to any

revenue stream within this formula to generate additional local tax revenue.

4.3. Should the City Council dedicate such increase in local taxes, that dedication will be treated in the same manner as other Dedicated Local Tax. If the City Council does not dedicate the increased taxes, this revenue will be part of the Local Tax Revenues for purposes of this Policy.

**5. Actual Revenue Collections deviate from Budget Local Tax Revenues:**

5.1. If, at the end of the fiscal year, the actual Local Tax Revenues exceed the budgeted amount, the amount of excess revenue will be allocated in the same manner as similar revenues were apportioned in the recently ended fiscal year. However, such excess revenues are subject to the City Council's General Fund Balance Reserve Policy. If such funds are not required for the General Fund Balance Reserve Policy, the School Board may request that such funds be appropriated at the same time as the appropriation of reversion funds, discussed in Section 6.3, below.

5.2. If, the City, through the Manager or his designee, anticipates at any time during the fiscal year that actual revenues will fall below budgeted revenues, the School Board, upon notification by the City Manager or his designee of such an anticipated shortfall, will be expected to take necessary actions to reduce expenditures in an amount equal to the School's portion of the shortfall.

**6. Reversion of Formula Revenues:**

6.1. All other sources of funding shall be expended by the Schools prior to the use of Local Tax Revenues.

6.2. All balances of Local Tax Revenues held by the Schools at the close of business for each fiscal year ending on June 30th (to include the accrual period) lapse into the fund balance of the City's General Fund. The reversion described in the preceding sentence is specific to Local Tax Revenues, and while the appropriation to spend funds may lapse, the reversion process is not applicable to moneys in a fund, such as the Athletic Fund, that are attributable to user fees or gate admissions.

6.3. Reversion Appropriation Process: The School Board may request, by resolution, the reappropriation and appropriation of funds resulting from the end of the fiscal year. This request should consider the following:

6.3.1. The use of funds whose appropriation has lapsed because of the end of the fiscal year and reverted to the fund balance of the City's General Fund. See Section 6.2.

6.3.2. The use of excess funds discussed in Section 5.1.

6.3.3. The calculation of actual debt payments for the fiscal year recently closed as compared to the estimated debt payments upon which the fiscal year's budget was appropriated. If the actual debt payment exceeds estimated debt payments, the amount of Schools reversion funds will be reduced by this difference. If actual debt is less than estimated debt payments, the amount of Schools reversion funds will be increased by this difference.

6.3.4. The Schools' Budget Office will confer with Budget and Management Services to verify that

there is sufficient fund balance in the General Fund to meet the City Council Fund Balance Policy. If there is insufficient fund balance according to the Fund Balance Policy, the City Manager shall notify the Superintendent of this condition.

6.3.5. The School Board resolution may request the use of excess or reversion funds for one-time purchases or to be retained according to applicable policy on the Schools Reserve Fund (Fund 098), including School Board Policy #3-28, and City Council Ordinance # 2789F, adopted November 4, 2003.

6.3.5.1. Upon receipt of the resolution, Budget and Management Services shall prepare an ordinance for City Council's consideration of the School Board's request at the earliest available City Council meeting.

6.3.5.2. Following City Council's action Budget and Management Services shall notify the Schools of the City Council's decision and shall adjust the accounting records accordingly.

**7. <u>Revision to the City/School Revenue Sharing Policy:</u>**

7.1. The Superintendent, City Manager, School Chief Financial Officer, and the City's Director of Budget and Management Services shall meet annually to discuss changes in State and Federal revenues that support Schools operations, any use of "one-time" revenues, and any adjustments made to existing revenues affecting this formula. If they determine that an adjustment is needed, the City Manager and Superintendent will brief the City Council and School Board respectively.

7.2. City Council may revise this Policy in its discretion after consultation with the School Board.

7.3. If no other action is taken by the City Council and School Board, this Policy shall remain effective until June 30th 2018 at which time it will be reviewed and considered for reauthorization.

**Approved:**

| | | |
|---|---|---|
| As to Content: | Dr. Aaron Spence | 11/17/15 |
| | School Superintendent | Date |
| | James K. Spore | 11/18/15 |
| | City Manager | Date |
| As to Legal Sufficiency: | Mark D. Stiles | 11/19/15 |
| | City Attorney | Date |
| Approved by School Board: | Daniel D. Edwards | 11/17/15 |
| | School Board Chairman | Date |
| APPROVED BY | | |
| CITY COUNCIL: | William D. Sessoms, Jr. | 11/20/15 |
| | Mayor | Date |

| Total General Fund, Non-Dedicated Local Taxes | Adopted FY 2017-18 | Adopted FY 2018-19 |
|---|---|---|
| Real Estate | 521,861,044 | 537,918,638 |
| Less: Schools & City Dedication | (59,274,655) | (61,178,054) |
| Less: Outdoor Initiative Dedication | (2,547,635) | (2,625,660) |
| Personal Property | 155,933,379 | 159,729,356 |
| Less: Public Safety Dedication | (10,699,725) | (11,214,280) |
| General Sales | 65,135,023 | 66,621,323 |
| Utility Tax | 25,757,106 | 25,580,890 |
| Virginia Telecommunications | 16,215,279 | 23,756,947 |
| Business License | 46,786,036 | 48,669,429 |
| Cable Franchise | 8,646,041 | - |
| Cigarette - General Fund Only | 11,113,112 | 10,835,826 |
| Less: EDIP & City Dedication | (3,333,933) | (3,250,748) |
| Hotel Room | 7,215,382 | 7,699,337 |
| Restaurant Meals | 43,841,222 | 44,933,289 |
| Automobile License | 10,807,765 | 11,525,694 |
| Less: City Deductions | (1,801,294) | (1,920,949) |
| Bank Net Capital | 3,328,454 | 3,385,587 |
| City Tax on Deeds | 7,617,589 | 7,910,904 |
| City Tax on Wills | 76,288 | 102,618 |
| Total Non-Dedicated Local Taxes | 846,676,478 | 868,480,147 |
| Less: Required SOQ Match | 167,668,841 | 176,889,755 |
| Remaining Non-Dedicated Local Taxes | 679,007,637 | 691,590,392 |
| **Formula %** | **34.11%** | **34.11%** |
| Discretionary Local Match | 231,609,505 | 235,901,483 |
| Dedicated 5.25 Cents of Real Estate Tax to Schools | 28,432,004 | 29,329,178 |
| **Total Revenue Sharing Formula Revenues** | **427,710,350** | **442,120,415** |

# City Council Policy

| Title: Maintenance and Repair of Aging City Infrastructure | | Index Number: 45416 |
|---|---|---|
| Date of Adoption: 9/7/99 | Date of Revision: | Page: 1 of 2 |

**1.0 Purpose**

1.1 Aging infrastructure is a growing nationwide problem which demands increased attention. Currently, the estimated cost to maintain and repair the nation's infrastructure is at least $853 billion.

1.2 Virginia Beach is a relatively young city, established in 1963, which has now become a mature urban area with a population of approximately 430,000. Over the years, a large public investment has been made in building the City's infrastructure. The estimated replacement value of the City's investment is currently $5.38 billion. A large portion of that infrastructure, such as public buildings, roads, water and sewer lines, and schools, was constructed during the 1970s and earlier, and these facilities are now reaching ages where major maintenance and repair, if not full replacement, should be planned.

1.3 For the last several years, City Council, the School Board, and the City and Schools staffs have recognized the need for this increased commitment to repair, renovate and replace the City's older infrastructure. Council has addressed this issue by including additional funds in the Capital Improvement Program (CIP) for maintenance and repair projects.

1.4 Competition for City resources is keen while the City's infrastructure maintenance and repair needs are growing. Since it is in the public interest to plan now for the future maintenance and repair of this substantial public investment, City Council desires to establish a policy on infrastructure maintenance and repair to focus attention on the unseen but growing infrastructure issue and to prevent large and costly replacements in the future.

**2.0 Council Policy**

2.1 It is the policy of City Council to support the planned maintenance and repair of the City's infrastructure in a manner which provides the best facilities at the least cost and maintains the value of the City's investment.

2.2 It is the policy of City Council to treat infrastructure maintenance and repair costs as fixed costs for new projects.

2.3 It is the long-term goal of City Council to achieve maintenance and repair levels which insure that the City's infrastructure is functional and maintained in good condition by allocating the resources required by condition assessment surveys or generally accepted industry funding standards.

2.4 It is the policy of City Council to seek the expansion of resource capacity of these purposes.

**3.0 Procedure(s) to Accomplish Policy**

3.1 Staff will continue its planned infrastructure inventory and assessment until a complete and accurate inventory and assessment of the City's infrastructure is complete. The inventory and assessment will be maintained thereafter so funding requirements can be identified.

3.2 The City Manager shall, in the annual budget document, report the amount of the City's resources being applied to infrastructure maintenance and repair, and its relationship to replacement plant valve.

3.3 The City Manager shall, in concert with regional efforts, pursue increased resources for infrastructure maintenance and repair with emphasis on increases in State allocations for the maintenance and repair of roads, schools, and other infrastructure.

**4.0 Responsibility and Authority**

4.1 The City Manager shall, be responsible for submitting a budget which adequately funds the maintenance and repair of City infrastructure, and for reporting progress toward achieving Council's goals.

**5.0 Definitions**

5.1 "Maintenance" is defined as the recurrent, day-to-day, periodic, or scheduled work required to preserve real property in such condition that it may be used for its designated purpose.

5.2 "Repair" is defined as the restoration or in-kind replacement of real property to such condition that it may be used for its designated purpose. This would include projects like the replacement of Cooke Elementary School or the Social Services building.

5.3 "Expansion" or "new construction" is defined as the installation or assembly of a new facility, or the addition, extension, alteration, or conversion of an existing facility for a new or expanded use.

| | | |
|---|---|---|
| Approved as to Content: | Clarence Warnstaff | 08/17/99 |
| | Director/Administrator | Date |
| Approved as to Legal Sufficiency: | Leslie L. Lilley | 08/27/99 |
| | City Attorney | Date |
| Reviewed by: | James K. Spore | 09/01/99 |
| | City Manager | Date |
| Item Number: #45416 | Ruth Hodges-Smith | 09/07/99 |
| | City Clerk | Date |

# City Council Policy

| Title: Not Supplanting State, Federal, and Private Funds with Local Funds | | Index Number: 47714 |
|---|---|---|
| Date of Adoption: 2/06/01 | Date of Revision: | Page: 1 of 2 |

**1.0 Purpose and Need**

The citizens of Virginia Beach receive important, beneficial services from a wide variety of State, Federal, and private agencies, as well as from City programs which rely on funding from these agencies. These agencies are critical partners with the City and the School system in the provision of programs to our community. When these agencies terminate programming, reduce services, or curtail funding, it cannot be assumed that the City of Virginia Beach will maintain these programs. The City's ability to assume the financial responsibility for these services without significantly impacting other service areas which are solely the responsibility of the City, or without having to raise taxes, is limited.

The purpose of this policy is to formally adopt the City's long-standing practice of not automatically supplanting funds from State, Federal, or private agencies with local funds when those agencies reduce or eliminate funding to City or School programs.

**2.0 Policy**

It is the policy of City Council to prevent, to the extent possible, the shifting of financial responsibility for State, Federal, or privately funded programs to the citizens of Virginia Beach by not supplanting those funds with local funds when those agencies reduce funding to the various community programs that rely on that funding.

**3.0 Procedure to Accomplish Administrative Directive**

3.1 The Department of Management Services will provide information to the City Manager on a periodic basis that reports any reductions in funding from State, Federal, or private sources that are expected to adversely affect services to the citizens of Virginia Beach. When services are severely affected by such reductions, the City Manager and the Department of Management Services will determine what actions, if any, may be necessary to mitigate the impact on local services.

3.2 The City Manager will report to City Council any instances where reductions in State, Federal, or private funding will have a severe enough effect on services that Council action is necessary.

**4.0 Responsibility and Authority**

The Department of Management Services is responsible for reporting to the City Manager any reductions in State, Federal, or private funding that could have an effect on services provided to the citizens of Virginia Beach.

**5.0 Definitions**

*Supplanting:* For purposes of this policy, the substituting of local funds for reductions in State, Federal, or private funding.

*State, Federal, and private agencies:* Agencies of either the State or Federal governments, or non-governmental agencies, that either provide funds to the City of Virginia Beach for the provision of local services or offer those services themselves directly to the citizens.

| | | |
|---|---|---|
| Approved as to Content: | Catheryn R. Whitesell | 02/05/01 |
| | Director/Administrator | Date |
| Approved as to Legal Sufficiency: | R.M. Blow | 02/21/01 |
| | City Attorney | Date |
| Approved: | Steven T. Thompson | 02/26/01 |
| | Chief Financial Officer | Date |
| Approved: | James K. Spore | 02/26/01 |
| | City Manager | Date |
| Approved: | Meyera E. Oberndorf | 02/26/01 |
| | Mayor | Date |

**ALTERNATE VERSION**

**REQUESTED BY COUNCILMEMBERS DIEZEL AND WOOD**

**A RESOLUTION TO ADDRESS PUBLIC SAFETY PAY COMPRESSION DISPARITIES**

WHEREAS, the safety of Virginia Beach's citizens is greatly enhanced by the City retaining its experienced public safety employees; and

WHEREAS, pay compression has led many experienced public safety employees to leave the City workforce to pursue positions with other employers, including the federal government and the private sector.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VIRGINIA BEACH, VIRGINIA:

That the City Manager is hereby directed to incorporate into the budget process the following considerations, across the public safety pay and classification ranges, utilizing the current City pay plans:

(1) To prevent future pay compression in the public safety pay and classification plans, pay adjustments shall be applied to all employees and ranges;

(2) For both fiscal year 06-07 and fiscal year 07-08, adjustments based on years of service and years in grade shall be made to the current public safety pay and classification plans, at a maximum cost of $4.5 million per fiscal year;

(3) A revised step plan shall be submitted to Council for review and discussion so it may be considered as part of the fiscal year 08-09 budget;

(4) Even if the above steps fail to alleviate supervisory pay compression, such compression shall be alleviated within three years of identification;

(5) Future market salary surveys shall be restricted initially to Hampton Roads communities; and

(6) Proposed budgets shall include an annual summary of entry-level public safety salaries in surrounding Hampton Roads communities.

Adopted by the Council of the City of Virginia Beach, Virginia, on the 7th day of February, 2006.

APPROVED AS TO LEGAL SUFFICIENCY

Roderick Ingram____
City Attorney's Office

# Entry Level Police, Fire and Sheriff Salary Survey (as of February 2018)

## Police Officer Recruit

| Locality | Min | Mid | Max | Spread | Title |
|---|---|---|---|---|---|
| **Virginia Beach** | **$ 42,723.00** | **$ 53,060.70** | **$ 63,398.40** | **48%** | **Police Officer Recruit** |
| Chesapeake | $ 40,179.00 | $ 51,393.00 | $ 62,607.00 | 56% | Police Officer Trainee |
| Hampton* | $ 38,325.00 | $ 42,643.00 | $ 46,961.00 | 23% | Police Patrol Officer Recruit |
| Newport News* | $ 38,325.00 | $ 39,325.00 | $ 40,325.00 | 5% | Police Officer Recruit** |
| Norfolk | $ 40,000.00 | $ 40,000.00 | $ 40,000.00 | 0% | Police Recruit |
| Portsmouth | $ 39,500.00 | $ 39,500.00 | $ 39,500.00 | 0% | Police Officer Trainee |
| Suffolk | $ 40,327.00 | $ 51,820.00 | $ 63,313.00 | 57% | Police Officer I |

## Police Officer

| Locality | Min | Mid | Max | Spread | Title |
|---|---|---|---|---|---|
| **Virginia Beach** | **$ 44,886.00** | **$ 55,743.50** | **$ 66,601.00** | **48%** | **Police Officer** |
| Chesapeake | $ 42,396.00 | $ 54,228.50 | $ 66,061.00 | 56% | Police Officer |
| Hampton* | $ 40,478.00 | $ 55,439.00 | $ 70,400.00 | 74% | Police Patrol Officer |
| Newport News* | $ 43,044.00 | $ 57,196.00 | $ 71,348.00 | 66% | Police Officer |
| Norfolk | $ 43,500.00 | $ 53,942.00 | $ 64,384.00 | 48% | Police Officer |
| Portsmouth | $ 42,500.00 | $ 55,675.00 | $ 68,850.00 | 62% | Police Officer |
| Suffolk | $ 44,462.00 | $ 57,133.00 | $ 69,804.00 | 57% | Police Officer II |

*No range adjustment from last year

**Increase $1000 at 6 months and again at 1 year.

## Firefighter Recruit

| Locality | Min | Mid | Max | Spread | Title |
|---|---|---|---|---|---|
| **Virginia Beach** | **$ 42,723.20** | **$ 53,060.80** | **$ 63,398.40** | **48%** | **Firefighter Recruit** |
| Chesapeake | $ 40,179.00 | $ 51,393.00 | $ 62,607.00 | 56% | Firefighter/EMT Trainee |
| Hampton | $ 38,618.00 | $ 43,296.50 | $ 47,975.00 | 24% | Firefighter Recruit |
| Newport News* | $ 38,325.00 | $ 39,325.00 | $ 40,325.00 | 5% | Firefighter/Medic Recruit** |
| Norfolk | $ 40,000.00 | $ 40,000.00 | $ 40,000.00 | 0% | Firefighter Recruit |
| Portsmouth | $ 39,500.00 | $ 39,500.00 | $ 39,500.00 | 0% | Firefighter Trainee |
| Suffolk* | $ 39,849.00 | $ 51,205.50 | $ 62,562.00 | 57% | Firefighter I |

## Firefighter

| Locality | Min | Mid | Max | Spread | Title |
|---|---|---|---|---|---|
| **Virginia Beach** | **$ 44,886.40** | **$ 55,744.00** | **$ 66,601.60** | **48%** | **Firefighter** |
| Chesapeake | $ 42,396.00 | $ 54,228.50 | $ 66,061.00 | 56% | Firefighter EMT |
| Hampton | $ 43,297.00 | $ 58,490.00 | $ 73,683.00 | 70% | Firefighter EMT |
| Newport News | $ 42,393.00 | $ 56,870.50 | $ 71,348.00 | 68% | Firefighter Specialist, Senior |
| Norfolk* | $ 41,168.00 | $ 46,934.00 | $ 52,700.00 | 28% | Firefighter-EMT Enhanced |
| Portsmouth | $ 42,500.00 | $ 51,627.00 | $ 60,754.00 | 43% | Firefighter |
| Suffolk | $ 40,328.00 | $ 53,765.50 | $ 63,313.00 | 57% | Firefighter I |

*No range adjustment from last year

**Increase $1000 at 6 months and again at 1 year.

## Sheriff Recruit

| Locality | Min | Mid | Max | Spread | Title |
|---|---|---|---|---|---|
| Chesapeake | $ 40,179.00 | $ 51,393.00 | $ 62,607.00 | 56% | Deputy Sheriff - Trainee |

## Sheriff Deputy (Entry Level)

| Locality | Min | Mid | Max | Spread | Title |
|---|---|---|---|---|---|
| **Virginia Beach** | **$ 41,683.20** | **$ 51,771.20** | **$ 61,859.20** | **48%** | **Deputy Sheriff** |
| Chesapeake | $ 42,396.00 | $ 54,228.50 | $ 66,061.00 | 56% | Deputy Sheriff |
| Hampton* | $ 34,167.00 | $ 34,167.00 | $ 34,167.00 | 0% | Deputy Sheriff* |
| Newport News* | $ 34,067.00 | $ 34,726.50 | $ 35,386.00 | 4% | Deputy I |
| Norfolk* | $ 33,647.39 | $ 42,494.70 | $ 51,342.00 | 53% | Deputy Sheriff |
| Portsmouth* | $ 29,081.00 | $ 41,821.50 | $ 54,562.00 | 88% | Deputy Sheriff** |
| Suffolk | $ 40,328.00 | $ 51,820.50 | $ 63,313.00 | 57% | Deputy Sheriff |

*Receives 9% increase after 1 year

**Follows the pay set by the Compensation Board

# Administrative Directive

| | | |
|---|---|---|
| Title: Donations and Gifts to the City | | Index Number: |
| Date of Adoption: | Date of Revision: 06/30/2006 | Page: 1 of 8 |

**6.0 Purpose and Need**

Grant funds from state, federal, or other agencies and organizations are an important revenue source that can aid the City in providing quality services to citizens and customers while keeping our taxes as low as possible. The growing increase in the number of grants awarded to the City has necessitated a higher level of coordination to ensure that grant funds are being used to achieve the City's Strategic Plan and derive the greatest benefit.

Departments are urged to solicit grants - especially where a grant will help achieve the City's Strategic Plan, enhance or support the City's basic services, or address any other City priority - while trying not to incur a high level of overhead on small grants that do not greatly influence the City's strategy.

Prior to seeking grant funding, a department should consider the following:

- Will the grant be used to address a City strategy or other priority?
- Would the grant funding be used for a previously identified need of the City for which no other source of funding is available?
- If the program being funded by the grant is needed to accomplish a City priority or achieve the department's mission, should it be supported instead by City funds to ensure that adequate resources are made available?
- Will the grant provide only short-term financing for a long-term commitment on the part of the City?

This Directive provides guidance on the process to be used by City departments in pursuing grants, and establishes a centralized means of identifying which grants are being sought, thereby promoting a systems approach to the use of grant funds.

**7.0 Administrative Directive**

No part of this Directive should be construed as superseding any portion of the adopted annual operating budget ordinance or Capital Improvement Program ordinance. In the event of a conflict between this Directive and either ordinance, the ordinance shall control.

All grant applications must be signed by the City Manager or appropriate designee prior to submission to the granting agency. All grants must be appropriated through the budgetary process, through the Council Agenda Process, or where applicable, through the use of the grant reserve (which is appropriated annually as part of the budget).

All grants must comply with all City policies and procedures, including the purchasing and technology improvement policies, and the City Attorney's Contract Preparation/Review Guidelines. Any grant that includes personnel costs must comply with all City personnel policies. The agenda request and ordinance shall include language indicating that the position is authorized only for the duration of the grant period, unless continued employment is required

by the grantor and approved by the City Manager prior to accepting the grant funding. The employee will be notified in writing upon hire that the position is subject to the continuation of grant funding and expiration of the grant will result in elimination of the position.

## 8.0 Procedure to Accomplish Administrative Directive

### A. Grant Application Phase

The procedure for completing and submitting grant applications is bulleted below. Specific details are included in subsequent paragraphs.

- **Step 1**: Department identifies a need for services, equipment or programs.
- **Step 2**: Department seeks grant programs that support services related to the identified need.
- **Step 3**: Department informs Management Services staff (assigned budget analyst) of intent to apply for grant funding.
- **Step 4**: Management Services notifies department to proceed with application development; if there is a concern regarding the request, Management Services forwards the request to the responsible Chief who will make the determination whether to proceed with the application phase.
- **Step 5**: Department prepares grant application (with the Director's endorsement), routes it to other affected departments (including ComIT for those with technology components), and forwards it to Management Services, accompanied by the required grant forms (available on the Management Services BEACHnet site).
- **Step 6**: Management Services evaluates grant and forwards the application and recommendation to responsible Chief. In some instances, the City Manager's signature may be required.
- **Step 7**: Once application is approved and signed, department submits grant to grantor agency.

### B. Grant Management Phase

The procedure for appropriating and managing grants is bulleted below. Specific details are included in subsequent paragraphs.

- **Step 1**: Department notifies Management Services that grant was approved and drafts an agenda request to accept the grant and appropriate funding. If additional paperwork, such as a formal acceptance is required, the department will forward this to Management Services to obtain signature from the responsible Chief and/or City Manager. Department notifies City Manager's Office to place grant on Council agenda.
- **Step 2**: Management Services drafts the ordinance and forwards it to the City Attorney.
- **Step 3**: Department representative attends the agenda meeting (Wednesday prior to Council date).
- **Step 4**: Once Council appropriates the grant, Management Services assigns a grant number and enters the related budget journal in ViBES. In the event that City Council declines the grant, the submitting department is responsible for notifying the grantor in writing that the City will not be accepting the grant.
- **Step 5**: Department begins managing the grant in accordance with the grant application and guidelines. Department must coordinate with Finance to determine responsibility for financial reporting. If the department submits financial reports, copies of each must be forwarded to the Comptroller's Office of the Finance Department. The department managing the grant is responsible for maintaining all grant-related records and ensuring reporting requirements are met.
- **Step 6**: When the grant period is completed, the department shall contact Finance to coordinate closing the grant in ViBES.

**Grant Review and Authorization:**

- The specific process required for grant review is outlined on the Management Services intranet site (on BEACHnet) under the "Grant Management" link. This link includes the "City of Virginia Beach Grant Management Process" flow chart and written procedures. These documents outline the specific process that should be followed, list all forms that are required to be completed, and provide a list of resources for departments applying for grants. All applicable forms are also available from this link.
- No grant application shall be submitted to a granting agency without prior review by the Department of Management Services and signature of approval by a member of the Management Leadership Team.
- Any City department or agency that intends to apply for a grant shall provide a copy of the full grant application and all required forms to the Department of Management Services at least ten (10) business days prior to the date the grant application is due to the granting agency.
    - It is necessary to allow Management Services ten (10) business days for review to ensure that it is adequately reviewed by Management Services staff and allow routing and review by the appropriate member(s) of the Management Leadership Team.
    - Management Services staff will work with departments on a case-by-case basis, where the granting agency has not provided ample notice to provide the required ten (10) business days for review; however, this does not exempt any grant from review by Management Services.

**Requirements for Completing and Submitting Online Grants:**

- If a grant is completed in an online database, a hard copy should be provided to Management Services to complete the required review and to maintain for central filing.
- The signature can be obtained on the grant routing form or on the cover letter from Management Services.
- A "Designee Authorization Form" should be completed and signed as well (available on the Management Services BEACHnet website).
- Please note that many online databases require authorization of the applicant prior to submission that may require several days to complete. Departments should plan their grant development accordingly.

**Requirements for Legislative Approval:**

- While all grants are subject to review by Management Services and require authorization by the City Manager, some grants may not require independent Council action. Certain grants can be appropriated through the use of grant reserve accounts, which are appropriated annually as part of the budget.
- Grants meeting the following criteria do not require City Council action, provided there is ample funding in the grant reserve accounts to accommodate the appropriation.

    - The grant does not establish new and/or ongoing services to the community.
    - The grant in total is $10,000 or less (amount from grantor, plus any associated match).
    - The grant does not authorize additional full-time or part-time FTEs.
    - Grantor requirements do not mandate acceptance by legislative body (i.e., City Council).
- Management Services will work with departments when there are special circumstances for other small grant programs, such as compressed timelines, that do not easily facilitate Council approval.

**Requirements for Grants with Technology Components:**

- The submitting department is responsible for routing grants that have technology components associated with them to ComIT during the application phase. The department is responsible for coordinating all technology equipment and infrastructure needs with ComIT staff after submission of the grant.

**Inclusion of Grants in the Operating or Capital Budget:**

- Guidelines for including grants in the annual operating budget include: the grant is on-going, non-competitive and/or allocated on a formula basis such that the revenue can be reasonably estimated based on the historical amount received.
- A department can include a grant in the operating budget request; however, the grant should be included in the appropriate grant fund and necessitates assignment of a grant number by Management Services.
- The CIP may also include grant funding that is of a one-time or ongoing nature.
- Grants that are appropriated as part of the annual operating or capital budgets will be reviewed in conjunction with departmental budget requests; however, Management Services will still review applicable paperwork for grants that are budgeted. The grant application and/or acceptance paperwork must still be approved and signed by the City Manager or appropriate Chief prior to submission to the granting agency for budgeted grants.
- It is still necessary for the requesting department to forward any documentation to Management Services for signature by an appropriate member of the MLT and inclusion in central filing.
- The department must notify Management Services of differences between the estimated and actual amount of all grants so that adjustments to appropriations may be made.
- An award letter is required for any new grant before it can be included in either the operating budget or CIP.

**Financial Controls Applied to Grants** (Source: June 20, 2005 memo to departments from Finance and Management Services)**:**

- The ViBES controls that are applied to operating budget appropriation units also apply to grants. However, grants are also controlled at the budget unit level. In general (exceptions are outlined below), the grant controls apply first to the grant number, then the budget unit number and then the object code. A grant number designates the overall appropriation unit; appropriations in one grant within a fund cannot offset appropriations within another grant in that same fund. Grants are also controlled at the budget unit level, which affects multi-departmental grants that have multiple budget units under the same grant number. Every single budget unit must balance within that grant.
- Grants also have the same controlled accounts applied, except at the budget unit level: Reserve for Contingencies (600s), Personal Services (601s and 602s combined), Operating Expenses (603s to 606s combined), Leases and Rentals (608s), Land Structures and Improvements (609s), and Debt Service (610s). These categories cannot exceed appropriations for those accounts. Part-time salaries and capital outlay are controlled at the line item level in ViBES; however, for budgetary and purchasing
- purposes, it is necessary to have adequate appropriations for each capital item (not the line item in total).
- Grants involving FEMA-Team deployments and certain housing grants that are subject to special circumstances are the exceptions to the application of the above ViBES controls. The requirements of these grants would render the application of these financial controls impractical.

**Supplanting:**

- Special focus is needed in the evaluation of grants regarding supplanting. Supplanting involves replacing one source of funding for another.

- The City Council adopted a policy in 2001 which states, "It is the policy of the City Council to prevent, to the extent possible, the shifting of financial responsibility for state, federal, or privately funded programs to the citizens of Virginia Beach by not supplanting those funds with local funds when those agencies reduce funding to various community programs that rely on that funding."
- In addition, many grants are requiring that the City certify that the funding will not supplant any funding already being used for the same purpose. For example, a Police Department grant may require that the grant funding not supplant any funding allocated for law enforcement uses, thus using vacancy funding from police officers to match the grant would not be allowable under the grant. In meeting non-supplanting requirements, the City considers the redirection of appropriated funding supplanting. This would not apply to funding that is programmed or planned in future years.

## 9.0 Responsibility and Authority

Department Directors shall be responsible for reviewing and providing a written endorsement of all grant applications submitted by their department, either in paper form or electronically. All grant applications shall be reviewed by Management Services and approved with signature by the responsible Chief and/or the City Manager prior to submission to the granting agencies. Before a grant can be submitted electronically, the individual that is preparing the application must be authorized by the City Manager to submit the grant. A "Designee Authorization Form" is located on the Management Services BEACHnet site under "Grant Management."

A. City departments are responsible for the following:

1. Seeking grant funding for identified needs that are not otherwise funded.
2. Obtaining all required signatures pertaining to the grant application and grant acceptance (recommended to be coordinated through Management Services after grant review).
3. Completing applications for identified grants in accordance with guidelines prescribed by the granting agency.
4. Collaborating with other departments as needed to ensure that grant funding provides the greatest possible benefit.
5. Submitting the full grant application package and completed grant forms to the Department of Management Services, ten (10) business days prior to the grantor's due date.
6. Initiating the agenda request process to acquire City Council acceptance of the grant and appropriation of grant funds once written approval notice is received from the grantor agency, if applicable.
7. Developing agenda requests for resolutions as required by granting agencies.
8. Administering the grant-funded program and ensuring that all City policies are followed and all grant requirements are met.
9. Ensuring that grant expenditures are within the awarded grant funding.
10. Coordinating with the City's Finance Department to ensure that grant funding is requested and received in a timely manner, and providing the Finance Department with a copy of the grant agreement and fiscal procedures.
11. Submitting all reports as required by the granting agency, including coordinating financial reporting with the City's Finance Department.
12. Notifying Human Resources at least one (1) pay period prior to any grant position no longer being funded.
13. Maintaining all documentation for grants for a minimum of three (3) years, unless the grantor specifies a longer duration.
14. Notifying Audit Services of any contact from the granting agency or other external agency concerning an audit or review.
15. Notifying Audit Services of concerns about violations of federal, state and/or local laws and regulations or suspected improprieties related to the grant program.

B. The Department of Management Services is responsible for the following:

1. Functioning as process owner of the grant management process and a resource for agencies, with regard to the grant process and grant development.
2. Assisting departments in identifying sources of grant funding and reviewing grant proposals.
3. Providing a timely review of grant applications prepared by departments.
4. Assisting departments in the preparation of agenda items seeking City Council acceptance of a grant and appropriation of grant funding.
5. Maintaining the following information on file as part of the department's role in resource management:
    a. A copy of the grant application.
    b. The department's grant analysis review.
    c. A copy of the agenda package, including the signed appropriation ordinance, and the associated journal voucher.
    d. A copy of the signed grant acceptance form, where applicable.
    e. A copy of the award letter.
6. Communicating with other City agencies and departments after acceptance and appropriation of the grant.
7. Providing copies of all grant-related budget information to the Comptroller's Office of the Finance Department, and to the Payroll Division of the Finance Department and Human Resources when a grant involves changes to part-time or full-time personnel.
8. Ensuring that City departments are familiar with the grant management process and providing grant training about the City's process on an annual basis.
9. Ensuring that Council ordinances include wording that indicates that grant-funded positions will be terminated when grant funding is no longer available.
10. Assigning revenue codes and grant numbers to awarded grants, and notifying Finance of awarded grants through a copy of the completed budget journal.
11. Coordinating multi-departmental grants to ensure a Citywide focus.

C. The Department of Finance is responsible for the following:

1. Functioning as process owner of grant reporting and accounting.
2. Serving as fiscal agent, when required by the grant.
3. Reviewing each grant periodically to ensure that grant funding is requested and received in a timely manner, including tracking all revenues received and expenditures made.
4. Ensuring that ended grants are properly closed out.
5. When necessary, submitting required financial reports to the granting agency.
6. Ensuring that grant controls are set in ViBES.
7. Providing grant training on grant reporting and accounting on an annual basis.
8. Obtaining copies of all funding requests and financial reports that are not completed by the Finance Department.

D. The Department of Human Resources is responsible for the following:

1. Indicating on the Personnel Transaction Form (P-3) of any employee hired with grant funding that the position is funded under a grant.
2. Ensuring that grant-funded personnel are aware upon hire that their positions are authorized for a set time frame or certain amount of grant funding and ensuring that grant-funded personnel sign paperwork to that effect.
3. Processing a grant-funded position out of the system after receiving notification that the grant has been discontinued.
4. Assigning position control numbers to full-time grant positions.

E. The Department of Audit Services is responsible for the following:

1. Providing technical and/or advisory services to the department or program managers regarding program operations and compliance.
2. Providing advice and guidance on audit related matters.

## 10.0 Definitions

***Grant***: Funding awarded to the City by another level of government or by an outside agency or organization, and which generally meets the following requirements:

- The funding supports a public purpose.
- The funding is for a specified period of time.
- An application process is required to obtain the funds.
- Acquiring the funds is generally the result of a competitive process or funds are distributed on a formulary basis.
- Periodic reports are required to be submitted to the granting agency.
- The grant is subject to audit by the granting agency.

***Annual Grant***: A grant that is awarded annually, regardless of the specific grant period (e.g., City fiscal year, federal fiscal year, or calendar year).

***Multi-Year Grant***: A grant that affects the appropriation of funding beyond one (1) fiscal year.

***Appropriation***: Legal authorization from City Council to make expenditures and incur financial obligations on behalf of the City. Appropriations for grant programs can be included in and approved by City Council in the Adopted Operating Budget and Adopted Capital Improvement Program or may require subsequent action by City Council outside of the budgetary process.

***Legislative Approval***: Refers to (1) the need for City Council to accept and appropriate a grant to provide departments the authority to spend grant funding; or (2) the requirement by the grantor that City Council formally endorse or accept a grant, whether before the application is submitted or after the grant is awarded. Guidance for when legislative approval is not required to provide spending authority is provided on page 3 of this Directive.

***Agenda Request****:* A formal request to be placed on the City Council agenda. The agenda request is required to allow the Council to vote to appropriate the grant funding. Grant funding that has not been appropriated may not be spent.

***Ordinance****:* An ordinance, or an amendment to an ordinance, is a formal and binding type of Council legislation. A roll call of the Council records the Council's action on all ordinances. Before grant funding can be spent it must be appropriated. Because the budget is a legal document, any expenditures that are not included in the budget document must be ratified by Council as a separate ordinance. The ordinance appropriates grant funds for the department to spend.

***Resolution***: A resolution is a formal type of Council legislation. Passage of a resolution indicates the Council's policy on a certain matter, or it may direct a certain type of action to occur. It requires only one reading. This is a statement of intent by the City Council to participate in the grant program. Resolutions may be required for grants prior to

award or after the grant has been awarded. This does not constitute an appropriation or a formal acceptance of grant funding, but only an agreement in principle.

***Supplanting*:** Substituting one source of funding to augment reductions in funding by another agency. The City's policy of not supplanting federal, state or private funding reductions with local funding applies to grants. Match requirements for grants are not considered supplanting. Grants are increasingly requiring that the City certify that federal, state or private funding are not supplanting local funds intended for the same purpose as well.

| | | |
|---|---|---|
| Approved as to Content: | Catheryn R. Whitesell | 08/25/06 |
| | Director of Management Services | Date |
| Approved as to Legal Sufficiency: | Leslie L. Lilley | 08/30/06 |
| | City Attorney | Date |
| Approved: | David L. Hansen | 08/31/06 |
| | Chief Financial and Technology Officer | Date |
| Approved: | James K. Spore | 08/31/06 |
| | City Manager | Date |

# Administrative Directive

| Title: Resource Administration Directive | | Index Number: AD 7.01 |
|---|---|---|
| Date of Adoption: 07/01/92 | Date of Revision: 01/31/03 | Page: 1 of 8 |

1.0 **Purpose and Need**

The Annual Operating Budget Appropriation Ordinance authorizes the City Manager or the Director of Management Services to establish and administer budgeting within appropriation units, consistent with best management practices, reporting requirements, and programs and services adopted by the City Council.

The Resource Administration Directive has been established to:

1. Maintain the requirements of the City Charter, the City Code, the Annual Operating Budget Appropriation Ordinance and the Capital Improvement Program Appropriation Ordinance.

2. Ensure the financial integrity of the City through the establishment of policies which provide that the appropriation authority granted by the Annual Operating Budget and the Capital Improvement Program Appropriation Ordinances is not exceeded, without prior approval of Council.

3. Provide a framework for responsible expenditure decisions.

4. Maximize the flexibility and accountability of Department Directors in responding to the demands of their departments' missions and in fulfilling their program objectives, while adhering to legal and administrative policies.

2.0 **Administrative Directive**

Subject to any other provision of the law, all agencies and departments shall administer their operating budgets in accordance with this directive.

3.0 **Procedure to Accomplish Administrative Directive**

The Department of Management Services is responsible for coordinating the City's Resource Management Plan and making recommendations to the City Manager. Management Services shall act as the City Manager's designee in the approval of appropriation transfer requests. Management Services will coordinate annual fiscal management training with Finance, Human Resources, Audit Services, and other interested departments. Budget unit managers are strongly encouraged to attend.

All related forms are available on the Department of Management Services intranet page. Detailed instructions and overviews of procedures are also described on the site. Forms can be submitted electronically; however, a signed hard copy must also be submitted to Management Services. Only employees whose signatures are on file with Management Services are authorized to sign transfers.

Any modifications to appropriations within controlled accounts will require submission of a Transfer of Appropriations form or Redefinition of Funds Letter to be approved by Management Services. The departments

3.0 **Procedure to Accomplish Administrative Directive**

should send these requests directly to Management Services. Management Services will notify Council of approved transfers between $25,000 to $100,000 on a monthly basis.

City Council approval is required for any transfer that 1) exceeds $100,000, 2) significantly expands an existing program, 3) initiates a program that has not previously been requested in the budget, 4) increases permanent positions, or 5) appropriates new funds. Departments must follow the Agenda Process for these requests.

All requests for new programs, program enhancements, or expansions of programs will be reviewed by Management Services, with recommendations made to the City Manager or his designee as to the appropriateness of the request. Management Services will evaluate all requests for changing the scope of use for funds appropriated in the budget document. In general, only program additions or enhancements that were requested but not funded during the budget process are eligible for consideration. Exceptions may be made in cases where the department could not reasonably foresee the need for the request (example: new mandate, change in technology, etc). Programs that involve redirection of existing funds that are available within the requesting department's fiscal year appropriation and do not require additional funding in future years or involve additional permanent FTEs may not necessitate Council action.

Internal Service Funds will also be required to submit requests for new programs, program enhancements, or expansions of programs, which will be reviewed by Management Services. Recommendations will be made to the City Manager or his designee as to the appropriateness of the request. Management Services will evaluate all requests for changing the scope of use for funds appropriated in the budget document. The same evaluation criteria apply to requests from Internal Service Funds. Additionally, the only use of retained earnings by Internal Service Funds that does not require Council action is increasing the cost of goods sold.

Department Directors may appeal the disapproval of funding requests by Management Services staff to the Director of Management Services. All information related to the request, including the reason(s) for denial, will be forwarded for review and reconsideration. Should the Director of Management Services also disapprove the request, Department Directors may appeal the decision to the Management Leadership Team. All information related to the request, including the reason(s) for denial, will be forwarded to the Management Leadership Team for review and reconsideration. Decisions of the Management Leadership Team are final.

## 4.0 **Responsibility and Authority**

1. Department Directors

Department Directors have a responsibility to ensure that:

a. The expenditures and encumbrances do not expand, enhance or create programs which will be an on-going commitment or will create a future liability of the City, beyond the current fiscal year, without the approval of the City Manager and City Council.

b. The appropriation units remain balanced so that the aggregate total of expenditures and encumbrances does not exceed the aggregate total of the adjusted appropriations in each appropriation unit.

c. The estimated revenues which support each program are or will be realized by the City, and that Special Revenue and Enterprise Funds do not expend more than the realized revenues.

4.0 **Responsibility and Authority**

d. The balance of each appropriation unit is maintained within each fund. Should an appropriation unit contain appropriations from different funds, the balance of each fund must be maintained separately and exclusively from the other funds within that appropriation unit.

e. The expenditures and encumbrances conform to City Council's policies and other expenditure restrictions. Department Directors should be aware of unique policies or restrictions relating to their own programs. (In general, copies of all policies established by the administrative departments are forwarded to operating departments, who are responsible for retaining them.)

f. Departments conform to the policies and procedures of the City's Grant Management Process, as described in Administrative Directive 1.05.

g. The total expenditures for Personal Services (601s and 602s), Capital Purchases (607s), and Land Structures and Improvements (609s), do not exceed appropriations for those accounts.

Note: Part-time salaries line item is the exception to balancing at the account category level for the above controlled accounts. This line must balance alone at the appropriation unit level to ensure that the aggregate amount expended for part-time salaries does not exceed the amount appropriated for that purpose because overspending in this account may result in exceeding the number of authorized positions within the appropriation unit. Appropriations in this line may offset other Personal Services expenditures, but other appropriations in Personal Services expenditures cannot offset part-time salaries.

h. The aggregate total of expenditures and encumbrances for non-controlled accounts (603s, 604s, 605s, and 606s) does not exceed the aggregate total appropriated for those accounts for the appropriation unit.

i. Budget Unit Managers are encouraged to attend annual training provided jointly by Management Services, Finance, Human Resources, Audit Services, and other interested departments to maintain accurate and effective budget management.

Department Directors are authorized to perform the following:

j. Make spending adjustments within non-controlled accounts that do not exceed the scope or intent of the department's approved budget (i.e., there should be no new or expanded programs). It is not necessary for individual line items to balance; the non-controlled accounts for the appropriation unit must balance in total. See definition in section 5.0. All other requests will be evaluated and approved by Management Services in the form of Transfers of Appropriations and City Council Agenda Requests.

k. Request a personnel transaction (i.e., promotion or reclassification) provided that existing budgetary funds are available in the salary and fringe benefit accounts within the budget unit to offset any increase in expenditures.

Prior to making a personnel request, the department must certify to the Department of Human Resources that adequate appropriations are available within the personnel accounts to offset increased costs. If the funds are not available, the department must request a transfer to the appropriate budget unit. The transfer must be approved prior to the effective date of the promotion/reclassification.

l. Prepare a Transfer of Appropriations Request or prepare a City Council Agenda Request, where applicable. (See City Manager and City Council sections for requirements of these requests.)

4.0 **Responsibility and Authority**

m. Request a redefinition of Capital Outlay appropriations via submission of a letter to Management Services indicating the justification for the request and the reason that there is available funding to be redefined.

2. The City Manager, or his designee, is authorized to transfer funding in accordance with the Annual Operating Budget Appropriation Ordinance, Capital Improvement Program Appropriation Ordinance, and Section 2-187.1 of the City Code.

   Authorization is required from the City Manager, or his designee, to:

   a. Transfer appropriations of up to $100,000, to or from controlled accounts, between appropriation units, from Reserves for Contingencies accounts, or between capital projects. Management Services provides a monthly report to City Council of transfers between $25,000 and $100,000.

   i. Transfers to and from controlled accounts (especially personnel accounts) will be evaluated on a case-by-case basis to determine the emergency nature of the request. Criteria for consideration include: 1) the request is mission critical, 2) there is an adequate justification of the emergency nature, 3) the benefits of the request exceed the costs and the impact of not immediately implementing the request would disrupt service delivery (i.e., why the request cannot wait until the next budget process), and 4) the item was requested by the department during the budget process and was ranked favorably by the Caucus.

   ii. Evaluation criteria for Transfers of Appropriations include: 1) the expenditure could not be reasonably anticipated during the budget process, 2) the request results from a mandate, or 3) the request constitutes a change in operating policies and procedures as a result of direction from the City Manager or City Council.

   iii. Requests for transfers from Reserves for Contingencies will not be considered unless Management Services determines with the department that the appropriation unit cannot absorb the cost first, within the department's non-controlled accounts and second, within controlled accounts that are anticipated to have excess funding.

   iv. Transfers within Internal Service Funds exceeding $100,000 must be approved by City Council if it is outside the scope of the approved budget. Any use of retained earnings must be approved by City Council unless it involves increasing the cost of goods sold.

b. Transfer positions between budget units, divisions, and departments, subject to the $100,000 limit on transfers. (Operating Budget Ordinance).

   c. Approve and redefine the use of appropriations for specific Capital Outlay items (607s).

d. Increase the number of part-time FTEs within the current fiscal year, subject to the $100,000 limit on transfers, provided that the aggregate amount expended for such positions does not exceed the respective appropriations. (Operating Budget Ordinance).

e. Transmit items to City Council for adoption.

f. Decrease estimated revenues and corresponding appropriations to reflect expected revenue collections. City Council must be notified of reductions greater than $100,000.

4.0 **Responsibility and Authority**

g. Transfer excess appropriations to Reserves for Contingencies, after all anticipated expenditures for which those funds were appropriated have been included.

h. Transfer appropriated funds and existing positions as necessary to implement organizational adjustments that have been authorized by the City Council. The City Manager shall report to the City Council regarding the status and progress of any such organizational adjustments on an annual basis.

i. Carry forward appropriations which were authorized but not completed prior to the end of the fiscal year. These requests are reviewed for appropriateness and to ensure that there is sufficient fund balance to meet City Council policies. Salary funds are not eligible to be carried forward (Operating Budget Ordinance). Criteria for Carry-forward appropriations are: 1) the funds shall remain in the same fund, budget unit, and account code; 2) the item was specifically appropriated for the purpose identified in the request; 3) the legal appropriation unit or department has an unencumbered balance greater than the amount requested; 4) the fund balance of the affected fund has sufficient funding available at the close of the books to fund the continuation of the appropriation and is compliant with all prescribed policies; and, 5) the item to be carried forward must be critical to the mission of a program or service offered by the City. Carry-forwards are not to be used to re-appropriate "surplus" funds or to be used as an alternative source of funding from the current fiscal year to the subsequent fiscal year that is not in alignment with its original intended use.

j. Adjust the financing sources for various capital projects to reflect effective utilization of financing sources. The City Manager or his designee may also reduce appropriations to any capital project to reflect reductions in financing sources. However, prior notice to City Council is required for any reductions to total appropriations greater than $100,000.

k. Transfer from dedicated Reserves for Contingencies that have funding for a specific purpose.

l. Make corrections to the budget where movement of funds does not change the intent of the original appropriation, but allows for proper accounting of the funds.

3. City Council is authorized to amend the Operating Budget during the fiscal year. City Council approval is required for all of the following actions prior to the utilization of funds:

a. Amend original appropriations through supplemental appropriations of additional revenue, fund balance or retained earnings.

b. Amend the Operating Budget and Capital Budget through the transfer of appropriations that exceed $100,000.

c. Increase the total number of permanent positions.

d. Implement new, significant expansions or enhancements to programs or services, which will be an ongoing commitment or a future liability for the City beyond the current fiscal year. Any request that was not considered during the budget process will constitute a new program and will require City Council action. Any request deemed to exceed the scope of authority and intent reflected in the Resource Management Plan by the City Manager or his designee will require City Council action.

e. Initiate a new capital project.

## 5.0 Definitions

Terms are defined as they relate to the Operating and Capital Budget administration and provide a general explanation of technical concepts.

**Account Categories**: Line item expenditure account codes are grouped and numbered according to general uses. They are identified by the first three digits: 60X, where the 6 signifies that it is an expenditure. Following is a list and brief description of account codes.

- 601s – Personal Services: Compensation of direct labor of persons in the employment of the City; salaries and wages paid to employees for full-time, part-time, and temporary work; payment for contracted manpower.
- 602s – Fringe Benefits: Job-related benefits provided for employees as part of their total compensation.
- 603s – Contractual Services: Services acquired on a fee basis or a fixed-time contract basis from outside sources.
- 604s – Internal Services: Charges to departments for intra-governmentally provided support services such as microcomputer support, automotive services, internal telecommunications, print shop and risk management.
- 605s and 606s – Other Charges: Expenditures for all other purposes such as utilities, external telecommunications, office supplies, furnishings, uniforms, professional development, travel and membership dues.
- 607s – Capital Outlay: Expenditures resulting in the acquisition of, or addition to, fixed assets which cost $5,000 or more.
- 608s – Leases and Rentals: Leases not capitalized and rental of land, structures and equipment.
- 609s – Land Structures and Improvements: Major capital facilities, with a total cost less than $50,000, that are constructed or acquired, such as land or buildings, and alterations to existing properties. Any project over $50,000 may be a Capital Project and is addressed through the Capital Improvement Program.

**Agenda Request**: Document through which a department seeks approval of an ordinance for appropriation amendments or any increases in permanent positions that require City Council approval.

**Appropriation**: Legal authorization from City Council to make expenditures and incur financial obligations on behalf of the City. Appropriations for each program area are outlined and approved by City Council each fiscal year in the Adopted Operating Budget and Adopted Capital Improvement Program.

**Appropriation Amendment**: Adjustments made to the Annual Operating Budget during the fiscal year.

**Appropriation Ordinance**: Formal legislative enactment by Council. Means through which the Resource Management Plan is enacted into law. It establishes spending mandates, provides legal authorization for spending throughout the fiscal year and creates limits which cannot be exceeded without subsequent Council actions. It is also the mechanism used to amend the Operating and Capital Improvement Budgets.

**Appropriation Unit**: The legal level at which the Operating Budget must balance at the close of the fiscal year, as required by the appropriation ordinance. Appropriation units are the basis on which Council adopts the appropriation ordinance that is submitted with the Operating Budget and Capital Budget. In general, an appropriation unit is equivalent to a department, within a single fund.

## 5.0 Definitions

**Controlled Accounts**: Expenditure category over which the City Manager has retained authority (inside and outside the departments) for transactions to or from these accounts. Controlled accounts include Personal Services (601s), Fringe Benefits (602s), Capital Outlay (607s), Land Structures and Improvements (609s), as well as any transfers of appropriations affecting Capital Projects and Reserves for Contingencies funds.

**Estimated Revenues**: The amount of revenue estimated to support appropriations.

**Full-Time Equivalent (FTE)**: Equivalent to the actual hours worked by a full-time position (greater than or equal to 1950 hours annually), employed a minimum of 37.5 hours per week for 52 weeks per year.

**Fund**: Separate group of self-balancing accounts which contain related liabilities and resources. Because each fund is a separate fiscal entity, the resources and liabilities should not be intermingled between funds.

**Fund Balance**: Referred to as retained earnings in an Enterprise or Internal Service Fund. It results from collecting revenues greater than expenditures and from appropriations that were not expended during the fiscal year. It must be authorized for expenditure (appropriated) by Council prior to spending. Any use of retained earnings must be approved by City Council unless it involves increasing the cost of goods sold.

**Management Leadership Team**: Decision-making body comprised of the City Manager, the Chief Operating Officer, the Chief of Staff, the Chief Financial Officer and the Chief Information Officer.

**Non-Controlled Accounts**: Accounts over which the City Manager does not exercise control. These include Contractual Service Accounts (603s), Internal Service Charges (604s), Other Charges (605s and 606s), and Leases and Rentals (608s).

**Part-Time Employee**: A City employee who is scheduled to actually work less than 37.5 hours per consecutive week, or an employee who is scheduled to actually work 37.5 hours per consecutive week for less than 52 consecutive weeks.

**Redefinition**: Changing the budgeted purpose of funds from a specific capital outlay item to another capital outlay item.

**Resource Management Plan**: Document that outlines the expenditures, personnel and revenues needed for financing the annual operations, services and programs of the City government. It is comprised of the Annual Operating Budget and the Capital Improvement Program.

**Retained Earnings**: See Fund Balance.

## 6.0 Specific Requirements

Subject to any other provision of the law, all agencies and departments shall administer their operating budgets in accordance with this directive.

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|---|---|---|
| Approved as to Content: | Catheryn R. Whitesell<br>Director, Department of Management Services | 01/17/03<br>Date |
| Approved as to Legal Sufficiency: | Leslie L. Lilley<br>City Attorney | 02/09/03<br>Date |
| Approved: | Steven T. Thompson<br>Chief Financial Officer | 02/12/03<br>02/12/03 |
| Approved: | James K. Spore<br>City Manager | 02/17/03 |

# GLOSSARY OF TERMS

Definitions of terms used in the Operating Budget document are given below:

**Account Categories -** Line item expenditure account codes are grouped and numbered according to general uses. The following list provides a brief description of account categories.

- **Personal Services** - Compensation for full-time, part-time, and temporary work of persons employed in the city, and payment for contracted manpower.
- **Fringe Benefits** – Job related benefits provided for employees as part of their total compensation.
- **Contractual Services** - Services acquired on a fee basis or a fixed-time contract basis from outside sources.
- **Internal Services** - Charges to departments for intra-governmentally provided support services such as automotive services, schools landscaping, internal telecommunications, and risk management.
- **Other Charges** - Expenditures for all other purposes (i.e. utilities, printing, office supplies, furnishings, uniforms, professional development, travel and membership dues).
- **Capital Outlay** - Expenditures resulting in the acquisition of, or addition to, fixed assets which cost $5,000 or more.
- **Leases and Rentals** - Leases not capitalized and rental of land, structures, and equipment.
- **Land Structures and Improvements** - Major capital facilities included in the CIP with a total cost of $250,000 or greater that are constructed or acquired (i.e. land or buildings, and alterations to existing properties).

**Accrual Basis of Accounting -** Where revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. This is the accounting basis that generally is required to be used in order to conform to generally accepted accounting principles (GAAP) in preparing financial statements for external users.

**Agenda Request -** Document through which a department seeks approval of an ordinance for appropriation amendments or any increases in permanent positions that require City Council approval.

**Agricultural Reserve Program (ARP) -** A program aimed at preserving agricultural land and identify and reduce urban sprawl in Virginia Beach. Through this program the city will acquire development rights via preservation easements to farm land.

**Annual Grant -** A grant that is awarded annually, regardless of the specific grant period (i.e. city/federal fiscal year, or calendar year).

**Appropriation -** Legal authorization from City Council to make expenditures and incur financial obligations on behalf of the city. Appropriations for each program area are outlined and approved by City Council each fiscal year in the Adopted Operating Budget and Capital Improvement Program and are also used in conjunction with the appropriation of estimated revenues.

**Appropriation Amendment -** Adjustments made to the annual operating budget during the fiscal year.

**Appropriation Ordinance -** Formal legislative enactment by City Council. This ordinance is the means through which the Resource Management Plan is enacted into law. The ordinance establishes spending mandates, provides legal authorization for spending throughout the fiscal year, and creates limits which cannot be exceeded without subsequent City Council actions. It is also the mechanism used to amend the Operating and Capital Budgets.

**Appropriation Unit -** The legal level at which the operating budget must balance at the close of the fiscal year, as required by the appropriation ordinance. Appropriation units are the basis on which City Council adopts the appropriation ordinance that is submitted with the Operating and Capital Budgets. In general, an appropriation unit is equivalent to a department within a single fund.

**Bad Debt Expense -** Incurred when the buyer of a good or service fails to pay for the item. Used primarily by the enterprise funds.

**Base Realignment and Closure Commission (BRAC) -** A federally appointed task force whose mission is to review military installations for possible closure and/or consolidation and realignment of existing missions, programs, personnel, and facilities.

**Budget Proposal -** The process for requesting funding for new and/or expanded programs and identifying existing programs for continuation of funding.

**Budget Unit -** A compilation of all the costs associated with a particular program.

**Capital Improvement Program (CIP) -** A program which schedules the financing and construction of major municipal facilities such as roads, schools, buildings, and water and sewer lines. This program is linked directly to City Council policies, plans, and goals.

**Capital Outlay -** The acquisition of, or addition to, fixed assets which cost $5,000 or more and have an expected service life of more than one year. Exceptions to this are major capital facilities with costs greater than $250,000 which are constructed or acquired - such as land and buildings which are funded in the CIP.

**Capital Projects Internal Service Fund -** Provides for the costs of capital project management staff in the departments of Finance, Communications and Information Technology, Economic Development, Parks and Recreation, and Public Works for the various road, economic development, and technology projects. Funding for these expenses is derived from charges to the CIP projects receiving this additional staff support.

**Carry Forwards -** Funds that are designated for specific needs that were approved within the current fiscal year but were unexpended by year end are then re-appropriated forward into the next fiscal year.

**Charges for Services -** Fees the city charges users for government services (i.e. recreation fees, court costs, library fines).

**Charter Bonds -** The City Council is authorized by the Virginia Beach City Charter to "… issue bonds or other obligations in any calendar year for any proper purpose in such amounts as shall not increase the total indebtedness of the City … by more than ten million dollars above the amount of such indebtedness at the beginning of such calendar year …" without the approval of qualified voters in the city.

**Class -** A grouping of jobs having similar duties and responsibilities, requiring similar knowledge, skills, abilities, and demanding similar qualifications so that the jobs may be appropriately titled, described, and equally compensated.

**Commonwealth, Revenue from the -** Funds provided by the Commonwealth of Virginia in support of joint operations and programs.

**Contractual Services -** Services acquired on a fee basis or fixed time contract basis from outside sources.

**Controlled Accounts -** Expenditure category over which the City Manager has retained authority (inside and outside the departments) for transactions to or from these accounts. Controlled accounts include Personal Services (601s), Fringe Benefits (602s), Capital Outlay (607s), Land Structures and Improvements (609s), as well as any transfers of appropriations affecting capital projects and reserves for contingencies funds.

**Current Services -** Provision of the existing programs and services by city departments without new position requests or additional capital outlay.

**Debt Service -** The annual principal and interest payments for the debt incurred by the city in the process of acquiring capital outlay or constructing capital facilities.

**Depreciation -** Used to record de-valuable capital investment of buildings, vehicles, equipment, and to record anticipated uncollectible accounts. Generally this account is not used in the Operating Budget.

**Economic Development Investment Program Fund (EDIP) -** This program is a proactive and creative initiative which enables the city to successfully retain existing employment opportunities and create new jobs while substantially enhancing the local tax base. These funds are leveraged by businesses for off-site utility improvements/upgrades, road improvements, traffic signal improvements, regional storm water facilities, and site preparation for land purchased from the Virginia Beach Development Authority (VBDA).

**Encumbrances -** Commitments related to unperformed contracts for goods or services.

**Estimated Revenues -** The amount of revenue projected to support appropriations.

**Expenditures -** Decreases in net financial resources.

**Federal Government, Revenue from the -** Funds provided by the federal government to compensate the locality for federal program impact, for programs jointly funded by the locality and the federal government, and outright grants such as library grants and sand replenishment.

**Fines and Forfeitures -** A broad range of fines and forfeitures for violations of local government ordinances. Examples include fines remitted to the city by the courts for violation of city ordinances, or fines collected by the City Treasurer for violations of city parking regulations.

**Fleet Assets -** Vehicles and equipment managed by the Department of Public Works Automotive Services Division. These assets may or may not be included on the rolling stock replacement inventory.

**Fringe Benefits -** Job-related benefits provided to employees as part of their total compensation (i.e. FICA, FICA-Medicare, retirement, health, life, dental insurance, employees car allowance, clothing allowance, cell phone stipends, etc.).

**Full-Time Equivalents (FTE) -** Conversion of the number of part-time and temporary positions to full-time positions. FTE's are computed by dividing the total number of hours worked by 2,080 which is the total number of hours worked per year for a full-time employee.

**Full-Time Position -** A position employed 40 hours or more per week for 52 weeks.

**Fund -** Separate group of self-balancing accounts which contain related liabilities and resources. Each fund is a separate fiscal entity; therefore, the resources and liabilities should not be intermingled between funds.

**Fund Balance (Specific Fund Reserves) -** Referred to as net assets in an Enterprise or Internal Service Fund. Fund balance results from collecting revenues greater than expenditures and from appropriations that were not expended during the fiscal year. Any use of fund balance or net assets must be approved by City Council.

**GASB 45 -** The Governmental Accounting Standards Board requires governments to fully reflect the actuarial costs of "Other Post-Employment Benefits" (OPEB) in their accounting records.

**GASB 54 -** The Governmental Accounting Standards Board requires making revenues the determining factor in the budgeting of Special Revenue Funds. These funds are required to have their own unique source of revenue; transfers can no longer serve as the primary source of revenues and the actual source of the revenue must be shown (i.e. Agricultural Reserve Program, Tourism Investment Program, etc.)

**General Property Taxes -** Taxes on real and personal properties, both tangible and intangible, (i.e. vehicles, real estate, and business equipment). Interest and penalties on delinquent taxes are also included in this category.

**GovMax -** The city's internet-based budgeting software leased from Sarasota County, Florida. This software incorporates operating, capital budget, and performance measurement modules.

**Grants -** Funding awarded to the city by another level of government, outside agency, or organization that generally meets certain requirements for use and reporting.

**Health Insurance Portability and Accountability Act (HIPAA) -** HIPAA was enacted by Federal government on August 21, 1996 and is enforced by the U.S. Department of Health and Human Services Office of Civil Rights. HIPAA provides for: (1) standardization of electronic formats for transmission of nine specific transactions including claims, electronic remittance advice, eligibility, authorization, pharmacy, enrollment, coordination of benefits, attachments, and first notice of claim; (2) security of electronic health information and signatures; (3) privacy of such patient identifiable information. Covered entities include health plans, health care clearinghouses (public or private entities that process standard transactions) and health care providers. It is important to note that the regulations extend to business and trade partners of covered entities.

**Internal Services -** Charges to departments for intra-governmentally provided support services (i.e. computer support, schools landscaping, automotive services, and risk management).

**Land Structures -** Major capital facilities constructed or acquired costing greater than $250,000.

**Lease-Purchase -** A means of financing whereby the city borrows the funds from a financial institution to pay for the acquisition of major pieces of equipment or computer software.

**Leases and Rentals -** Leases not capitalized and rental of land, structures, and equipment.

**Legislative Approval -** The need for City Council to approve a grant as identified in the guidelines of the grant for which funding is being sought. Such approval would typically be required either before the application is submitted or after the grant is awarded. Not all grants include this requirement.

**Management Leadership Team (MLT) -** Comprised of the City Manager and three Deputy City Managers to promote and influence alignment of the organization. The MLT accomplishes this by managing the interfaces of tasks, processes, and environment by identifying and addressing critical issues and needs, and communicating with the organization's customers and members.

**Merit Increase -** A salary increase within the pay range of a class to which an employee is assigned. Merits are awarded based on job performance in accordance with the city's performance appraisal program.

**Miscellaneous Revenue -** Donations and contributions made to the city.

**Mission -** A broad statement of reason for an agency's existence, purpose, and function as related or aligned with City Council goals and visions.

**Modified Accrual Basis of Accounting -** A mixture of cash and accrual basis used for governmental funds to be recognized as a revenue or expenditure. The actual receipt or disbursal of cash must occur after a transaction or event has occurred to have an impact on current spendable resources. Revenues must be both measurable and available to pay for the current period's liabilities. Revenues are considered available when collected either during the current period or after the end of the current period, but in time to pay year-end liabilities. Expenditures are recognized when a transaction or event is expected to draw upon current spendable resources rather than future resources.

**Money and Property, Revenue from the Use of -** Revenue generated through the investment of funds in money market accounts, or through the lease or rental of city property and concessions.

**Multi-Year Grant -** A grant that affects the appropriation of funding beyond one fiscal year.

**Net Assets -** Denotes fund balance in Internal Service Funds and Enterprise Funds (formerly retained earnings in Internal Service Funds).

**Non-Appropriated Budget -** Funding available to an agency to support its programs provided primarily by the Commonwealth of Virginia or the federal government. This amount is not appropriated by the city and is shown to provide the total cost of a program.

**Non-Controlled Accounts -** Accounts are controlled in total but not by line-item. These include Contractual Service Accounts (603s), Internal Service Charges (604s), Other Charges (605s and 606s), and Leases and Rentals (608s).

**Non-Revenue Receipts -** The reimbursement of an expense incurred on behalf of other organizations, or the receipt for financing capital outlay or capital projects.

**Objectives -** Quantifiable statements of actual and desired levels of service or the outcome of policies or activities.

**Ordinance -** An ordinance or amendment to an ordinance is a formal and binding type of City Council legislation. Since the budget is a legal document, any expenditure that is not included in the budget document must be ratified by City Council as a separate ordinance.

**Other Charges -** Expenditures for utilities, telecommunications, delivery services, insurance, office supplies, food and food service supplies, agricultural supplies, medical and laboratory supplies, housekeeping and janitorial supplies, office furnishings, vehicle and powered equipment supplies, uniforms and wearing apparel, books, subscriptions and educational supplies, recreational supplies, shop supplies, construction and maintenance materials and supplies, merchandise for resale, shop tools, professional improvement and certifications, travel, contributions, dues and memberships, and claims and bounties.

**Other Local Taxes -** Taxes which the Commonwealth of Virginia enables the localities to use and set within the state code (i.e. local share of the sales tax, business licenses, local vehicle registration fees, cigarette taxes, etc.).

**Part-Time Position -** A city employee scheduled to work less than 35 hours per consecutive week, or an employee who is scheduled to work 35 hours per consecutive week for less than 52 consecutive weeks.

**Pay-As-You-Go -** An apportionment of cash funding from the general revenue of the city to an operating department to administer an activity relating to a specific capital project. This method of funding is normally employed as an alternative to additional borrowing.

**Pay Range -** The minimum through maximum salary levels assigned to a class of positions.

**Permits, Privilege Fees, and Regulatory Licenses -** The class of permits, fees, and licenses, which includes such levies as user permits to cover costs of processing requests for changes in zoning, building permits, electrical permits, plumbing permits, etc. Regulatory licenses allow for the charging of fees on such services as vehicles-for-hire and refuse disposal services. Also included in this category is the locality's authority to charge fees to license animals, bicycles, and mopeds for identification purposes.

**Personal Services -** Salaries and wages paid to employees for full-time, part-time, and temporary work, including overtime, shift differential and similar compensation, and payment for contracted manpower.

**Program Group -** May reflect a budget unit name or a name that best reflects a group of services provided by several budget units within the department.

**Public Facility Bonds -** Bonds issued by governments and authorities. This debt does not constitute a general obligation debt of the city nor a pledge of the full faith and credit of the city. However, this debt is considered a part of the overall net debt of the city and is included in the city's debt ratio calculations and other debt policies of the city.

**Reclassification -** A reassignment of job title and pay range of an employee whose job responsibilities have been determined by the Director of Human Resources to have evolved to a degree that the present job classification does not accurately reflect the actual duties performed.

**Redefinition -** Changing the budgeted purpose of funds from a specific capital outlay item to another capital outlay item.

**Referendum Bonds -** Bonds which require authorization "… by ordinance adopted by the affirmative vote of two-thirds of all members of the City Council and approved by the affirmative votes of a majority of the qualified voters of the City voting on the question at an election called and held for the purpose …" of approving or disapproving the issuance of the bonds. While referendum bonds may be issued for general obligation purposes, normally the issue is identified as financing a specific project or group of projects, such as schools or roadways.

**Reserve for Contingencies -** Used to identify funds set aside as a reserve for unanticipated expenditures, budgeted salary adjustments, or any other anticipated costs to be allocated at a later date.

**Resolution -** Passage of a resolution indicates the City Council's policy on a certain matter, or it may direct a certain type of action to occur. Resolutions may be required for grants prior to award or after the grant has been awarded. This does not constitute an appropriation or a formal acceptance of grant funding, but only an agreement in principle.

**Resource Management Plan -** Document that outlines the expenditure, revenues, and personnel needed for financing the annual operations, services, programs, and capital projects of the city government. It is comprised of the Executive Summary, Operating Budget, and Capital Improvement Program.

**School Funding Formula -** Also referred to as the City/School Revenue Sharing Formula. A City Council policy to share specifically identified local revenues with the school system to both provide the locally required match to state funds and the additional local support beyond that minimum.

**School Reversion -** Results from school revenues, including the local transfer, greater than expenditures and from appropriations that were not expended during the fiscal year. All remaining school funds must, by state law, be returned to the locality.

**Strategic Issue Team (SIT) -** Seven teams formed to manage major city issues as identified by City Council's goals. These teams include: Economic Vitality, Safe Community, Quality Physical Environment, Cultural and Recreational Opportunities, Quality Education and Lifelong Learning, Family and Youth Opportunities, and Quality Organization.

**Supplanting -** Substituting one source of funding to augment reductions in funding by another agency. The city's policy of not supplanting federal, state or private funding reductions with local funding applies to grants, capital projects, or program revenues.

**Tax Increment Financing (TIF) -** A public financing tool that uses the real estate revenues generated by the growth in value of a designated area to fund capital improvement projects within that area.

**Tourism Advertising Program (TAP) -** A program that funds the city's advertising and marketing to promote and increase tourism and convention visitation to Virginia Beach. TAP includes financing of the Visitor Information Center and additional national and regional advertising for the city with increased emphasis on marketing through the city's website, **www.visitvirginiabeach.com**. This program is funded by dedicated and miscellaneous revenue.

**Tourism Investment Program (TIP) -** This fund provides funding for tourism related capital projects and initiatives and is supported by dedicated revenue streams as well as other miscellaneous tourism related revenue.

**Transfers from Other Funds -** Revenues received from another fund that is used to reimburse the recipient fund for expenses incurred on behalf of the other fund.

**Transfers to Other Funds -** The transfer of appropriations from one fund to assist in funding the operations of another.

**Virginia Beach Quality Service System (VBQSS) -** A quality management system designed to enhance the physical, social, economic, and educational quality of the city by delivering quality services to all citizens according to destination points set by the City Council.

# DESCRIPTION OF FUNDS

Under the principles of fund accounting, all related liabilities and resources are grouped together in a self-balancing set of accounts. Generally funds are set up and maintained for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations or limitations. Provided below is a description of each of the major funds used in this budget document.

**Agriculture Reserve Program Special Revenue Fund -** This fund accounts for the revenues and expenditures supporting this program to purchase development rights via agricultural land preservation easements for eligible parcels of farmland in specified areas of the city.

**Bayville Creek Dredging Special Service District -** Supports the special service district in the Bayville Creek area. Additional real estate taxes are assessed on residents in this district and collected in this fund for the purpose of providing neighborhood channel dredging of creeks and rivers to maintain existing usage.

**Capital Projects Internal Service Fund -** Provides funding for positions and associated costs necessary for the implementation of capital projects. The cost is ultimately charged to the project itself.

**Central Business District South Tax Increment Financing Fund (Town Center) -** City Council adopted the CBD - South TIF District on November 23, 1999. Creating a CBD in the Pembroke area of the city has been a long-term goal. The Comprehensive Plan, adopted on November 4, 1997, noted "the need to improve the overall form and quality of the development within the CBD core area and transform what is now mostly undeveloped or underdeveloped land into an attractive, high quality, intensive, pedestrian designed, mixed use town center." On February 8, 2000, the City Council approved a development agreement between a developer and the Virginia Beach Development Authority that created a Town Center for the city. The funds are used to pay for the debt service costs for construction of four public parking garages, the Conference Center at the Westin Hotel, and a pedestrian bridge.

**Chesopeian Colony Dredging Special Service District -** Supports the special service district in the Chesopeian Colony area. Additional real estate taxes are assessed on residents in this district and collected in this fund for the purpose of providing neighborhood channel dredging of creeks and rivers to maintain existing usage.

**City and School Health Insurance Fund -** Provides a means for accounting for health insurance and the administration thereof for city and school employees.

**City Beautification Fund -** Provides funding for various landscaping beautification projects. This fund derives its revenues from cash donations received annually from citizens or businesses for designated beautification projects. The donations fund the plants and other related materials and supplies needed for the projects.

**City Garage Internal Service Fund -** Accounts for the financing of vehicles, repairs, parts, and the motor pool services related to the use of city vehicles by city departments. Goods and services are provided by the City Garage to other departments on a flat fee basis.

**Commonwealth Attorney's Federal and State Seized Assets Special Revenue Fund -** Accounts for funds provided to the Office of the Commonwealth's Attorney by state and federal governments. These funds are from property and money confiscated as a result of narcotics investigations. The funds must be expended to support prosecution activities.

**Community Development Loan and Grant Fund -** Accounts for Community Development Block Grant funds used to finance loans and grants to homeowners in target neighborhoods. This fund also accounts for interest and principal repayments.

**Community Development Special Revenue Fund -** Accounts for the funds provided by the Community Development Block Grant and the city to address the inadequate housing of the city's low and moderate income families. This program supports the administration of both capital improvement projects in target neighborhoods and various other housing programs.

**Federal Housing Assistance Grant Fund -** Accounts for National Affordable Housing Act grant funds utilized for rehabilitation of owner and tenant-occupied low and moderate income dwellings.

**Federal Section 8 Program Special Revenue Fund -** Accounts for funds received directly from the federal government to provide rental assistance to low and moderate income families.

**Fuels Internal Service Fund -** Established and previously separated from the City Garage Internal Service Fund to more easily identify the costs associated with the delivery of fuel including maintenance, operation, capital and remediation costs for general fund supported fuel facilities.

**General Fund -** Supports the routine operations of the city. This fund can also incur liabilities indicated by inter-fund transfers which are reimbursable by other funds. Resources are generated through the tax base and from federal and state programs.

**General Government Capital Projects Fund -** Provides funds necessary to meet the city's needs for municipal infrastructure construction and rehabilitation ranging from community recreation centers to fire stations, to preserve and improve the city's roadway network to ensure efficient and safe mobility throughout the city, to preserve and enhance the extensive shorelines and navigable waterways within the city through protection, maintenance, access, and restoration projects, for projects supporting communications and information technology that improve customer service delivery, and improve the functionality and efficiency of the organization and its infrastructure, for capital projects supporting the economic and tourism development program, and for capital projects supporting the parks and recreation program. Sources of revenues include the operating budget, fund balance, state, federal, debt financing, private contributions, and the Sandbridge Tax Increment Financing District and Special Service District.

**Gills Cove Dredging Special Service District -** Supports the special service district in the Gills Cove area. Additional real estate taxes are assessed on residents in this district and collected in this fund for the purpose of providing neighborhood channel dredging of creeks and rivers to maintain existing usage.

**Grants Consolidated Fund -** Accounts for grants-in-aid received from federal and state agencies and outside agencies or organizations.

**Green Run Collegiate Charter School –** A public charter school with a focus on college readiness. This fund is 100% supported with local funding and is subject to the reversion policy.

**Harbour Point Dredging Special Service District -** Supports the special service district in the Harbour Point area. Additional real estate taxes are assessed on residents in this district and collected in this fund for the purpose of providing neighborhood channel dredging of creeks and rivers to maintain existing usage.

**Hurds Cove Dredging Special Service District -** Supports the special service district in the Hurds Cove area. Additional real estate taxes are assessed on residents in this district and collected in this fund for the purpose of providing neighborhood channel dredging of creeks and rivers to maintain existing usage.

**Law Library Fund -** Finances the legal reference collection used primarily by the court systems. This fund is primarily supported through fees collected by the courts as court costs.

**Library Gift Fund -** Accounts for designated and undesignated donations to the Virginia Beach library system from individuals and groups. The undesignated donations are used for additions to the collection.

**Old Donation Creek Dredging Special Service District -** Supports the special service district in the Old Donation Creek area. Additional real estate taxes are assessed in this district and collected in this fund for the purpose of providing neighborhood channel dredging of creeks and rivers to maintain existing usage.

**Open Space Special Revenue Fund -** This fund derives its revenue from part of the meals tax and other local sources associated with the acquisition of undeveloped property throughout Virginia Beach.

**Parking Enterprise Fund -** Accounts for the expenditures and revenues generated by parking meters and the operation of municipal parking lots in the resort area.

**Parking Meters Homeless Donation Fund –** This fund is to account for donations made at meters, or sponsorships of those meters, located at or near the oceanfront. Revenue from these donations and meter sponsorships is specifically earmarked to assist with homelessness services and prevention and to discourage panhandling at the oceanfront.

**Parks and Recreation Gift Fund -** Provides funding for various Parks and Recreation related needs. It derives its revenues from cash donations received annually from citizens for designated and un-designated purposes related to Parks and Recreation programs and activities.

**Parks and Recreation Special Revenue Fund -** Accounts for revenue from fees and charges, dedicated tax revenue for community recreation centers, the Sportsplex, and General Fund support associated with the operation of the Parks and Recreation department.

**Police Federal and State Seized Assets Special Revenue Fund -** Accounts for funds provided to the Police Department by the state and federal governments. These funds are from property and money confiscated as a result of narcotics investigations. The funds must be expended to support investigations.

**Risk Management Internal Service Fund -** Provides a means of accounting for the city's self-insurance program, claims handling, risk identification, and consulting services offered from one department to other city departments on a cost-reimbursement basis.

**Sandbridge Special Service District Special Revenue Fund -** This fund accounts for the cost of sand replenishment within the Sandbridge district oceanfront and receives its funding from specially assessed real estate taxes on properties within the district's boundaries, a transient occupancy tax for the district, additional support from the Parking Enterprise Fund, the Tourism Investment Program Fund, and the Parks and Recreation Special Revenue Fund.

**Sandbridge Tax Increment Financing Fund -** This fund in conjunction with funding from a special service district also created for Sandbridge, will provide for periodic beach restoration/ replenishment.

**School Athletic Special Revenue Fund -** Accounts for the costs of holding athletic activities at the city's schools. Primary funding is from admission fees to athletic events and additional support from the city's General Fund.

**School Cafeteria Fund -** Accounts for the costs of operating the city's school cafeterias. Primary funding is from the sale of school lunches and additional support from the state and federal government.

**School Communication Tower Technology Fund -** This fund receives all payments from private tower owners who lease school property for commercial wireless towers. The funds received and the interest earned are used to acquire and replace technology including computers, software, wiring, training, facsimile, and multi-functional copiers.

**School Equipment Replacement Special Revenue Fund -** This fund accounts for the financing and acquisition of various replacement equipment.

**School General Revenue Capital Projects Fund -** Provides funding for the construction of new schools and school facilities. The schools capital improvement program receives support from the operating budget in terms of current revenues and fund balance, state and private contributions, and debt financing.

**School Grants Fund -** Accounts for the costs to operate various special programs in the local schools and receives its funding from various local, state, and federal grant agencies.

**School Instructional Technology Fund -** Established to hold funds provided by the city outside of the Revenue Sharing Policy for school technology.

**School Landscaping Internal Service Fund -** Accounts for monies provided by the school system for landscape design, installation, maintenance, and contract oversight at all public school sites including physical education facilities, playgrounds, athletic fields, and parking lots.

**School Operating Fund -** Supports the routine operations of the school system and tracks the funds provided for education by the federal and state government.

**School Reserve Special Revenue Fund -** Used by the city to accumulate school reversion cash from the School Operating Fund as requested by the School Board and approved by the City Council. This fund is subsequently appropriated and transferred for emergencies, economic conditions, and similar purposes as requested by the School Board and approved by the City Council.

**School Risk Management Fund -** Provides a means of accounting for the school's self-insurance program, claims handling, risk identification, and consulting services offered from one department to other school departments on a cost-reimbursement basis.

**School Textbook Fund -** Accounts for the costs of providing textbooks to the student population. This fund receives its funding primarily from the State Department of Taxation and additional support from the city's General Fund.

**School Vending Operations Fund -** Established in FY 2001-02 after the school district entered into an exclusive vending arrangement with a national soft drink vendor. Proceeds from this contract will be used to support student activities.

**Shadowlawn Dredging Special Service District Fund -** Supports the special service district in the Shadowlawn area. Additional real estate taxes are assessed on residents in this district and collected in this fund for the purpose of providing neighborhood channel dredging of creeks and rivers to maintain existing usage.

**Sheriff's Department Special Revenue Fund -** Accounts for state, federal, and local funds in support of the Sheriff's Office. This fund also accounts for the proceeds of telephone commissions from pay telephones within the Correction Center. State law requires that these funds be used in support of programs benefiting the inmates. These costs and revenues were formerly budgeted in the Inmates Special Revenue Fund that was merged with the Sheriff's Department Special Revenue Fund in the FY 2012-13 Budget.

**Sheriff's Federal and State Seized Assets Special Revenue Fund -** Accounts for funds provided to the Sheriff's Department by the state and federal governments. These funds are from property and money confiscated as a result of narcotics investigations. The funds must be expended to support investigations.

**Storm Water Capital Projects Fund -** Accounts for funds allocated for infrastructure improvements to the storm water utility system. The storm water CIP is designed to create an effective drainage and storm water management

system, protect natural resources, enhance quality of land and waterways, maintain the city's utility systems, encourage development only in accordance with principles of natural environment protection, and provide adequate resources to maintain existing infrastructure. Support is received from the Storm Water Utility Enterprise Funds current revenues, net assets, debt service for revenue bonds issued, and from other sources such as the state government, private contributions, and the city's General Fund.

**Storm Water Utility Enterprise Fund -** Accounts for revenues and expenditures generated by the storm water utility fee for operational and capital needs for storm water management in the city.

**Subscriptions Internal Service Fund** – Accounts for the financing of existing technology application related subscriptions by city departments.

**Telecommunications Internal Service Fund -** Accounts for the costs of providing the following services to city departments: telephone equipment, network and radio maintenance and support, contract administration, cable management, dial tone provision, etc.

**Tourism Advertising Program Special Revenue Fund -** This fund appropriates dedicated revenues to be used for the city's advertising and marketing program and related activities including the operation of the Visitor Information Centers which promotes and increases tourism and convention visitation to this city.

**Tourism Investment Program Fund -** This fund provides funding for tourism related capital projects and initiatives. This fund is supported by dedicated revenue streams as well as other miscellaneous tourism related revenue.

**Town Center Special Service District -** In accordance with the Town Center Development Agreement, this district was created to provide funding through an additional real estate tax assessed on owners of properties in the district to fund the annual operations and maintenance costs associated with the core parking facilities as well as security, street sweeping, pressure washing sidewalks, landscaping, and refuse collection at public waste receptacles within the Town Center core area. Every three years the special tax rate will be reviewed by the city to determine the cash flow needed to properly maintain and operate the facility.

**Waste Management Enterprise Fund -** Established in the FY 2012-13 Budget to account for the annual operating expenses for waste related functions including recycling activities, waste collection, and disposal at the landfill. This fund does not include CIP or rolling stock expenses. A special revenue fund is compatible with the continued General Fund support of these activities and enables accruing funds over time for replacement of capital and infrastructure needs, with a planned transition to an enterprise fund when the waste operation becomes self-sustaining.

**Water and Sewer Fund -** Accounts for expenditures and revenues generated by normal operations of the water and sewer divisions in the Department of Public Utilities.

**Water and Sewer Capital Projects Fund -** Provides funds for the renovation, rehabilitation, and replacement of water and sewer lines and pump stations, extensions of the water and sanitary sewer system coordinated with the roadway expansions, expansion of the water and sewer system to increase capacity in newer service areas and new water and sanitary sewer services through the Neighborhood 51% program. The water and sewer CIP receives support from the Water and Sewer Utility Enterprise Fund in terms of current revenues, net assets, debt service for revenue bonds issued, and from other sources such as the federal government and Hampton Roads Sanitation District.

# COMMONLY USED ACRONYMS

| Acronym | Title | Description |
|---|---|---|
| AAA | AAA Bond Rating | This bond credit rating indicates that the organization has extremely strong capacity to meet its financial commitments and represents the highest rating. |
| ADA | Americans with Disabilities Act | A wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. As applied to local government, this federal legislation requires all public buildings, services, and programs to be accessible to people with disabilities. |
| ADM | Average Daily Membership | The aggregate days membership of a school during a certain period divided by the number of days the school was actually in session during the same period. |
| AICUZ | Air Installation Compatible Use Zone | The noise zones and the accident potential zones together form the AICUZ for an air installation. The AICUZ needs to be updated periodically when the number and type of aircraft operations change at an installation. |
| APZ1 | Accident Potential Zone 1 | An area beyond the airfield runway where an aircraft mishap is most likely to occur if one should occur. It does not indicate a probability of an accident occurring, but is to be used for planning purposes. |
| ARP | Agricultural Reserve Program | A program aimed at preserving agricultural land and identify and reduce urban sprawl in Virginia Beach. Through this program the city will acquire development rights via preservation easements to farm land. |
| BABS | Build America Bonds | Taxable municipal bonds that carry special tax credits and federal subsidies for either the bond issuer or the bondholder. The purpose of these bonds is to reduce the cost of borrowing for state and local government issuers and government agencies. |
| BPOL | Business Professional Occupation License | This represents a gross receipts tax on businesses. The fee and/or rates are based on the amount of gross receipts (or gross sales, gross purchases, gross commissions, gross contracts or orders) from the preceding calendar year. |
| BRACC | Base Realignment and Closure Commission | A federally appointed task force whose mission is to review military installations for possible closure; and/or consolidation and realignment of existing missions, programs, personnel and facilities. |

| Acronym | Title | Description |
|---|---|---|
| BZA | Board of Zoning Appeals | A 7-member body with two alternate members appointed by City Council and responsible for the review of variance requests to the Zoning Ordinance and appeals of decisions by the Zoning Administrator for the city. |
| CAFR | Comprehensive Annual Financial Report | The City's audited financial statement at the end of a given fiscal year. |
| CALEA | Commission on Accreditation for Law Enforcement Agencies | This organization provides accreditation to agencies that meet established standards and use best practices utilized by other law enforcement agencies. |
| CBD | Central Business District | The CBD is a large area roughly bound by Thalia Creek on the east, Witchduck Road on the west, Jeanne Street on the north and Bonney Road on the south. Much of this area is comprised of commercial enterprises with some light industrial uses located in the western portion of the district. Since the year 2000, considerable growth has occurred in the CBDs Town Center area. Town Center is a 17-block area located southwest of Virginia Beach and Independence Boulevards. It is a vibrant and growing urban lifestyle center with a complement of mixed uses that include high rise residential, retail, office, restaurant, entertainment, education, and open spaces all designed around a well-planned urban, pedestrian friendly environment. |
| CBPA | Chesapeake Bay Preservation Act | An ordinance to protect and restore the water quality of the Chesapeake Bay and its tributaries. |
| CBPAO | Chesapeake Bay Preservation Area Ordinance | An Ordinance that affects all property in the city that drains into the Chesapeake Bay Watershed by limiting what is done on the affected property. The CBPAO is an effort to enhance the water quality by protecting environmentally sensitive areas such as buffers adjacent to waterways, tidal shores and wetlands, as well as highly erodible soils. Special permission may be needed from the city before work may begin on the properties covered by the ordinance. |
| CC | Certificate of Compliance | A program offered by the Department of Housing that conducts inspections on rental units in City Council approved rental inspection districts based on the need to prevent deterioration and blight in certain areas of the city and ensure safe, decent, and sanitary living conditions. |

| Acronym | Title | Description |
|---|---|---|
| CDBG | Community Development Block Grant | Annual formula based grant from the Federal Department of Housing and Urban Development to states and localities to be used to for a wide range of community development needs by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons. |
| CHINS | Child In Need of Services/Supervision | A child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child. |
| CIP | Capital Improvement Program | Schedules the financing and construction of major municipal facilities such as roads, schools, buildings, and water and sewer lines. This program is linked directly to City Council policies, plans, and goals. |
| CMRS | Mobile Telecommunications Service | CMRS means mobile telecommunications service as defined in the Federal Mobile Telecommunications Sourcing Act, 4 U.S.C. Section 124, as amended. CMRS provider means an entity authorized by the Federal Communications Commission to provide CMRS within the Commonwealth of Virginia. |
| COG | Community Organization Grant | City Council appointed committee that awards qualified non-profit agencies monetary grants for providing services to Virginia Beach citizens. |
| COIA | Conflict of Interest Act | Sections 2.2-3100 – 2.2-3131 of the Code of Virginia requires some Virginia governmental officers and employees to disclose their personal and financial interests. |
| CPI | Consumer Price Index | Measures changes in the price level of consumer goods and services purchased by households. The CPI in the U.S. is defined by the Bureau of Labor Statistics as “a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.” |
| CPMT | Community Policy and Management Team | A team of city/school staff that oversees Comprehensive Services Act funding. |
| CSA | Comprehensive Services Act | A funding pool of state funds, trust grants, Medicaid, Family Preservation Act funding, and other funding sources to strengthen families and provide services to at-risk youths. |
| CSB | Community Services Board | A service responsible for providing a range of behavioral health services. |

| Acronym | Title | Description |
|---|---|---|
| DEA | Drug Enforcement Agency | Federal agency that enforces the controlled substance laws and regulations of the U.S. and bring to the criminal and civil justice system of the U.S., or any other competent jurisdiction, those organizations and principal members of organizations, involved in the growing, manufacture, or distribution of controlled substances appearing in or destined for illicit traffic in the U.S. |
| DEQ | Department of Environmental Quality | Administers state and federal laws and regulations for air quality, water quality, water supply, and land protection in order to protect and improve the environment. |
| DMV | Department of Motor Vehicles | A state agency responsible for issuing driver's licenses and issuing automotive tags. |
| DSC | Development Services Center | Coordinates the review and approval of subdivision plats and development plans to ensure engineering compliance with ordinances, standards, specifications and City Council requirements. It administers development sureties and coordinates review and recordation of legal documents and agreements designed to ensure construction of requirements established during the plan review and approval process. |
| EAP | Employee Assistance Program | Provides assessment, counseling, and referral services designed to assist employees in resolving personal problems which may impair job performance, thereby enhancing productivity and reducing absenteeism and turnover. |
| EDIP | Economic Development Investment Program | This program enables the city to successfully retain existing employment opportunities and create new jobs while substantially enhancing the local tax base. These funds are leveraged by business for off-site utility improvements/ upgrades, road improvements, traffic signal improvements, regional storm water facilities, and site preparation for land purchased from the Virginia Beach Development Authority (VBDA). |
| EEO | Equal Employment Opportunity | A federal law banning the practice of employment discrimination based on race, religion, national origin, creed, sex, etc. |
| EMS | Emergency Medical Services | A city department that provides emergency rescue services using certified volunteers and career medics, and provides lifeguard services at Sandbridge beach. |

| Acronym | Title | Description |
|---|---|---|
| EPA | Environmental Protection Agency | A federal agency that was created for the purpose of protecting human health and the environment by writing or enforcing regulations based on laws passed by Congress. |
| ESG | Emergency Shelter Grant | A federal grant provided by the Department of Housing and Urban Development that is designed as the first step in the continuum of care to provide funds for emergency shelters — immediate alternatives to the street — and transitional housing that helps people reach independent living. Grantees use ESG funds to rehabilitate and operate these facilities, provide essential social services, and prevent homelessness. ESG funds can also be used to aid people who are at imminent risk of becoming homeless due to eviction, foreclosure, or utility shutoff. |
| ESO | Environment and Sustainability Office | This Office prepares and maintains the City's Environmental Sustainability Plan, advocates for responsible stewardship of the City's natural resources, is responsible for the interpretation and enforcement of the Chesapeake Bay Preservation Area and Southern Watershed Management Ordinances, and provides staffing support for the Chesapeake Bay Preservation Area Board and the Wetlands Board. Waterfront construction, dredging, permits and inspections in the city are coordinated through this unit. |
| FASB | Financial Accounting Standards Board | A designated organization that establishes standards of financial accounting that govern the preparation of financial reports by nongovernmental entities. Those standards are officially recognized as authoritative by the Securities and Exchange Commission and the American Institute of Certified Public Accountants. Such standards are important to the efficient functioning of the economy because decisions about the allocation of resources rely heavily on credible, concise, and understandable financial information. |
| FBI | Federal Bureau of Investigations | It is an intelligence-driven and a threat-focused national security organization with both intelligence and law enforcement responsibilities. The mission of the FBI is to protect and defend the U.S. against terrorist and foreign intelligence threats, to uphold and enforce the criminal laws of the U.S., and to provide leadership and criminal justice services to federal, state, municipal, and international agencies and partners. |

| Acronym | Title | Description |
|---|---|---|
| FCC | Federal Communications Commission | An agency of the federal government that regulates interstate and international communications by radio, television, wire, satellite, and cable in all 50 states, the District of Columbia and U.S. territories. |
| FEMA | Federal Emergency Management Agency | A federal agency within the U.S. Department of Homeland Security whose mission is *to reduce loss of life, property, and protect our nation's critical infrastructure from all types of hazards through a comprehensive risk-based emergency management program of mitigation, preparedness, response, and recovery.* |
| FOG | Fats, Oils, and Grease | Provides information to prevent the introduction and accumulation of fats, oils, and grease, which can cause sanitary sewer blockages and obstructions into the City's wastewater system. |
| FOIA | Freedom of Information Act | Virginia statute that guarantees citizens the right to examine public documents. |
| FTE | Full-Time Equivalents | Conversion of the number of part-time and temporary positions to full-time positions. FTE's are computed by dividing the total number of hours worked by 2,080 (the total number of hours per year for a full-time employee). |
| FY | Fiscal Year | A budget cycle year from July 1 to June 30 in Virginia Beach and the State of Virginia. The federal government fiscal year is October 1 to September 30. |
| GAAP | Generally Accepted Accounting Principles | The standard framework for financial accounting. |
| GASB | Governmental Accounting Standards Board | Organization created to improve standards of state and local governmental accounting and financial reporting. |
| GDP | Gross Domestic Product | The total market value of all final goods and services produced in a given year equal to total consumption, investment, governmental spending, plus the value of exports, minus the value of imports. |
| GED | General Education Diploma | GED tests are a group of five subject tests, which, when passed, certify that the taker has American or Canadian high school-level academic skills. The initials GED have also been used on diplomas to mean General Education Diploma, General Equivalency Diploma, or Graduate Equivalency Degree. |

| Acronym | Title | Description |
|---|---|---|
| GIS | Geographic Information System | Geographic Information Systems are tools used to gather, transform, manipulate, analyze, and produce information related to the surface of the Earth. This data may exist as maps, 3D virtual models, tables, and/or lists. |
| HIPAA | Health Insurance Portability and Accountability Act | Enforced by the U.S. Department of Health and Human Services Office of Civil Rights, HIPAA provides for: (1) standardization of electronic formats for transmission of nine specific transactions including claims, electronic remittance advice, eligibility, authorization, pharmacy, enrollment, coordination of benefits, attachments and first notice of claim; (2) security of electronic health information and electronic signatures; (3) privacy of such patient identifiable information. Covered entities include health plans, health care clearinghouses (public or private entities that process standard transactions) and health care providers. It is important to note that the regulations extend to business and trade partners of covered entities. |
| HOME | HOME Investment Partnership Act Program | A federal formula block grant program that provides funding to states and localities to create affordable housing for low-income households. Communities use these funds, often in partnership with local non-profit groups, to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people. |
| HRSD | Hampton Roads Sanitation District | Political subdivision of the Commonwealth of Virginia serving 17 counties and cities created by public referendum in 1940 to eliminate sewage pollution in the tidal waters of the Chesapeake Bay. Its mission is to protect public health and the waters of Hampton Roads by treating wastewater effectively. |
| HRT | Hampton Roads Regional Transit | An independent transit authority serving the Hampton Roads area. |
| HUD | The U.S. Department of Housing and Urban Development | A cabinet in the executive branch of the federal government whose mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. |
| ICF | Intermediate Care Facilities | A health care facility for individuals who are disabled, elderly, or non-acutely ill usually providing less intensive care than that offered at a hospital or skilled nursing facility. |

| Acronym | Title | Description |
|---|---|---|
| ITA | Interfacility Traffic Area | The flight corridor between Oceana Naval Air Station and the Naval Auxiliary Landing Field Fentress located in Chesapeake. The city has been purchasing properties in the ITA to limit or prevent the development of uses that conflict with the applicable AICUZ restrictions. |
| JUL | Joint Use Library | A collaborative partnership library with Tidewater Community College open to students, faculty, and the general public. |
| LETA | Law Enforcement Training Academy | An indoor training facility operated by the city that public safety departments use to earn/maintain accreditation status as well as satisfy their mandated training qualification needs. |
| LVR | Local Vehicle Registration | A local vehicle registration fee that is collected with the state registration fee by the Department of Motor Vehicles. |
| MLT | Management Leadership Team | Comprised of the City Manager and Deputy City Managers to promote and influence alignment of the organization and manage the interfaces of the tasks, processes, and environment by identifying and addressing critical issues and needs, and to communicate with the organization's customers and members. |
| NAS | Naval Air Station | Navy aviation facility located in the city and is the only U.S. Navy Master Jet Base on the East Coast. |
| NG9-1-1 | Next Generation 9-1-1 | 9-1-1 operating systems that recognized the location of all callers, including those that call 9-1-1 through cellular devices. Current operating systems require the call taker to obtain this information from the caller. |
| OPEB | Other Postemployment Benefits | Employees of state and local governments may be compensated in a variety of forms in exchange for their services. In addition to a salary, many employees earn benefits over their years of service that will not be received until after their employment with the government ends through retirement or other reason for separation. The most common type of these postemployment benefits is a pension. As the name suggests, other postemployment benefits (OPEB) are postemployment benefits other than pensions. OPEB generally take the form of health insurance, dental, vision, prescription, or other healthcare benefits provided to eligible retirees, including in some cases, their beneficiaries. It may also include some types of life insurance, legal services, and other benefits. |

| Acronym | Title | Description |
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| OSHA | Occupational Safety & Health Administration | Part of the U.S. Department of Labor to ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance. |
| POMP | Performance Outcome Measure Process | Builds capacity within the individual departments to measure the impacts of their programs and services on their customer base. |
| PTA | Parent Teacher Association | A formal organization composed of parents, teachers, and staff that is intended to facilitate parental participation in a school. |
| RBNF | Requested But Not Funded | Programs and services that were requested but could not be funded within available revenue. |
| RFC | Reserve for Contingencies | RFC is either specific or regular. When appropriated for specific purposes, the funding is dedicated to the purpose approved by City Council and may be transferred to the appropriate budget units for this specific purpose. If the RFC is regular, this funding is available to address unforeseen needs in the upcoming budget and transfers are defined by limits set forth in the budget ordinance. |
| RFP | Request for Proposal | A document issued by the city in the early stages of a procurement process for goods or services that issues an invitation for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service for purchase by the city. |
| RFQ | Request for Quotation | The informal solicitation method used for small purchases for the procurement of goods and/or services under $50,000. For procurements ranging $1,000 - $30,000 a minimum of 3 telephone or written quotations with at least one quote from a minority or female owned business if available. For procurements ranging $30,000 - $50,000 a minimum of 4 written quotations with at least two quotes from minority or female owned businesses if available. |
| ROW | Right-of-Way | A strip of land that is granted through an easement or other mechanism for certain purposes (i.e. transportation). |
| RSF | Revenue Sharing Formula | A formula whereby the city and schools share revenues by a defined formula. |
| SEC | Securities and Exchange Commission | A federal agency established by Congress to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. |

| Acronym | Title | Description |
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| SGA | Strategic Growth Area | City's growth strategy to accommodate and absorb urban growth with a focus on planning and infrastructure. |
| SIT | Strategic Issue Team | Seven teams formed to manage major city issues as identified by previous mission teams and by the City Council's goals. These teams include: Economic Vitality (EV), Safe Community (SC), Quality Physical Environment (QPE), Cultural and Recreational Opportunities (CRO), Quality Education and Lifelong Learning (QELL), Family and Youth Opportunities (FYO) and Quality Organization (QO). |
| SNAP | Supplemental Nutrition Assistance Program | Federal food stamp program that provides assistance to low- and no-income people and families living in the U.S. The program is administered by the U.S. Department of Agriculture with benefits distributed by the individual states. |
| SOL | Standards of Learning | The state of Virginia measures against which students' achievement in school will be measured at different points in their education. |
| SOQ | Standards of Quality | A term describing the minimum limits the state prescribes for funding reimbursements of school personnel including teachers, principals, and other non-instructional staff. |
| SPSA | Southeastern Public Service Authority | A regional agency established for the implementation of a regional solid waste disposal system to include a resource recovery operation, featuring a refuse derived fuel plant and a power plant. SPSA's purpose is set forth in the Code of Virginia for management of the safe and environmentally sound disposal of regional waste. |
| SWAT | Special Weapon and Tactics | An elite tactical unit of highly trained law enforcement officers specializing in weapons and tactics to handle high-risk situations. Duties include performing hostage rescues, counter-terrorism operations, serving high risk arrest and search warrants, subduing barricaded suspects, and engaging heavily-armed criminals. |
| SWU | Storm Water Utility | Enterprise fund created by City Code section 32.5-2 to operate, maintain, and improve the city's storm-water management system. |
| TANF | Temporary Assistance to Needy Families | Federal assistance, requiring all participants to find work after receiving assistance for 24 months and must participate in community services within two months. |

| Acronym | Title | Description |
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| TAP | Tourism Advertising Program | Advertising fund for the city's advertising and marketing program to promote and increase tourism and convention visitation to this city. |
| TCC | Tidewater Community College | TCC serves the South Hampton Roads region with campuses in Chesapeake, Norfolk, Portsmouth, and Virginia Beach. TCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. |
| TIF | Tax Increment Financing | Public financing tool that uses the revenues generated by the growth in value of a designated area to fund capital improvement projects within that area. |
| TIP | Tourism Investment Program | Provide the necessary opportunities for future strategic growth areas, maintenance of the resort area, beach events, as well as economic development projects. This program provides funding for tourism related capital projects and initiatives and is supported by dedicated revenue streams. |
| Title VII | Title VII of the Civil Rights Act | This refers to the section of the Civil Rights Act of 1964 that prohibits employment discrimination based on race, color, religion, sex and national origin. |
| TMDL | Total Maximum Daily Load | Regulatory term in the U.S. Clean Water Act that describes a value of the maximum amount of a pollutant that a body of water can receive while still meeting water quality standards. |
| VBCDC | Virginia Beach Community Development Corporation | A non-profit group dedicated to preserving the city's housing stock that provides numerous programs and services that assist low and moderate-income families. |
| VBCPS | Virginia Beach City Public Schools | This represents the Virginia Beach City public school system. |
| VBDA | Virginia Beach Development Authority | Composed of eleven members appointed by City Council to work in cooperation with the city's Department of Economic Development as delineated in Chapter 643, Acts of The General Assembly, as Amended. |
| VBTV | Virginia Beach Television | A local cable access channel that broadcasts city meetings, seminars, presentations, employment information, and other city business. |

| Acronym | Title | Description |
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| VDH | Virginia Department of Health | Oversees public health throughout the Commonwealth of Virginia. It has 35 local health districts, including Virginia Beach. Programs include restaurant inspections, food recalls, emergency preparedness and response, environmental health services, and the study and causes of diseases. |
| VDOT | Virginia Department of Transportation | State agency that maintains state roads and interstates. |
| VICAP | Virginia Independent Clinical Assessment Program | Program started by Virginia's Department of Medical Assistance Services (DMAS) which requires that individuals seeking children's mental health services have an independent assessment completed by a licensed mental health professional. DMAS has designated local Community Services Boards as the agency to conduct these evaluations. |
| VOIP | Voice-Over Internet Protocol | Protocol optimized for the transmission of voice through the internet or other packet-switched networks. |
| VRS | Virginia Retirement System | A state retirement system for public employees that provides its members with benefits at retirement, or upon disability or death. |