New Kent
COUNTY
VIRGINIA

New Kent County
FY 2009 — FY 2010
Adopted Budget

FY 2009 — FY 2010
Adopted Budget

Prepared by the
Financial Services Department
And
John A. Budesky, County Administrator

New Kent
COUNTY
VIRGINIA

Vision

New Kent County will remain a distinctive community for our citizens; celebrating our heritage, preserving our rural character and quality of life, but welcoming to visitors, business and industry.

New Kent County 2008

Vision For The Future of New Kent County

New Kent County will remain a distinctive community for our citizens; celebrating our heritage, preserving our rural character and quality of life, but welcoming to visitors, business and industry.

Daily Mission Statement

Provide the citizens of New Kent County the highest quality government services in a customer-focused, competent, professional, ethical, efficient and fiscally-responsible manner.

Fundamental Citizen Service Public Safety, Health and Welfare	Fundamental Citizen Service Quality Education
Goal Statement To maintain a safe, secure, healthy and compassionate community	Goal Statement To provide a high level of resources to support quality education in New Kent County

Path to Achievement	Path to Achievement	Path to Achievement	Path to Achievement	Path to Achievement
Strengthening Fiscal Resources	Community Assets & Amenities	Employees	Land Use Planning	Economic Development & Tourism
Goal Statement To manage county monetary resources in a responsible manner with full and transparent accountability; to develop and recommend fiscal programs and practices which assist the implementation of the County's vision and goals.	Goal Statement To provide public amenities and facilities, which are well-maintained, aesthetically pleasing, and complimentary to the County's environment; and offer diverse recreational opportunities.	Goal Statement To hire and retain qualified employees and provide them with educational opportunities which allows them to grow in their areas of responsibilities.	Goal Statement To maximize economic potential while minimizing environmental, visual, social, and fiscal impacts by ensuring land development occurs in accordance with the Comprehensive Plan.	Goal Statement To support existing businesses and promote high quality economic growth in accordance with the Comprehensive Plan. To actively promote tourism opportunities utilizing our historic and natural resources, and tourism venues.

Values

Citizens – We value the opinions and perspectives of our citizens.
Quality of Life – We are committed to balanced growth that protects the environment, preserves our rural integrity, yet increases the tax base.
Employees – County employees are the touch point between the citizens and their government. We respect our employees' dedication, encourage their initiative, and will support their service to the public.
Continuous Improvement – We embrace change, creativity, and new initiatives that enhance our services.
Leadership and Professionalism- We strive to fulfill our responsibilities in a positive, professional, ethical and respectful manner, always committed to putting the good of the County first.

W.R. "Ray" Davis, Jr., Chairman
District 5

D.M. "Marty" Sparks, Vice Chairman
District 2

Thomas W. Evelyn
District 1

James H. Burrell
District 3

Stran L. Trout
District 4

John A. Budesky
County Administrator

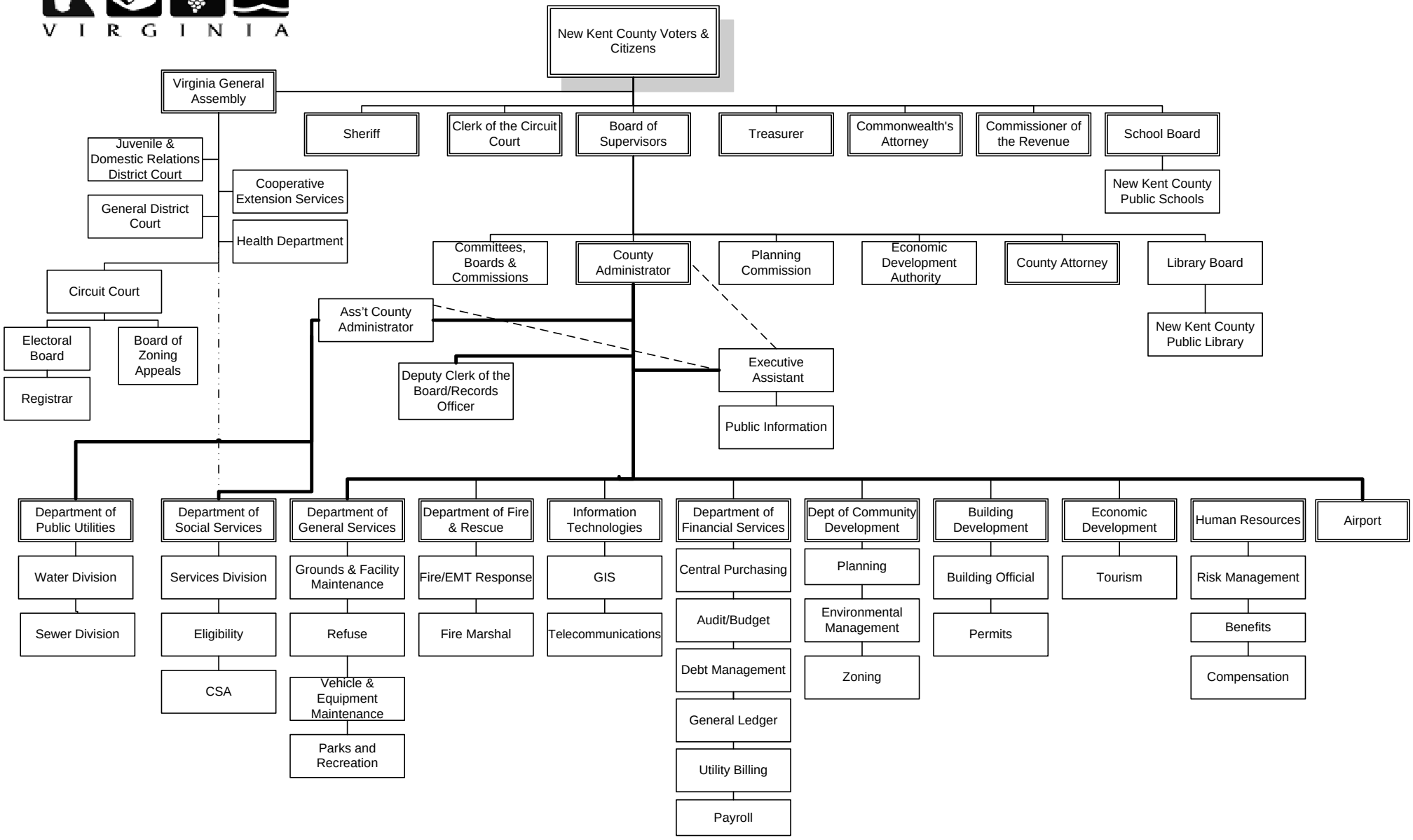
William H. Whitley
Assistant County Administrator

New Kent County is governed by a five-member Board of Supervisors, whose members serve concurrent four-year terms. Members are elected by district. The term of the current Board runs from January 1, 2008 through December 31, 2011.

With some exceptions, the Board normally holds its regular business meetings at 6 p.m. on the second Monday of each month, with public hearings starting no earlier than 7 p.m. Work sessions in 2009, with some exceptions, will be held at 3:00 p.m. on the last Wednesday of the month. All meetings are held in the Boardroom of the County Administration Building located at 12007 Courthouse Circle, New Kent, Virginia, 23124 unless otherwise advertised.

The Board annually selects its Chairman and Vice Chairman, adopts its meeting schedule, and reviews/amends/adopts its Bylaws at the first meeting in January.

Organization of General Government Administrative Functions



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New Kent
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Section A

County Administrator's Message

County Administrator's Budget Message

To: The Members of the Board of Supervisors

I am pleased to forward to you New Kent County's adopted Budget for FY 2010, which includes information on expected revenues and planned expenditures for each of the County's funds.

The FY10 budget was constructed in one of the most challenging economic environments in recent history. There are significant national and international trends that have real and immediate local impacts which will directly and indirectly affect the decisions of our residents and businesses. They include rising energy and health care costs, record high unemployment rates, a system-wide credit crunch, and unstable real estate and stock markets. In general, these trends limit the resources available to the County to finance the services that our residents have come to expect from their government. At the same, time FY10's debt service expenditures will peak to meet debt commitments made for school and county projects.

At the Budget retreat in October 2008 the Board provided the following guidance:

- Maintain the tax rate at its current rate of $.73 per $100 of assessed values
- Share any shortfalls encountered due to increased debt service and the faltering economy with the School System.
- Maintain salaries at current levels with no COLA or merit increases for employees
- Maintain services at the levels they are currently at without introducing new positions or initiatives

In order to meet that guidance, this budget reflects operational cuts to County departments, the School Board, and agencies funded by the County.

A Budget of Change

Due to the significant downturn in the economy, local revenues are projected to be down significantly. The total adopted County budget for all funds excluding Utilities for FY 2010 is $51,588,246 which is $2,449,342 or 4.5% lower than FY09 ($54,037,588). The largest single operational component of the total County budget is the school division. The adopted budget for the school division's operations is $25,613,915 or 49.7% of the total budget; a decrease of .4% from FY09. The General Fund Budget, exclusive of the $15,818,923 transfers to support other funds, is $14,577,351, which is a decrease of $547,193 or 3.6% from FY 2009.

County Administrator's Budget Message

I have used the County's Vision, Mission, Goal and Value Statements to help guide me in the difficult choices that needed to be made in this budget. We have consistently tied the budget process to the Board's Goals. The seven priorities are:

I. Maintain **Public Safety, Health and Welfare**
II. Provide a high level of resources to support **Quality Education**
III. **Manage County Monetary Resources** in a responsible manner
IV. **Provide Public Amenities and Facilities** and offer diverse **Recreational** Opportunities
V. Hire and retain **Qualified Employees**
VI. **Provide Responsible Land Use Policy and Regulations** that maximize economic potential while **Minimizing Environmental, Visual, Social, and Fiscal Impacts**
VII. To **Support Existing Businesses** and promote high quality **Economic Growth**

All of these directions are important to the County as we strive to continue to provide a high level of service to our citizens in each of these areas. However, the third direction of managing the County's finances in a responsible manner has taken on new significance in light of the revenue situation.

In order to produce a balanced budget, I have incorporated the following spending reductions into this proposal:

- Freezing six full-time positions that became vacant in FY09
- 6-10% across-the-board cuts to operational items in County Departments Budgets
- Additional cuts to career Development/Training
- Additional cuts to Office Supplies/Uniforms/Promotional Items/Books & Subscriptions
- Cuts due to refuse/utility efficiencies
- 10% cuts to most agencies
- Elimination for one year of the real estate capital set aside
- Cut to local school operational appropriation by just over $1 million dollars

These recommendations are in areas where there has been a reduction in workload, or in areas where the impact to the citizens can be minimized.

I have worked with the County Department Directors to identify those positions where the workload has or is expected to decrease and where the workloads could be consolidated. Positions that became vacant during FY09 were kept unfilled when it became apparent that revenues were not going to meet the original projections and allowed for an evaluation to determine whether or not the impact to citizens could be

minimized. Through that evaluation, I was able to freeze those positions for FY10, so that no current County employees will lose their jobs. The positions that are frozen in this budget are:

- Accounting Assistant $54,112
- Building Inspector $47,025
- Custodian $30,047
- Planning Administrative Assistant $42,932
- Planning Manager $87,419
- Permit Manager $54,444

Freezing these positions produced close to $316,000 in budget savings for FY2010. A little over $170,000 of that is now incorporated into the County's contingency funds. The incorporation of these funds into contingency allows for fiscal discretion should these positions need to be reinstated in the future. In Economic Development, we have reduced requested funds for the Contracted Consultant and reallocated a portion of these funds in order to upgrade the Planning Manager to an Economic Development Director. Additionally, part-time wage funds were reduced by over $3,000 so that part-time coverage for the Visitor's Center spans only from Memorial Day to Labor Day. Economic Development special project and promotional materials were reduced collectively by $22,500. In Building Development, the Permit Manager position was frozen and an employee was transferred to another department with a vacancy. This occurred after the proposed budget was advertised. Therefore, the funds budgeted in Building Development for this position will be moved to Contingency at the beginning of FY10. The Community and Building Development operational budgets have collectively been reduced by over $170,000 or 12.6%.

Despite the economic downturn and the difficult decisions involved in producing the County budget, the County enters FY2010 in a relatively strong financial position. Our 15% Fund Balance remains intact. The Budget Team worked hard to pare down the budget by almost $400,000 from the original operating requests received from departments and agencies. This is after the departments and agencies had already cut their requests by 6-10% over their FY2009 adopted budgets. The adopted budget is based on a real estate rate of $0.73, which is the same as FY2009.

In addition, the Board directed staff to implement a 15% reduction to the Business License Tax (BPOL) in order to support our existing business base and promote expansion of new business development. Also, for the period of March 17 – December 30, 2009 fees will waived for commercial planning, zoning and environmental fees in order to stimulate new business development that will reduce the County's dependency on the residential tax base. Commercial Building Permit Fees that are generated through this program will be refunded as an incentive to have new business buildings in the tax base by June 30, 2011.

The School System is expected to have a significant decrease in revenue due to State cuts. It is projected that a reduction of $286,862 will be realized due to Average Daily Membership (ADM) being lower than projected for the current year. In addition, preliminary projections from the State indicated a reduction of $1,066,440. These shortages are being partially made up with Federal and State Stimulus funds in the amount of $1,048,000.

The Capital budget requests (exclusive of Public Utility projects) were reduced by over $11 million. Most of this reduction results in a large number of the projects being deferred. Along with the large scale capital projects and vehicles that are historically funded in the Capital budget, last fiscal year we began funding computers and small equipment in the Capital fund. Everything in the FY10 Capital budget will be cash funded. No new debt is being adopted for projects except for Public Utilities. Cash funding these projects is possible due to the County's debt reserve policies. At the end of the fiscal year any undesignated fund balance above fifteen (15) percent is transferred into the capital fund. The use of pay-as-you-go (cash) funding follows the debt policy's balanced approach to capital funding.

In order to make use of funds that were set aside for VDOT revenue sharing in the Capital Fund and Meals Tax funds collected that had not yet been used; the Board has chosen one of several debt payoff proposals that were discussed with the Financial Advisors. Additionally, the County has received the funds from the note for the commercial property from the EDA which were also used for this early retirement of debt. As of April 13th, the debt service associated with the roofs at the historic school and middle school, renovation of the middle school, as well as refunding for the athletic complex and fire trucks, was paid off in the amount of $1,991,007. The early pay-off of this debt realized a savings of $429,111 in debt service for FY10. Of this amount, $106,516 was used to fully fund the School Resource Officers in the General Fund. The remaining $322,595 was added to the contingency line item to cover unforeseen expenditures or reduced revenue that may occur during FY10.

The Public Utilities budget remains fiscally strong. A new borrowing in the amount of $12.3 million is budgeted for FY10 to finish up the Wastewater Treatment Plant Expansion project and to build a Reuse Water Main. However, between the time the budget was advertised and adopted, a federal stimulus grant was awarded in the amount of $6.75 million that will reduce the amount borrowed for the Reuse Water Main.

Although the Public Utility projects do not use General Fund tax dollars because it is an enterprise fund, the Utility Fund pro-forma is reviewed and updated on an annual basis. It is with much staff scrutiny and advice of our Financial Advisors that projects are undertaken and funds borrowed.

Funds

The following categories of funds are included in this budget:

General Fund: This is the County's major operating fund and is where tax dollars are deposited. Most ongoing activities, such as sheriff and fire services, and the County's contribution to school operations and debt service are accounted for in the General Fund.

Capital Projects Fund: This fund is used to account for the cost of major, one-time infrastructure and equipment investments that result in a County asset. Those related to water and sewer service are exceptions funded by a separate Public Utilities Fund.

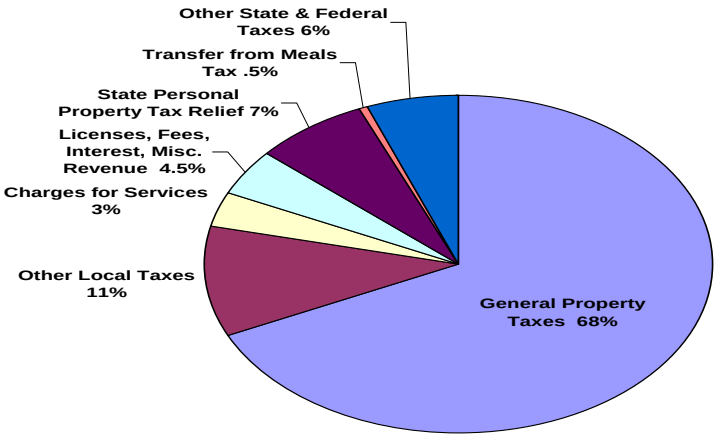
Proprietary Funds: The New Kent County Public Utilities Department, which is responsible for providing water and sewer service to certain areas of the County, has its own fund which is supported solely by user fees which include usage as well as connections.

Special Revenue Funds: Programs where the major sources of revenue are not local tax dollars are classified under these funds. Such programs include Social Services, SSI, Special Welfare, and Human Services.

GENERAL FUND

- **REVENUE**

FY10 General Fund Sources of Revenue by Category



General Property taxes make up 68 percent of the General Fund Budget. Of this amount, Real Estate revenues are the largest portion. In FY10, Real Estate revenues are increasing $600,000 or 3.6%. This projection is based on current land book totals and an anticipation that collection rates could go as low as 95% due to the current and projected state of the economy which is 2-3% lower than previous years. Personal Property taxes are expected to decrease by close to 17% due to and industry-wide decrease in the value of large trucks and SUV's. This equates to approximately $585,000 in reduced revenue from FY09.

Overall, General Fund revenues for FY10 are projected to decrease 4.3% or $1,354,142. Significant areas of lower revenue estimates from FY09 include revenues associated with the housing market, investments and wagering such as:

- Building Permits
- Planning & Zoning Fees
- Environmental and Erosion Control Revenues
- Recordation Taxes
- Excess Fees from Clerk
- Revenue from Use of Money
- Live Racing and Off Track Betting Proceeds

These revenues, when combined, represent $ 921,298 in reductions in available resources when compared to the FY09 adopted budget. Also impacted by the housing industry is Business License Taxes (BPOL), whereby fees are calculated on gross receipts. These fees are not collected until March of each year and fees in this category associated with Realtors and Contractors are expected to decline, resulting in a decrease of 14.6% or $127,947. A further 15% reduction or $112,500 was made for the adopted reduction to BPOL rates, for a total reduction of $240,447 or 27.4%.

State Revenues

Due to the Federal stimulus package, the state revenue picture this year is better than was expected. In FY09, State revenues were reduced by $89,688. This reduction for FY10 is $90,583. Originally we had anticipated an additional 10% reduction from FY09. For the FY10 adopted budget, we are projecting a $27,052 or .7% increase in total State Revenues. Due to the growth in the number of qualified vehicles under the Personal Property Tax Relief Act program, the percentage of relief to be granted under this program decreased from 58% in 2006 to 52.5% for 2008. The estimated percentage of relief for 2009 is not available at this time. However, due to the increase in the number of qualifying vehicle owners, we expect the percentage of relief to decline moderately for both FY09 and FY10.

Other Local Revenues and Fees

Because of the uncertain state of the economy, we are projecting a 6% or $63,297 decrease in local sales tax revenues. Communication Sales Tax revenue is projected to decrease by $40,000 or 6%. This is based on the trends of the rate the revenue is being received in the current year. Recordation Taxes are expected to decrease by $85,000 or 26.2%. The housing market is the biggest contribution to this decline.

There has been an ongoing discussion about eliminating the Vehicle Decals. If this is what the Board chooses to do, in order to make up for the lost $465,000 in revenue, a yearly fee will need to take the place of the decal fee or the Personal Property Tax rate will need to be increased.

Based on current year revenue received, interest earnings on investments and bank deposits will be down significantly. We are projecting a $410,000 or 51.3% decrease. Recently the LGIP investment funds as well as other funds have been invested in Certificates of Deposits in hopes of receiving a greater rate of return.

On a positive note, Parks & Recreation revenues are expected to increase by $43,000. There is a similar increase on the expenditure side of this to offset the costs for the increasing demand for new/more programs. Participation in programs is up approximately 15% from FY08 to FY09, and we are expecting the same trend for FY10.

➢ EXPENDITURES

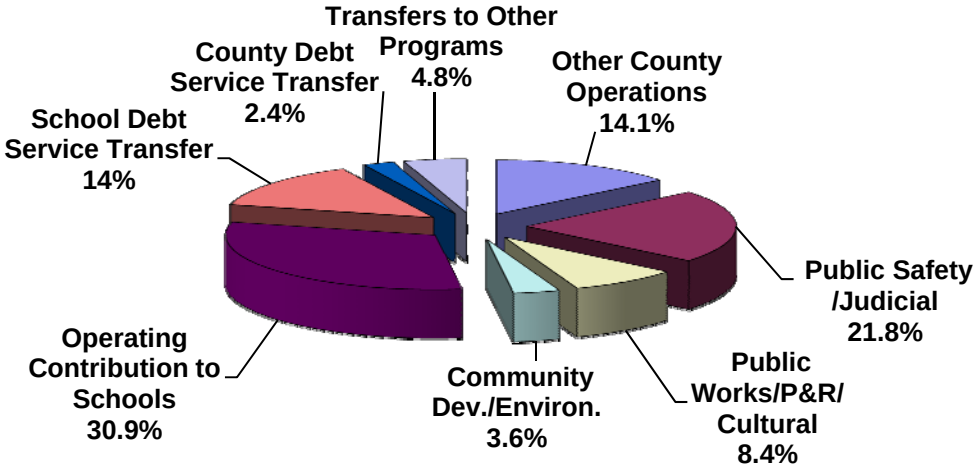
The adopted General Fund categorical budgets for FY2010 appear below as they compare to the FY09 adopted budget:

Expenditures:	Adopted FY09 Budget	Adopted FY10 Budget	Dollar Change	% Change
General & Financial Administration	3,174,162	2,997,735	(176,427)	(5.6%)
Judicial Administration	1,314,993	1,268,258	(46,735)	(3.6%)
Public Safety	5,566,101	5,363,288	(202,813)	(3.6%)
General Services	2,075,710	1,869,611	(206,099)	(20.8%)
Health & Welfare	399,733	356,423	(43,310)	(10.8%)
Education	3,916	3,524	(392)	(10.0%)
Parks, Recreation & Cultural	687,500	697,156	9,656	1.4%
Community Development	1,021,831	758,715	(263,116)	(25.7)
Environmental	298,729	323,290	24,561	8.2%
Contingency	581,869	939,351	357,482	61.4%
Transfers to School Operating	10,498,595	9,404,556	(1,094,039)	(10.4%)
Transfers to Debt Service - School	3,621,010	4,219,030	598,020	16.5%
Transfer to School Debt - Vinton OTB	20,000	18,000	(2,000)	(10.0%)

Transfer to Debt Service - County	691,438	713,146	21,708	3.1%
Transfer to Human Service	1,225,244	1,146,652	(78,592)	(6.4%)
Transfer to Airport	55,374	64,745	9,371	16.9%
Transfer to Social Services	235,211	252,794	17,583	7.5%
Transfer to Clean Community	2,000	0	(2,000)	(100%)
Transfer to Cap Projects Fund	152,000	0	(152,000)	(100%)
Total General Fund Expenditures	**31,625,416**	**30,396,274**	**(1,229,142)**	**(3.9%)**

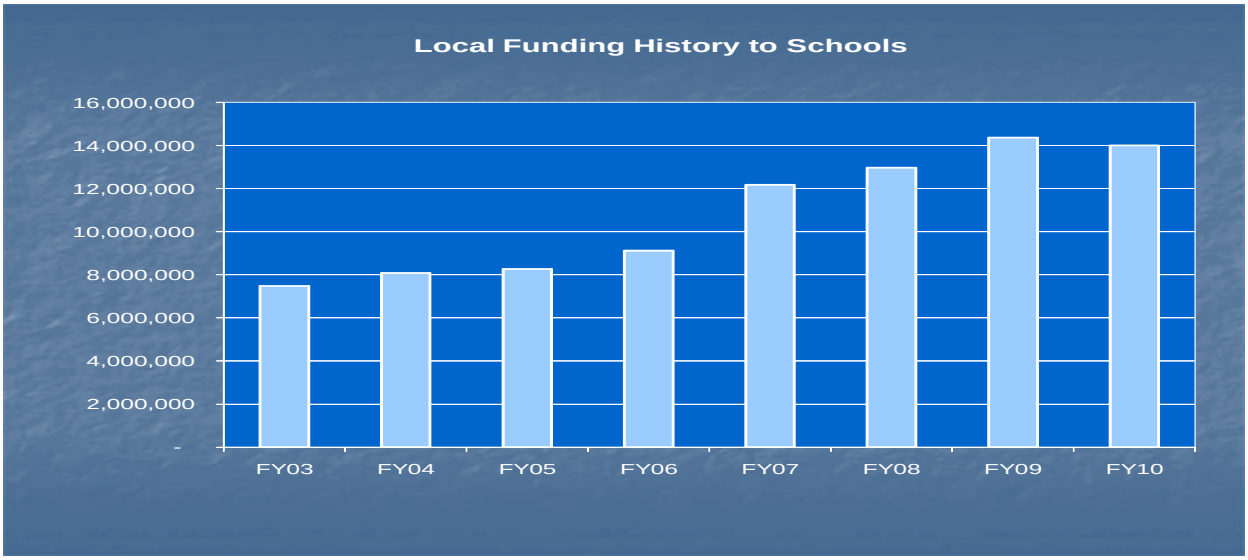
When compared with FY09, expenditures decrease in total and spending is reduced in County and School Operations in order to provide increased funding for Debt Service.

FY10 General Fund Expenditures by Category

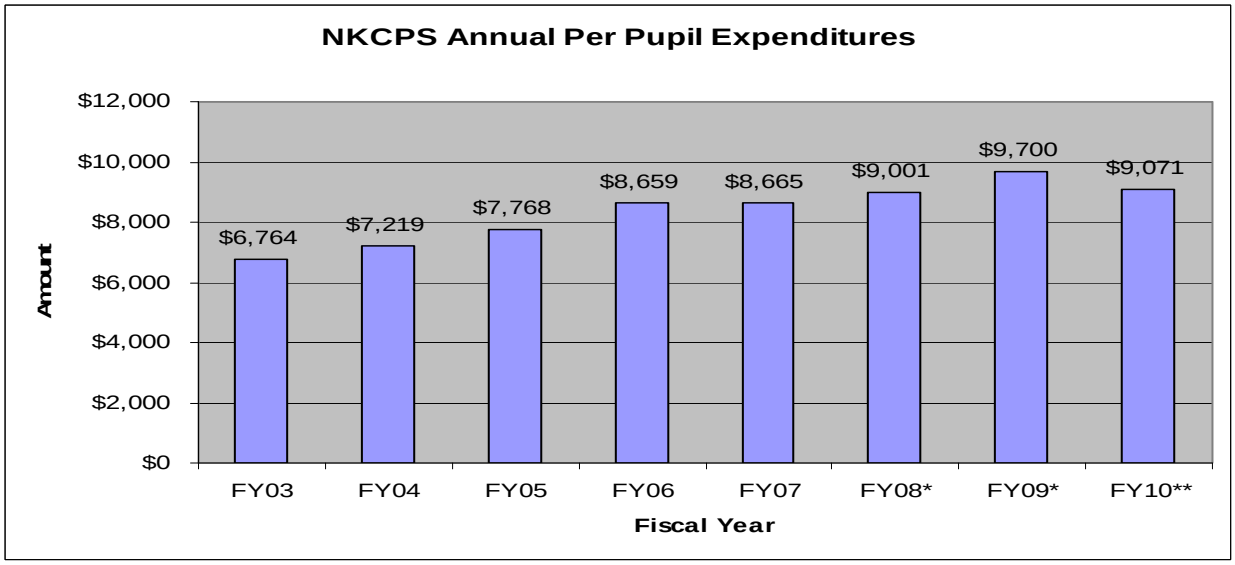


Schools

Public Education is an important component of a healthy community and the largest portion of the County's budget at 49.7%. For FY10, the County will contribute $14,011,931 to the New Kent County Schools. This provides $9,404,556 for Operations, $4,237,030 for debt service and $370,345 for new school buses and a radio upgrade for the Transportation Office. The operation amount represents a decrease of $1,094,039 or 10.4%. The debt service amount represents an increase of $596,020 or 16.3. Funding for Capital is $136,235 higher or 58.1% more than FY09. Overall, funding for the Schools for FY10 is $361,784 or 2.5% less than FY09.



Overall this adopted budget demonstrates a continued commitment to education in our community. The following chart depicts that, historically, the School Division has been able to increase its spending per student due to healthy local funding. There is a decrease for FY10; however it does not quite dip back to FY08 levels. Audited figures from the sate for FY08 & 09 (*) have not been released yet, and FY10 (**) is a projected figure based on what the County is providing for the School Budget. FY10 also includes the State and Federal Stimulus funds that are expected.



Outside Agencies

The County contributes to a number of outside agencies, such as the Providence Forge Volunteer Rescue Squad, Bay Transit, the Health Department and the Heritage Public Library.

As with the County department budget requests, funding reductions were recommended in this area. Many agency requests were cut by 10% in order to support funding in other areas. No new funding requests were recommended. One new request was received from the Central Virginia Food bank in conjunction with the request from Meals on Wheels.

After several budget work sessions and the public hearing, funding was restored to FY09 levels for Meals on Wheels and the Heritage Public Library.

Transfers to Other Programs

Transfers from the General Fund to programs other than debt service and the School system for FY10 amount to $1,464,191. Areas in this category include the County's contributions to Social Services, Human Services/CSA (Comprehensive Services Act) and the Airport. The transfer to Social Services increased $17,583 or 7.5%. This increase is due to a new lease with the County for their space in the Human Services building. It is offset by revenue we will receive for these lease payments. The local share of Human Services/CSA decreased even though the expenditures remain constant from FY09. This is because the local match share for expenditures has incrementally decreased overall due to new formulas that the state is using. This means we will receive more State revenue for the same expenditures than we did in the past. The Airport transfer is increased $9,371 or 16.9%. This is mainly due to health insurance increases as well as an increase to the debt service payments for the T-hangars. It is our hope that in FY11, rental of the T-hangars will offset any increased expenditures.

➢ EMPLOYEE COMPENSATION AND BENEFITS

Compensation

Competitive compensation and benefits are important tools to attract and retain a talented work force. Unfortunately, however, due to the severe economic conditions causing extreme reductions in revenue, we are unable to provide a cost of living (COLA) or merit increase for County employees. It is our hope that in 2-3 years the economy will recover and we will be able to resume COLA and merit increases at the level we have funded in previous years.

Benefits

I am also gratified to report that, because of the active management and oversight by County staff and responsible action of County employees, we will be maintaining our competitive benefits package with a relatively moderate increase. Health insurance premiums increased by 10.5% which equates to approximately $62,000. The Worker's Compensation proposal originally indicated a 27% increase or approximately $28,000. Since the adoption of the budget, we have been able to switch providers for Worker's Compensation and save approximately $19,023 or 18.4% from FY09. The Virginia Retirement Service (VRS) conducts an actuarial study every two years to set the rates for its retirement and life insurance programs. This is the second year of this cycle so rates will remain steady for FY10 at 10.89% and Group Life at .82%. VRS and Group Life are expected to increase in FY11, however.

➢ CAPITAL PROJECT FUND

The County's Capital Projects budget for FY10 will be cash funded for $1,154,571. This amount is $1,389,340 or 54.6% less than FY09. Following are some of the planned projects:

- ❖ A new Ambulance ($203,000), a new Battalion vehicle ($35,000), and Station 1 Repairs ($50,000) are in the adopted FY10 budget for Fire-Rescue.
- ❖ Fully funded from Meals Tax, funds to increase Parking at the Quinton Community Center to enhance its marketability ($50,000), to develop Criss Cross Park ($ 50,000) and to further develop Wahrani Nature Trail ($25,000) are being recommended.
- ❖ IT upgrades ($120,000) and Computers ($102,800) will ensure continued technology efficiency for the County.
- ❖ Three new school buses ($255,345) and a radio upgrade for the transportation office ($115,000) will help with continued safe transport of students.

The FY10 Capital Project budget is part of a five-year Capital Improvement Plan totaling $67,485,837 (excluding Public Utilities) of which $22,410,743 or 33.2% is devoted to Schools. FY10 does not include incurring any new debt except for Public Utilities Projects.

Details of the Capital Projects Fund appear in Section H.

➢ ENTERPRISE FUND

The Public Utilities budget represents the financial plan for operating and capital costs of the water and sewer programs, which are provided in certain areas of the County. This fund is financed entirely by user fees and receives no tax revenue from the County. Included in this adopted budget is an 8% increase to all connection and user fees. The rate increase is required to finance the additional operating and treatment costs associated with the Water System Improvements and Wastewater Treatment Plant expansion project.

➢ SPECIAL REVENUE FUNDS

The Special Revenue Funds which include Social Services, CSA, Grants/E-911 Wireless, and Meals Tax are funded with State and Federal grants in addition to funding support from the County General Fund.

The Social Services budget is increasing $73,906 or 6.6%. This is primarily due to the new office space lease in the Human Services Building. This increase is offset with rental revenue that will be paid out of the Social Services Fund to the General Fund. This will help offset the increase to the County's portion of Debt Service. In addition, there is $30,000 budgeted for two vehicles to replace two very old unsafe vehicles. State funds in the amount of $10,481 will partially offset the cost of these vehicles. The remaining $19,519 will be transferred from the Capital Project Fund.

The CSA budget is remaining flat from FY09. However, the local funding portion of this has decreased by almost $80,000. This is due to new funding formulas implemented by the State that have moderately reduced the mandated share for localities.

There are no funds budgeted for FY10 in the Grant Fund. This fund is used primarily for Grants that are awarded to the Sheriff's Office. As grants are awarded, they will be appropriated. There are a few Sheriff's grants scheduled to be carried forward to FY10 and most certainly we will receive various grant awards throughout the year. For FY08 through FY09, close to $500,000 in Sheriff's Grants were awarded. County wide during FY08/FY09, a little over $4 million in grants were awarded or applied for. The E-911 Wireless Grant is an annual grant from the State that amounts to approximately $40,000. This grant is used for dispatch personnel as well as a portion of GIS personnel. For FY08 through FY10, additional E-911 Wireless grants were awarded for the new Communications Center in the Sheriff's Annex ($150,000) and for GIS Enhancements ($253,946).

Meals Tax Revenue is currently designated specifically for Schools (50%), Economic Development (25%) and Parks & Recreation (25%). For FY10, we are expecting $500,000 in Meals Tax Revenue. This is a $15,000 or 3% increase from FY09. Of this

amount, $250,000 will be transferred to the Debt Service fund for the portion of debt dedicated to Schools. For Economic Development, upon Board direction, $125,000 will be transferred to the General Fund to promote business by waiving commercial building, planning and environmental fees as well as a 15% reduction to the Business License Tax. Parks & Recreation's share of $125,000 is slated to be transferred to Capital to fund projects for Park Development and Park Facilities.

Conclusion

This budget is a budget of change and challenge and reflects both in the policy direction that the Board provided. It was a very challenging year, but this adopted budget reallocates the reduced resources that are available and targets increased spending required for debt service. A lower investment is reflected in virtually every other Department and Agency including Schools and Capital Improvement Projects. In addition to the faltering economy, reduced available local revenue as well as State/Federal Education Funding is of great concern.

This adopted budget meets the guidance provided by the Board and provides for responsible fiscal planning. I expect this budget will allow the County to cope with these difficult times with a moderate impact to County services or programs. Thank you for your attention to this document and your support during the adoption process.

Respectfully submitted,

John A. Budesky
County Administrator

Changes from Preliminary Proposed to Advertised Proposed FY 2010 Budget

- An increase in funding for Meals on Wheels of $350. Proposed funding is now $3,500 instead of $3,150. Additional $350 taken away from Contingency.
- Elimination of funding for the James River Development Corporation in the amount of $2,750. Proposed funding is now $0 instead of $2,750. Additional $2,750 moved to Contingency.
- Chose one of several debt payoff proposals that were discussed with the Financial Advisors. As of April 13th, the debt service associated with the roofs at the historic school and middle

school, renovation of the middle school, as well as refunding for the athletic complex and fire trucks, was paid off in the amount of $1,991,006.50. The early pay-off of this debt realized a savings of $429,111 in debt service for FY10. Of this amount, $106,516 was used to fully fund the School Resource Officers in the General Fund. The remaining $322,595 was added to the contingency line item to cover unforeseen expenditures that may occur during FY10.

- Transfer from the General Fund for Debt Service was reduced by $429,111. Of this amount, $ 204,018 is for School Debt and $ 225,093 is for County Debt.

- Eliminated recovered revenue from the Schools in the amount of $106,516 for the School Resource Officers. The $106,516 was subtracted from the Debt Service Contingency from Payoff. School Resource Officers are now 100% funded with General Fund dollars.

- Debt Service for the Vehicle Maintenance Garage has been split equally between the Schools and the County. Therefore, the transfer from the General Fund to the Debt Service Fund for Schools has been decreased by $107,152 and the transfer from the General Fund to the Debt Service Fund for County has increased by $107,152. The net effect of this is zero.

Changes from Advertised Proposed to Adopted FY 2010 Budget

- An increase in funding for the Heritage Public Library of $16,453. Proposed funding is now $$184,530 instead of $168,077. Additional $16,453 taken away from Contingency.

New Kent
COUNTY
VIRGINIA

Section B

Revenues

Detail Summary Revenues

	FY 2008 Adopted	FY 2008 Actual	FY 2009 Adopted	FY 2010 Adopted
General Property Taxes	18,458,473	18,678,094	20,888,346	20,743,727
Other Local Taxes	3,210,413	3,830,788	3,688,744	3,247,000
Licenses, Permits and Fees	747,598	652,558	654,025	424,277
Fines and Forfeitures	312,500	212,546	210,000	221,000
Revenues from Use of Money and Property	577,050	681,451	927,635	619,110
Charges for Services	1,341,299	1,440,796	1,112,126	984,694
Miscellaneous Revenue	2,000	111,163	10,000	10,000
Recovered Costs	223,223	322,442	153,712	13,586
Revenue from the Commonwealth	4,093,101	4,231,232	3,980,828	4,007,880
Revenue from the Federal Government		306,050	-	-
Insurance Recoveries and Transfers	193,690	21,208	-	125,000
TOTAL REVENUES	29,159,347	30,488,328	31,625,416	30,396,274

General Fund

General Property Taxes

General Property Taxes include revenues received from levies made on real and personal property owned as of January 1 by county residents and businesses.

The real property tax is by far the most important source of tax revenue for New Kent County as it is for many other localities in the Commonwealth. Real estate property taxes on residential and business land and buildings are expressed as a rate per $100 of assessed value, which is adopted by the Board of Supervisors for the calendar year during the budget process. The adopted tax rate is then applied to the values of individual property as of January 1 of the current calendar year.

Two processes, in accordance with statutes in the Virginia Code, determine real property values. New construction and subdivided property, created during the prior calendar year, are assessed based on market values established during the most recent reassessment expressed as a percentage of completion. Real property that existed as of January 1 during the year of general reassessment is assessed on the basis of market evaluation with those values remaining in effect as the basis for taxation until the next general reassessment and/or until such property is improved or subdivided. The most recent general reassessment became effective on January 1, 2008.

Personal property taxes are assessed by classifications as permitted by statute in the Virginia Code. The rate(s) adopted during the annual budget process and applied in accordance with state law are separate from those classifications used for valuation purposes according to the classes outlined in state law and are not to be considered separate classes for rate purposes.

The Commissioner of the Revenue is responsible for assessing all property at its actual fair market value. The Commissioner of the Revenue values most tangible personal property by means of a recognized pricing guide or as a percentage of original costs. Methods of valuing property may differ among the separate categories, so long as each method used is uniform with each category, it is consistent with requirements of this section, and may be reasonably expected to determine actual fair market value as determined by the Commissioner of the Revenue.

The State Corporation Commission, in conjunction with the Virginia Department of Taxation, establishes real and personal property values on property owned by regulated public utilities, which include electric, telephone, and water companies.

General Fund

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Real Estate Tax	16,440,303	17,040,303	600,000	3.7%
Public Service	679,858	540,000	(139,858)	-20.6%
Personal Property Tax	3,524,745	2,947,019	(577,726)	-16.4%
Mobile Home	18,727	13,279	(5,448)	-29.1%
Airplane	9,438	9,871	433	4.6%
Machinery & Tools	275	255	(20)	-7.3%
Penalties & Interest	215,000	193,000	(22,000)	-10.2%
Total Property Taxes	20,888,346	20,743,727	(144,619)	-.7%

Budget Comments:

This adopted budget is based on a real estate tax rate of $0.73 and a personal property tax rate of $3.75.

Other Local Taxes

Other Local Taxes
Other local taxes include all taxes collected locally, other than real estate and personal property taxes. These rates vary and many are fixed or capped by state law (i.e. general sales taxes).

Local Sales Tax
The County of New Kent levies a 1% local sales tax as allowed by state law. These revenues are collected by the Commonwealth of Virginia Department of Taxation along with the 4% state sales and use tax.

Local Consumer Taxes
The restructuring of local consumer taxes on telephones and other communication equipment took affect January 1, 2007. A 5% communications and sales and use tax is paid by customers of landline and wireless phones, satellite TV and radio services, and other communication services to the Commonwealth. The Commonwealth then submits a prorata share of these funds to the locality. This tax also affects E-911 fees.

Business License Taxes
Business license taxes are charged per local ordinance to all businesses in the county, with varying amounts charged. On January 1, 2001 a new tax was imposed on consumers of electricity and natural gas in the Commonwealth. A local consumption tax was established to replace the local business license (gross receipts) tax levied against electric and gas suppliers.

Cable Television Franchise Taxes
Cable television franchise taxes are charged to the local cable TV firm, based on a $0.20 per month per subscriber fee. Portions of this payment have been advanced to New Kent County and therefore no revenues have been budgeted for FY10.

Bank Stock Taxes
Bank stock taxes represent revenue received from the tax imposed on bank deposits in the county, less certain allowable deductions.

Recordation Taxes
The recordation taxes are fees levied for documents recorded at the Clerk's Office. Fees vary based on the type of document. The principal fee service is based on real estate transfers. Deeds of conveyance taxes are also collected in the Clerk's Office.

General Fund

Lodging Tax
A two-percent (2%) lodging tax was added effective July 1, 2005; and the tax is collected from all hotel, motel, and campground customers in the county.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Local Sales Tax	1,063,297	1,000,000	(63,297)	-6.0%
Commun./E-911 State Tax	670,000	630,000	(40,000)	-6.0%
Consumer Utility Tax	190,000	190,000	0	0.0%
Business License Tax	877,947	637,500	(240,447)	-27.4%
Consumption Utility Tax	50,000	55,000	5,000	10.0%
Franchise Fee - Cable TV	0	0	0	0.0%
Motor Vehicle Decals	465,000	465,000	0	0.0%
Bank Stock Taxes	25,000	18,500	(6,500)	-26.0%
Recordation Tax	325,000	240,000	(85,000)	-26.2%
Admissions Tax	9,500	1,000	(8,500)	-89.5%
Lodging Tax	13,000	10,000	(3,000)	-23.1%
Total Other Local Taxes	3,688,744	3,247,000	(441,744)	-12.0%

Budget Comments:

Sales Tax
Sales tax revenue estimates are based on prior year's receipts and projected decreases in retail sales based on staff estimates. Local sales tax revenue accounts for 3.3% of the county's general fund adopted budget.

Local Consumer Taxes
The local consumer taxes on telephones and other communication equipment took affect on January 1, 2007. Our share of the receipts from the state will be proportional to our percentage of the statewide total.

With the elimination of the local consumer utility tax on telecommunications, we will only collect a consumer utility tax on electric services and natural gas.

Cable Television Franchise Fees
Cable television franchise fees were not budgeted for in FY09 although we received $25,000 in FY08. The $25,000 consisted of a one-time grant of $5,000 and a pre-payment of $20,000 for the $0.20 per month per subscriber fee contained in the negotiated contract. Monthly assessments average $530 per month. Due to the remaining balance of the prepaid funds, there will not be any estimated revenue budgeted for FY10.

Motor vehicle decal revenue has continued to grow in accordance with growth in county population.

The decline in the number of home sales and refinancing activity is reflected in the reduction in recordation taxes.

General Fund

Licenses, Permits, and Fees

This budget revenue source is derived from various permits, fees, and licenses required by local ordinances. Permits include building, electrical, plumbing and mechanical. Other licenses and fees include dog licenses and fees for zoning, plan review, land transfers, plat and land use.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Animal Licenses	14,000	22,000	8,000	57.1%
Permits and Other Licenses	640,025	402,277	(237,748)	-37.2%
Total Permits, Fees and Licenses	654,025	424,277	(229,748)	-35.1%

Budget Comments:

Construction activity in the County is expected to show a significant decrease due to the slowdown in the economy. In addition, the Board has directed staff to implement a 15% reduction to the Business License Tax (BPOL) in order to support our existing business base and promote expansion of new business development. Also, for the period of March 17 – December 30, 2009 fees will be waived for commercial planning, zoning and environmental activities in order to stimulate new business development that will reduce the County's dependency on the residential tax base. Commercial building permit fees that are generated through this program will be refunded as an incentive to have new business properties in the tax base by June 30, 2011.

Fines and Forfeitures

This budget provides for revenue derived from fines collected locally and costs expended by the county and then recovered for various reasons.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Fines and Forfeitures	210,000	221,000	11,000	5.2%

Budget Comments:

The budget amount is based on prior year's receipts and FY09 collections through February.

General Fund

Revenue from Use of Money and Property

This budget provides for revenues earned by the county from investment of funds and the rental of property.

The County Treasurer invests funds that are available, but not needed for immediate disbursements. Investments are made for periods ranging from a single day to 18 months. The 18-month CDs can be redeemed one-time without penalty.

Rent is received for multi-jurisdictional programs hosted by New Kent County. Rent received for space used by the State Health Department, Social Services, Quin Rivers, and Bay Transit is included in this category. This will be the first full-year of rental income from the Health and Human Services building. Rental income is also received for the use of the Quinton Community Center and the Quinton Park pavilion.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Revenue from Use of Money	800,000	390,000	(410,000)	-51.3%
Revenue from Use of Property	127,635	229,110	101,475	79.5%
Total - Use of Money & Property	927,635	619,110	(308,525)	-33.3%

Budget Comments:

Investment earnings are a function of interest rates and the amount of cash available for investment purposes. During the downturn in the economy, interest rates have dropped drastically.

Charges for Services

Charges for services include all charges of various offices for programs operated by New Kent County. The program fees charged by Off-track betting (OTB) proceeds from Colonial Downs and the Parks and Recreation office are the larger items in this budget.

New Kent County receives partial reimbursement for the Circuit Court Judge's office expenditures from King William, King & Queen and Charles City. The off-setting expenditures for this amount can be found in the Circuit Court budget.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Excess Fees of Clerk	45,000	10,000	(35,000)	-77.8%
Courthouse Security Funding	60,000	80,000	20,000	33.3%
Reimbursable Costs - Cir Court	55,998	55,066	(932)	-1.7%
Recreation Fees	175,000	220,000	45,000	25.7%
Theme Park Tickets	14,000	12,000	(2,000)	-14.3%
OTB and Live Track Proceeds	727,850	574,300	(153,550)	-21.1%
Animal Protection - Boarding	4,000	3,200	(800)	-20.0%
Other	30,278	30,128	(150)	-.50%
Total Charges for Services	1,112,126	984,694	(127,432)	-11.5%

Budget Comments:

Excess Fees of Clerk

Amendments to the State's budget propose changing the distribution of excess fees collected by Clerks of the Circuit Courts. Currently, localities retain two-thirds of the fees and the Commonwealth receives one-third. The adopted budget flips the distribution for FY2010 by appropriating two-thirds of the fees to the state and one-third to localities.

Courthouse Security Funding

Courthouse security funding has been increased based on last fiscal year receipts and the first eight months of collection in FY2009.

Recreation Fees

Recreation Fees are projected to be $45,000 more than what was budgeted in FY2009 due to increased programs and participants.

OTB (Off-track Betting) and Live Horse Racing Proceeds

Colonial Downs, located in New Kent County, currently has 8 Off Track Betting Centers (OTBs) located around Virginia. An Off Track Betting Center also known as a "Satellite Wagering Facility" in some states, is a location where you can wager on simulcast horse racing year round on tracks across the country. We have 3 locations in Western Virginia, 2 in Richmond, 1 in Southern Virginia, and 2 in Eastern Virginia (one of these is located in New Kent County). Virginia Code § 59.1-392 dictates that a quarter percent of pari-mutuel pools generated by wagering at each Virginia satellite facility will be distributed to the locality in which the racetrack is located. On live horse racing, the Code also provides for a one-quarter percent distribution to New Kent County.

The largest decrease in Charges for Services is OTB proceeds. The decrease is due to the closing of one of the Chesapeake OTBs, general reductions in revenues from all OTBs, and due to the fact that New Kent County was overpaid by Colonial Downs for a three (3) year period of time. Pari-mutuel taxes collected for live track racing were collected by approximately 33% too much for calendar Years 2006-2008. The additional reduction is estimated due to the downturn in the economy.

Miscellaneous Revenues

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Total Miscellaneous	10,000	10,000	(0)	0.0%

Budget Comments:

Miscellaneous Revenues include various items that come into the county treasury during the year, but are not consistently present. These items include various donations, document reproduction reimbursement, and numerous other items.

Recovered Costs

The county is reimbursed for various costs.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
9th Judicial Court	15,915	13,586	(2,329)	-14.6%
Proffer Agreement - Personnel	28,936	0	(28,936)	-100.0%
School Resource Officers	107,975	0	(107,975)	-100.0%
Victim Witness Reimbursement	886	0	(886)	-100.0%
Total Recovered Costs	153,712	13,586	(140,126)	-91.2%

Budget Comments:

New Kent County receives reimbursement for a portion of the costs for the 9th Judicial Court (Juvenile Detention) from Charles City County. The offsetting expenditures for this are in the budget for Court Services.

A proffer agreement with Farms of New Kent allowed the county to recover 100% of the cost of a Community Development position including benefits for FY07 ($48,849), 75% for FY08 ($37,575), and 50% for FY09 ($28,936). These funds are not available for FY10.

Upon direction from the Board, the School Resource Officers will be entirely funded with General Fund dollars. The County will no longer receive funds that were previously billed to the New Kent County School Board for School Resource Officers.

A partial funding of the Victim Witness program was budgeted in FY09 to come from Charles City County. Charles City has recently notified the county it will not participate in the funding of this program.

The Treasurer uses the services of the Department of Motor Vehicles (DMV) when collecting delinquent personal property taxes. DMV charges $20 per occurrence per individual to withhold that person's ability to renew their vehicle registration. This DMV "stop" fee is repaid to the County by the taxpayer. The Treasurer's office, with the approval of the Board of Supervisors, collects an additional $20 administrative fee. The collection of these funds will be appropriated throughout FY2010.

General Fund

Revenue from the Commonwealth

This budget provides for revenue received from the Commonwealth of Virginia in three categories – Non-Categorical Aid, Shared Expenses (Categorical), and Categorical Aid. Non-Categorical Aid includes revenues which are raised by the state and shared with the local governments. The use of such revenue is at the discretion of the local government. An example of Non-Categorical Aid is Tax on Rental Cars. Shared expenses include revenues received from the Commonwealth for the State's share of expenditures in activities that are considered to be joint responsibilities such as the Constitutional Officers. The reimbursement of Commonwealth Funds for Constitutional Officers is distributed by the State Compensation Board. The primary functions of the Compensation Board originate in Article VII, Section 4 of the Constitution of Virginia. It is here that that the five "Constitutional Officers" are enumerated as being elected by voters in each county and city. The assumption of the Commonwealth sharing in the funding of these offices is based on the realization that these officers provide services that benefit local citizenry, but indirectly and in some instance directly, benefit all citizens of Virginia by providing funding from the Commonwealth to allow for a basic level of service in each locality. Categorical aid includes revenues received from the Commonwealth which are designated by the Commonwealth for a specific use by local government. An example of Categorical aid is the Victim Witness Assistance Grant.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Constitutional Officers	1,457,366	1,545,185	87,819	6.0%
Other Categorical Aid	193,220	213,724	20,504	10.6%
Non-Categorical Aid	112,359	121,671	9,312	8.3%
Car Tax Reimbursement	2,217,883	2,217,883	0	0.0%
Reduction in State Aid to Localities	0	(90,583)	(90,583)	-100.00%
Total State Revenue	3,980,828	4,007,880	27,052	.7%

Budget Comments:

Due to the growth in the number of qualified vehicles under the Personal Property Tax Relief Act (PPTRA) program, the percentage of relief to be granted under this program has decreased from 58% in 2006 to 52.5% for 2008. The estimated percentage of relief for 2009 (FY10) is not available at this time.

General Fund

Revenue from the Federal Government

This budget provides for all money received in the General Fund from federal sources.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Plum Point Rehabilitation	0	0	0	0.0%
Total Revenue - Federal	0	0	0	0.0%

Budget Comments:

The Plum Point Rehabilitation Grant continues to be administered. The funds received in prior fiscal years are carried forward after the budget is adopted.

Each year the County prepares a Central Services Cost Allocation Plan, which uses federal and state guidelines to distribute various overhead costs of County functions used by social services. This information is transmitted to the Virginia Department of Social Services, and each year a portion of these indirect costs are returned to the County. While these Federal funds have historically been returned to our Social Services Department, in the future, these funds will be returned to the General Fund directly.

Transfers In

For FY10, Meals Tax is being transferred to the General Fund to off-set the reduced revenues from Business License Tax (BPOL) and various fees in Building and Community Development due to the implementation of a "Business Friendly" Initiative. This included the implementation of a 15% reduction to the Business License Tax (BPOL) in order to support our existing business base and promote expansion of new business development. Also, for the period of March 17 – December 30, 2009 fees will waived for commercial planning, zoning and environmental fees in order to stimulate new business development that will reduce the County's dependency on the residential tax base. Commercial Building Permit Fees that are generated through this program will be refunded as an incentive to have new business buildings in the tax base by June 30, 2011.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Transfer from Meals Tax – Economic Development		125,000	125,000	100%
Total Transfers In	0	125,000	125,000	100%

Social Services Fund

The New Kent Department of Social Services protects over 1,500 county citizens from the worst impacts of poverty and other social problems using multiple financial and social work programs. The appropriations included in the operating budget do not include certain entitlement payments provided by the state and federal governments, which are paid directly to the appropriate recipients. Fuel Assistance, Food Stamps, and Medicaid are examples of non-appropriated benefits for which the eligibility is determined by the department; however, the payment/benefits are paid directly by the state to the individuals. Last Fiscal Year the total amount of benefits paid directly to individuals was $5,489,442.

The administration of the New Kent Department of Social Services is supported through a blend of federal, state, and local funding. The majority of general fund appropriations to the Department of Social Services are based on the required match for various federal and state revenues. The requirements for the local funding match range from 0% to 100% depending on the type of revenue. For administration, the average percentage of local match required is approximately 43%, which means that the locality is responsible for less than half of all administrative costs for the Department.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Estimated Revenue – State & Federal	801,877	838,681	36,804	4.6%
Transfer from General Fund	235,211	252,794	17,583	7.5%
Transfer from Capital for Vehicle		19,519	19,519	100%
Total Revenue for Social Services	1,037,088	1,110,994	73,906	7.1%

Budget Comments:

The budget for social services expenditures is $1,110,994, which is an increase of $73,906 from last year. The local appropriation for the social services budget is $272,313 for next year, which is approximately 24.5% of the total Social Services budget.

The projected revenues from the Commonwealth and Federal government are $838,681.

Comprehensive Services Fund

The Comprehensive Services Act (CSA) is a state mandated program implemented in 1993, which provides funds to serve at risk youth and their families. The CSA was intended to cut costs while improving service delivery effectiveness through a comprehensive reorganization of fiscal and management resources.

Local communities pay a share of program costs under CSA. New Kent County's base match rate is 43.29% for most CSA dollars and 21.6% for Medicaid dollars. As of January 1, 2009, residential/congregate care services local match will be 49.78% after $100,000 in expenditures has been reached. The match rate for other mandated services will remain the same.

While CSA improved interagency coordination and established a comprehensive framework for managing services, overall program costs have continued to rise each year. Growth in the number of cases is, by far, the most significant cause of rising CSA costs. To a great extent, CSA costs are hostage to demographics and societal factors. The total under-21 population is increasing, and the population of youth considered at-risk is increasing even more quickly. The percentage of school-aged children in special education programs is also increasing. Overall, these factors account for an increase in caseload size, which roughly equates to the rise in total CSA costs.

Budget Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
State Reimbursement	1,371,071	1,450,004	78,933	5.8%
Transfer from General Fund	1,217,744	1,139,902	(77,842)	-6.4%
Transfer from GF, VJCCCA	7,500	6,750	(750)	-10.0%
Total	2,596,315	2,596,656	341	.01%

E-911 Wireless Fund

The E-911 Wireless Fund consists of monies received from the State that must be allocated for salaries and equipment specifically related to E-911 cell phone usage.

Revenues:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
E-911 Wireless - State	40,000	40,000	0	0.00%
Total	40,000	40,000	0	0.00%

Budget Comments:

The expenditures related to this revenue can be found in the Wireless E-911 Budget.

Clean Community Committee Fund

The Clean Community Committee/Litter Control Fund was established during the 1980's as a part of the Clean Community Campaign.

Revenues:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Litter Control Grant - State	6,508	6,337	(171)	-2.6%
Transfer From General Fund	2,000		(2,000)	-100.0%
Total	8,508	6,337	(2,171)	-25.5%

Like the DMV Grants, it is very difficult to predict state funding for this project; therefore, the fund will be adjusted accordingly when/if the grant is funded in FY 2010. The expenditures associated with this revenue can be found in the Clean Community/Litter Control Fund Budget.

Meals Tax Fund

In FY05, the Board of Supervisors adopted a four-percent (4%) meal and beverage tax after a passed referendum. For FY07 a new Fund – Fund 20 was created to track Meal and Beverage Tax. The meals tax was designated to be divided between the Schools, Parks & Recreation, and Economic Development as 50%, 25%, and 25% respectively for a period of up to three (3) years. For FY10, the Economic Development share is being used to off-set the 15% reduction in Business License Tax (BPOL) in the General Fund.

Revenues:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Meals Tax - Schools	242,500	250,000	7,500	3.1%
Meals Tax – Economic Development	121,250	125,000	3,750	3.1%
Meals Tax – Parks & Recreation	121,250	125,000	3,750	3.1%
Total	485,000	500,000	15,000	3.1%

Budget Comments:

Meals Tax revenues have been a good source of revenue for the county. Meals tax revenue is projected to increase even in tough economic times. The expenditures (transfers) to off-set this revenue can be found in the Meals Tax Fund.

Airport Fund

The adopted Airport Fund budget is supported by local, state and federal funding.

Revenues:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Fuel Sales	52,500	66,500	14,000	26.7%
Hangar Rental	84,132	72,960	(11,172)	-13.3%
Local Fees and Donations	2,100	1,600	(500)	-23.8%
Department of Aviation	88,300	43,900	(44,400)	-50.3%
Interest on Investments	3,000	0	(3,000)	-100.0%
Federal Aviation Agency	0	76,000	76,000	100.00%
Transfer from General Fund	55,374	64,745	9,371	16.9%
Transfer from Capital Fund	12,000	46,600	34,600	288.3%
Total	297,406	372,305	74,899	25.2%

Budget Comments:

During FY 2010, New Kent County will seek grants for various projects. A sizeable amount of revenue is generated from hanger rentals and fuel sales.

The Airport Fund will be supported by a transfer from the General Fund in the amount of $64,745, an increase of $9,371 from FY 2009. Transfer from the Capital Projects Fund is $46,600.

New Kent
COUNTY
VIRGINIA

Section C

Fee Schedule

Fee Schedule

New Kent COUNTY VIRGINIA

Adopted Changes to
APPENDIX A FEES

AIRPORT

Item	Base Fee
Closed T-hanger fee, per month	$135.00
Open T-hanger fee, per month	125.00
Corporate hanger #18 fee, per month	250.00
Corporate hanger #19 fee, per month	165.00
Apron tie-downs, per month	50.00

(Ord. No. O-08-07, 5-29-2007)

ANIMAL CONTROL

Item	Base Fee
Burial of animal	$75.00
Burial of fowl	5.00
Dog license	6.00
Kennels less than 20 animals	25.00
Kennels less than 50 animals	35.00
Duplicate dog license	1.00
Impoundment of dog	20.00
Plus, per day	8.00
Control of dangerous dog	50.00

BUILDING PERMIT FEES

*** Denotes building permit and inspection fees paid between 3/17/09 and 12/30/09 for commercial or business development only that will be refunded (excluding State surcharges) if Certificates of Occupancy are issued prior to June 30, 2011.**

Item	Base Fee
Commercial building and all sub permits:	
Job cost (labor and materials) $0.00--$500.00	*55.00
Job cost (labor and materials) $501.00--$1,000.00	*60.50

Fee Schedule

Job cost (labor and materials) $1,001.00--$2,000.00	*66.00
Job cost (labor and materials) $2,001.00--$3,000.00	*71.50
Job cost (labor and materials) $3,001.00--$4,000.00	*77.00
Job cost (labor and materials) over $4,001.00	*82.50
Plus, $1,000.00 or fraction thereof over $5,000.00	*5.50
Missed inspection fee	50.00
Residential building permits: Estimated market value per $1,000 or fraction thereof	1.75
Minimum building permit fee	*55.00
Moving building permit, per square foot of foundation	*0.15
Demolition of building permit	*65.00
Manufactured home installation permit	80.00
Signs, billboards permit--structure not serviced by electricity	*35.00
Signs, billboards permit--structure served by electricity	*45.00
Renewal of building permit	35.00
Miscellaneous structures permit, per $1,000.00 of fair market value	1.75
Administrative fee (non-refundable) (fee or 25% of permit fee, whichever is greater)	30.00
Appeal to building code board	250.00
Outsourced plan review and inspection fee	*Invoice customer
Plan amendment application	*30.00
Change of contractor/mechanic's lien agent	*30.00
Temporary CO (residential)	55.00
Temporary CO (commercial)	110.00
Re-inspection fee	30.00
Amusement device rides:	
Kiddie ride	20.00
Circular/flat rides	30.00
Other rides	50.00

(Ord. No. O-18-05, 5-23-2005; Ord. No. O-06-06, 5-11-2006; Ord. No. O-08-07, 5-29-2007; Ord. No. O-07-08, 6-9-2008)

Fee Schedule

COURTS

Item	Base Fee
Courthouse maintenance fee (collected in criminal, traffic and civil cases filed in district and circuit courts	$2.00
Courthouse security fee (collected in criminal and traffic convictions in district and circuit courts)	10.00

(Ord. No. O-10-07, 5-29-2007)

CULTURAL EVENT/PROGRAM

Item	Base Fee
Permit for cultural events and programs	$600.00
Fee for additional event in same calendar year	300.00

(Ord. No. O-18-05, 5-23-2005; Ord. No. O-06-06, 5-11-2006)

LAND DEVELOPMENT

*** Denotes land disturbance fees for commercial and business sites only that will be waived for the period 3/17/09 through 12/30/09. For mixed use sites, a portion of the fee will be waived based on the percentage of commercial area.**

Item	Base Fee	Plus Per Lot/Acre Fee
Erosion and sediment control plan review and inspection fee, single family for one acre or less	$75.00	$10.00 per acre
Erosion and sediment control plan review and inspection fee, other than single family for one acre or less	*$100.00	*$50.00 per acre
Erosion plan renewal fee	35.00	
Erosion and sediment control – Re-inspection fee	100.00	
Land disturbing permit single family	210.00	20.00 per acre
Land disturbing permit, other than single family	*465.00	*50.00 per acre
Environmental restoration fee (SFD)	25.00	
Water quality impact assessment	125.00	
Wetlands plan/RPA Modification Permit	95.00	
Wetlands development application fee	625.00	

CBPA Exception permit	250.00	

(Ord. No. O-08-03, 5-27-2003; O-09-04, 6-1-2004; Ord. No. O-18-05, 5-23-2005; Ord. No. O-06-06, 5-11-2006; Ord. No. O-08-07, 5-29-2007)

MOTOR VEHICLES

Item	Base Fee
Annual license fee for motor vehicle	$25.00
Annual license fee for Virginia National Guard is one-half of applicable tax	
Annual license fee for volunteer firefighters, rescue squad and auxiliary deputies is waived for one vehicle	0.00
Annual license fee for tractor and trailer, each	15.00
Annual license fee for trailer	15.00
Annual license fee for motorcycle	15.00
Annual license fee for two-wheeled trailer	6.50
Annual license fee for farm vehicle	15.00
Annual license tax for out-of-state vehicle housed in the county	100.00
Transfer of vehicle license decal	2.00
Duplicate vehicle license fee	2.00

(Ord. No. O-24-04, 2-14-2005; Ord. No. R-26-05, 5-23-2005)

PARKS & RECREATION

Item	Base Fee	Plus
Athletic Fields	$100 per day	$20 per hour for lighting
Auditoriums	$30 per hour	$15 per hour for lighting/sound system; a trained school or county staff member must also be hired and paid to work a minimum of 3 hours
Cafeteria	$20 per hour	
Kitchen	$20 per hour	A member of the school's Food Service Department must also be paid to work a minimum of 3 hours

Classrooms	$10 per hour	
Gyms	$30 per hour	
Quinton Community Center	$50 per hour ($300 maximum per day)	
Pavilions	$25 per half day (4 hours) or $50 per full day	
PA System	$25 flat fee	
Piano	$25 flat fee	
Risers	$10 per hour	

PRECIOUS METALS AND GEMS

Item	Base Fee
Application for gem and precious metals dealer permit	$100.00
Renewal fee for gem and precious metals dealer permit	100.00

PUBLIC-PRIVATE EDUCATION ACT

Item	Base Fee
Unsolicited proposals:	
Initial nonrefundable review fee	0.5% of project value, not to exceed $5,000.00
Review fee (includes competing proposals)	1% of project value, not to exceed $50,000.00
Solicited proposals:	
Initial nonrefundable review fee	$750.00
Review fee	0.5% of project value not to exceed $50,000.00

(Ord. No. O-08-03, 5-27-2003; Ord. No. O-15-06, 1-8-2007)

Fee Schedule

PUBLIC SAFETY

Item	Base Fee
Burn permit--Residential (currently billed as a Fire Prevention Permit	$40.00
Burn permit--Commercial	250.00
Sale or display of fireworks; use of explosive devices	50.00
Service fee for false fire or burglar alarm:	
Second false alarm	15.00
Third false alarm	25.00
Fourth false alarm	35.00
Fifth false alarm	50.00
Sixth and subsequent false alarms	75.00
Reinstatement of fire or burglar alarm service	100.0
Emergency response fee for individuals convicted of operating a vehicle or water craft while intoxicated, reckless driving, driving with no operator's license or on a suspended or revoked license, or improperly leaving the scene of an accident	250.00
Cost recovery for emergency medical services	
Basic Life Support	350.00
Advanced Life Support 1	475.00
Advanced Life Support 2	575.00
Per mile charge for transport to hospital	8.25
Evaluation without transport	75.00
Outside agency annual permit fee	100.00

(Ord. No. O-08-07, 5-29-2007; Ord. No. O-07-08, 6-9-2008)

PUBLIC UTILITIES

Item	Base Fee
Water deposit fee	$50.00
Water meter installation/transfer fee	35.00
Returned check fee (utility)	25.00
Meter reinstallation fee	100.00
Turning water on and off after hours fee	45.00

Fee Schedule

Restoring water service terminated for nonpayment	50.00
Payment extension fee	15.00
Construction water meter deposit - 3” meter with back flow preventer	~~650.00~~ 950.00
Construction water meter deposit - 3” meter without back flow preventer	750.00
Construction water meter deposit – 1” meter	400.00
Construction water user fee	50.00
Testing water meter	35.00
Plan review fees: Per linear foot of main line pipe	0.25
GIS as-built fees, per linear foot of installed pipe	0.70
Domestic Meter Installation	
Size of meter	
5/8"	300.00
3/4"	365.00
1"	380.00
1 1/2"	580.00
2"	750.00
3" and above	Per supplier invoice
Construction inspection fees:	
Water: Per linear foot of main line pipe	1.00
Sewer: Per linear foot of main line pipe	1.50

Water Fees, including irrigation	
Minimum Usage	0--9,000 gallons
5/8" and 3/4” meter minimum usage charge	~~$44.91~~ 48.51
~~3/4" meter minimum usage charge~~	~~44.91~~ ~~48.51~~
1" meter minimum usage charge	~~84.00~~ 90.72
1 1/2" meter minimum usage charge	~~177.00~~ 191.16

Fee Schedule

2" meter minimum usage charge	~~266.00~~ 287.28
3" meter minimum usage charge	~~464.00~~ 501.12
4" meter minimum usage charge	~~743.00~~ 802.44
6" meter minimum usage charge	~~1,485.00~~ 1,603.80
8"--10" meter minimum usage charge	~~2,673.00~~ 2,886.84
Number of billings per year: 4	
Number of gallons for minimum usage charge	9,000 or less
Plus charges per 1,000 gallons over minimum usage for total water consumption (domestic and irrigation):	
Usage 9,001--18,000 gallons	~~4.49~~ 4.85
Usage 18,001--27,000 gallons	~~4.90~~ 5.29
Usage 27,001 + gallons	~~5.13~~ 5.54

Water Connection Charges	
Size of Meter	Water
5/8" and 3/4 ”	~~$3,674.00~~ 3,975.00
~~3/4"~~	~~3,674.00~~
1"	~~6,124.00~~ 6,600.00
1 1/2"	~~12,247.00~~ 13,225.00
2"	~~20,820.00~~ 22,850.00
3"	~~41,640.00~~ 44,975.00
4"	~~67,360.00~~ 72,750.00
6"	~~138,393.00~~ 149,450.00
8"--10"	~~284,135.00~~ 306,850.00

Fee Schedule

Connection Charges:
Irrigation meter--Construction and installation: $750.00
Irrigation meter--Installation only: $300.00

Sewer Fees	
Minimum Usage	0--9,000 gallons
5/8" and 3/4"	~~$62.40~~ 67.38
~~3/4" meter~~	~~62.40~~
1" meter	~~147.00~~ 158.76
1 1/2" meter	~~287.00~~ 309.96
2" meter	~~497.00~~ 536.76
3" meter	~~994.00~~ 1,073.52
4" meter	~~1,616.00~~ 1,745.28
6" meter	~~3,307.00~~ 3,571.56
8"--10" meter	~~6,780.00~~ 7,322.40
Number of billings per year: 4	
Number of gallons for minimum usage charge	9,000 or less
Plus charge per 1,000 gallons over minimum usage for all size meters:	
Usage 9,001--18,000 gallons	~~6.24~~ 6.74
Usage 18,001--27,000 gallons	~~6.76~~ 7.30
Usage ~~72,001~~ 27,001+ gallons	~~6.24~~ 7.69

Sewer Connection Availability Fee	
Size of Meter	Fee
5/8" and 3/4"	~~$4,041.00~~ 4,350..00
~~3/4"~~	~~4,041.00~~
1"	~~6,467.00~~ 6,700.00
1 1/2"	~~12,125.00~~ 13,100.00
2"	~~21,219.00~~ 22,925.00

3"	~~39,001.00~~ 42,125.00
4"	~~66,282.00~~ 72,575.00
6"	~~121,247.00~~ 130,950.00
8"--10"	~~212,183.00~~ 229,150.00

Sewer Connection Usage Fees	
Size of Meter	Sewer
5/8" and 3/4"	~~$7,348.00~~ 7,950.00
~~3/4"~~	~~7,348.00~~
1"	~~11,022.00~~ 11,900.00
1 1/2"	~~22,045.00~~ 23,800.00
2"	~~37,966.00~~ 41,000.00
3"	~~75,933.00~~ 82,000.00
4"	~~123,697.00~~ 133,600.00
6"	~~253,517.00~~ 273,800.00
8"--10"	~~519,281.00~~ 560,825.00

(Ord. No. O-08-03, 5-27-2003; Ord. No. O-04-04, 4-13-2004; O-10-04, 7-1-2004; O-21-04, 11-1-2004; Ord. No. O-25-04, 12-13-2004; Ord. No. O-27-05, 11-1-2005; Ord. No. O-01-06, 2-13-2006; Ord. No. O-06-06, 5-11-2006; Ord. No. O-08-07, 5-29-2007; Ord. No. O-07-08, 6-9-2008)

REFUSE AND RECYCLING

Item	Base Fee
Freon appliance disposal, per unit	$15.00

TAXATION

Item	Base Fee
Administrative cost fee for collection of delinquent taxes is ten percent of tax due	Fee is stated in Code § 66-32(d).
Return check fee	$25.00
Administrative fee for DMV Stop issued for unpaid personal property taxes	20.00

(Ord. No. O-19-07, 9-10-07)

Fee Schedule

ZONING AND SUBDIVISION

*** Denotes Planning and Zoning fees for commercial and business development only that will be waived for the period 3/17/09 through 12/30/09. For mixed use sites, a portion of the fee will be waived based on the percentage of commercial area.**

Item	Base Fee	Plus Per Lot/Acre Fee
Certificate of zoning fee	*$50.00	
Zoning opinion letter	150.00	
Deferral at applicant's request (fee per occurrence + cost of re-advertising)	350.00	
CUP - Conditional use permit fee	*1,600.00	*40.00 per acre
Amend conditional use/conditions	*1,150.00	
Home Occupations CUP--Conditional use permit fee	*600.00	
Rezoning/zoning ordinance change	*1,600.00	*40.00 per acre
PUD - Planned unit development	*2,200.00	*40.00 per acre
PUD - Area plan	*1,200.00	
PUD amendment	*1,200.00	10.00 per acre
Zoning - Variance request to board of zoning appeals	750.00	
Administrative variance and/or waiver	450.00	
Appeal of administrative decision	600.00	
Site plan	*700.00	*25.00 per acre
Site plan--amendment of approved	*650.00	*25.00 per acre
Site plan--re-examination after second resubmission	325.00	25.00 per acre
Subdivision--preliminary	*875.00	*20.00 per lot
Subdivision--development/construction plan	*875.00	*20.00 per lot

Subdivision--final plat review	*875.00	*20.00 per lot
Subdivision--Plat endorsement and coordination fee	*90.00	
Subdivision--Re-examination after second resubmission + subsequent	450.00	25.00 per lot
Subdivision--family	300.00	10.00 per lot
Resubdivision (sec. 91-14)	160.00	5.00 per lot
Subdivision--easements and rights-of-way	*250.00	*10.00 per lot
Subdivision--boundary line adjustment	*150.00	
Boundary survey	*75.00	
Legal document review (if county attorney review is required)	*1,500.00	
Map review and maintenance fee	35.00	10.00
Chapter 91--subdivisions adopted 03/14/05 - Paper	35.00	
Chapter 91--subdivisions adopted 03/14/05 - CD	15.00	
Agricultural and forestal district application fee	500.00	
Private road inspection fee/plan review	125.00	
Road maintenance initial funding fee is five percent of gross sales price		

(Ord. No. O-08-03, 5-27-2003; O-09-04, 6-1-2004; Ord. No. O-18-05, 5-23-2005; Ord. No. O-06-06, 5-11-2006; Ord. No. O-08-07, 5-29-2007; Ord. No. O-07-08, 6-9-2008)

New Kent
COUNTY
VIRGINIA

Section D

Expenditures

Board of Supervisors/Administration

Board of Supervisors
Description of Services

The Board of Supervisors is New Kent's elected governing body and has those powers specifically delegated by the Virginia General Assembly. Although its powers are both legislative and administrative, the Board utilizes a County Administrator and staff to carry on many of the administrative functions so that it can concentrate on its legislative duties.

Those duties and responsibilities include:

- Establishing guiding policy
- Preparing the County's budget and appropriating funds
- Levying County taxes
- Appointing the members of various boards and commissions
- Pre-auditing claims against the County and providing for their settlement
- Constructing and maintaining County buildings
- Adopting the County's comprehensive land use plan and approving and enforcing related ordinances
- Adopting and enforcing ordinances for law enforcement, sanitation, health and other regulations permitted by State law

Administration
Description of Services

The New Kent County Administration Department serves as an administrative agent for the Board of Supervisors in assisting the County's approximately 18,000 residents. The department develops and implements major County policies, projects, legislation and initiatives, in collaboration with other county personnel, community organizations, and governmental agencies, which are designed to address organizational and community needs. The Board's policies are implemented through various County departments. Working with 11 direct-report Department Heads and many other offices and agencies, the County Administrator, as well as the Assistant County Administrator, is responsible to provide leadership and ensure all County operations run efficiently and effectively.

In particular, the Administration staff works closely with several departments serving the needs of public information, human resources, economic development, strategic planning, lease administration, purchasing, and finance by way of development of the annual budget and capital improvement plans.

As an adjunct to other functions, the County Administrator's Office serves as a citizens' relations liaison by regularly distributing news releases to media contacts, maintaining the County website, operating the County cable channel, developing and administering educational opportunities such as the New Kent University citizen education program,

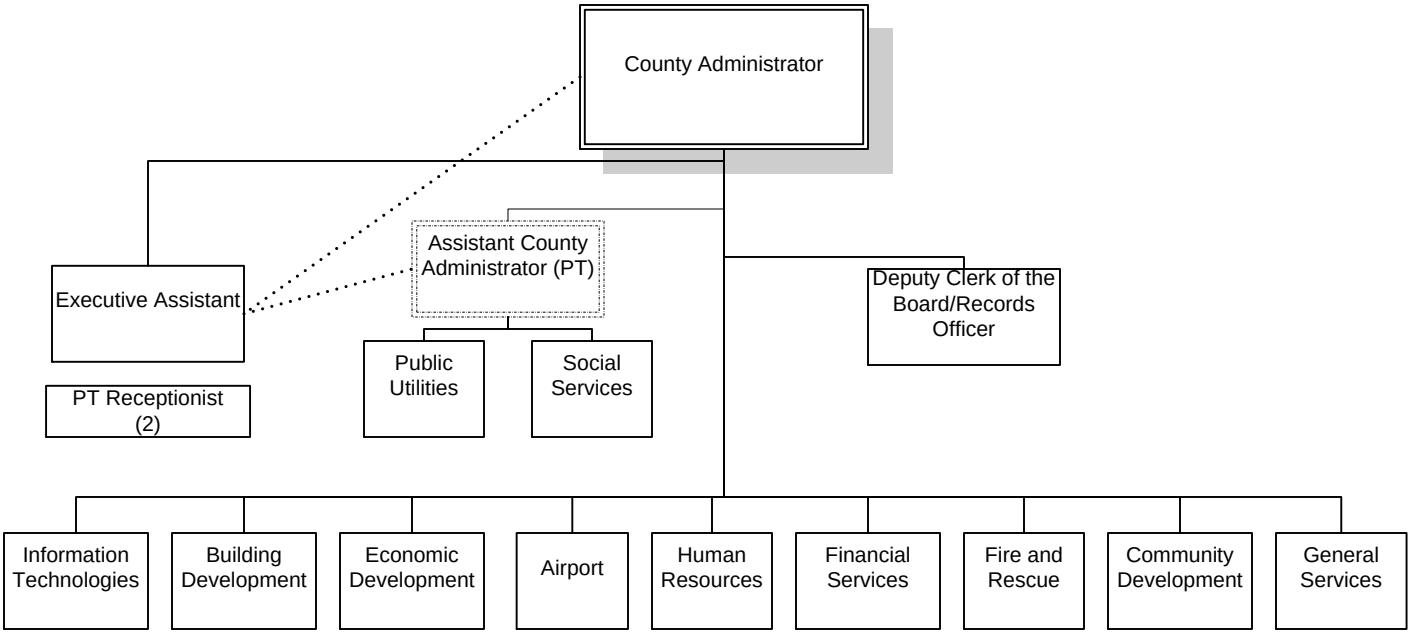
the annual State of the County address, a quarterly newsletter distributed to every household in the County, a Weekly Reader for subscribers, and brochures and promotional items. In addition, the County Administrative staff coordinates special County events and serves on many Boards and Commissions on behalf of the Board of Supervisors.

The New Kent County Administrator also serves as the Clerk of the Board; however, the Deputy Clerk carries out many of the duties the Code of Virginia requires of the Clerk. They include:

- Recording the proceedings of the governing body
- Making regular entries of all ordinances, resolutions and decisions on all questions concerning the raising of money
- Recording the vote of each supervisor on any question submitted to the Board as required by law or the governing body
- Preserving and file all accounts acted upon by the governing body
- Other functions include:
    - Updating the County Code as new ordinances and fees are adopted
    - Maintaining updated list of boards and commissions and notifying Board members of vacancies or expiring terms
    - Agenda preparation
    - Serving as County's Records Officer
    - Distributing and collecting annual Conflict of Interest forms

Staffing History
FY ’07 – 3
FY ’08 – 3
FY ’09 – 3
FY ’10 – 3

County Administration



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
ADMINISTRATION								
**** BOARD OF SUPERVISORS ****								
PART-TIME SALARIES & WAGES	58,025	57,875	61,200	38,275	61,200	59,000	-3.6%	One Chairman Salary @$ 11,500; 4 Board Members @$11,000; $3,500 for other Misc. Meetings
FICA/MEDICARE	4,439	4,427	4,684	2,928	4,684	4,516	-3.6%	FICA and Workers Comp. for All Five Board Members
WORKERS' COMPENSATION	60	72	99	86	123	118	19.2%	
PROFESSIONAL SERVICES			7,500		5,000	-	-100.0%	n/a
VIDEO PROFESSIONAL SERVICES		600	900	500	1,000	1,000	11.1%	$25/hr x 3 hours x 12 meetings; misc $100
CONTRACT SERVICES	452	365				-	0.0%	n/a
CDA ADMINISTRATIVE COSTS	42,112	9,607		7,645		-	0.0%	n/a
REPAIRS & MAINTENANCE			100		100	100	0.0%	n/a
PRINTING & BINDING			1,000		600	600	-40.0%	Community Mailings
ADVERTISING	4,667	3,454	5,800	744	4,000	4,000	-31.0%	Decals $350; SSSYP $225; Budget $850; Levies $900; Fees $675.; Other $1000
POSTAGE	770	706	1,200	538	800	800	-33.3%	Letters to Appointees and Volunteers; Routine County Correspondence
TELECOMMUNICATIONS - CELLULAR	1,794	1,949	2,460	1,605	4,000	4,000	62.6%	Blackberries for all 5 members at $800/yr
TELECOMMUNICATION EQUIPMENT		195		30	60	60	100.0%	2 Replacement Units
PUBLIC OFFICIAL LIABILITY INSU		1,775			-	-	0.0%	n/a
LEASE/RENT OF EQUIPMENT	1,670	1,192	1,873	728	1,873	1,873	0.0%	$104.07/mo pro rata share of lease on Copier/Scanner/Fax
LEASE/RENT OF SPACE	135	35	35		50	50	42.9%	Table & Space at County Fair
MILEAGE	184	963	2,082	966	2,200	2,200	5.7%	VACo $250 x 5; Env Va $180; CVWMA 4 x $60.50; Climate Summit $200; RMCVB 6 x $35.75; Other $113.50
TRAVEL (SUBSISTENCE & LODGING)	1,874	2,824	4,725	2,703	4,325	3,892	-17.6%	State of County $25 x 5; Vaco $550 x 5; Env Va $250; Climate Summit $700; Other $500
TRAVEL (CONVENTION & EDUCATION	1,319	3,010	3,600	1,150	2,500	2,250	-37.5%	Coalition of High Growth Communities $50; Climate Change Summit $400; Legislative Day $50 x 5; Enviro Va $300; VACo $225 x 5; Va Env Assembly $60; Other $315
DUES & ASSOCIATION MEMBERSHIPS	5,980	6,170	6,400	9,189	9,500	9,500	48.4%	Coalition of High Growth Communities $1000; Va Inst of Government $1000; Climate Communities $2500; Vaco $4,000; VEPGA $240; Virginia Chamber of Commerce $250; NACo $400; Other $110
XEROX COPIES	2,737	248	3,000	1,584	2,400	2,400	-20.0%	Meeting Books; Agendas; other
COMPUTER SUPPLIES	85						0.0%	n/a
OFFICE SUPPLIES	2,523	3,142	3,000	744	3,000	2,700	-10.0%	Supplies for Board Meeting Books; Letterhead, Envelopes, VHS tapes for meetings; Business cards
FOOD & SERVING SUPPLIES	2,984	2,851	3,500	1,000	3,800	3,800	8.6%	12 Regular Meetings x $70; 15 Work Sessions at $50; 2 Staff Lunches at $100; 2 Retreats at $150; Mayors & Chairs $1500; NKU $75; other: $135.
BOOKS & SUBSCRIPTIONS	224	98	305	132	125	94	-69.2%	Tidewater Review $25; Richmond Times Dispatch $100
RECORD BOOKS	397	403	410	400	425	425	3.7%	Board of Supervisors Minute/Ordinance Book
FORMS PRINTER SUPPLIES			300		300	-	-100.0%	n/a
PROMOTIONAL ACTIVITIES	1,389	3,785	3,000	332	2,000	2,000	-33.3%	Volunteer Appreciation Dinner
Total	**133,820**	**116,721**	**117,173**	**71,279**	**114,065**	**105,378**	**-10.1%**	
**** CLERK OF BOARD ****								
SALARIES & WAGES	226,599	223,276	297,012	190,776	293,499	293,499	-1.2%	Salaries for County Administrator, Assistant County Administrator, Deputy Clerk and Executive Assistant
OVERTIME	5,005	5,691	6,000	5,202	6,000	6,000	0.0%	After hours meetings for Deputy Clerk and Executive Assistant
FICA/MEDICARE	16,804	17,132	22,318	14,276	22,046	22,046	-1.2%	Benefits for County Administrator, Assistant County Administrator, Deputy Clerk and Executive Assistant
RETIREMENT - VSRS	29,628	27,144	22,588	14,893	22,657	22,657	0.3%	
HOSPITAL/MEDICAL PLANS	27,160	24,408	22,956	15,304	25,711	25,380	10.6%	
GROUP LIFE INSURANCE	2,561	1,961	1,854	1,121	1,707	1,707	-7.9%	
WORKERS' COMPENSATION	233	241	485	424	609	609	25.6%	
CAREER DEVELOPMENT	3,952	1,787	5,940	3,597	6,000	5,400	-9.1%	Tuition assistance for employees - personnel manual states if budgeted for, employees can use
VEHICLE ALLOWANCE	7,200	7,200	7,200	5,400	7,200	7,200	0.0%	$600/month @ 12 months
PROFESSIONAL SERVICES	1,671	1,825	6,825	1,825	1,825	1,825	-73.3%	Alliance for Innovation
VIDEO PROFESSIONAL SERVICES		923	3,000	2,127	2,200	2,200	-26.7%	Formatting/Editing of State of County video; Copies of address
CONTRACT SERVICES			500	210	500	-	-100.0%	Diamond Springs; YTD $143
PRINTING & BINDING		3,168	5,500	2,130	5,000	5,000	-9.1%	Quarterly Newsletter
ADVERTISING	30	835		2,068	3,000	3,000	100.0%	Procurement advertising

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
ADMINISTRATION								
POSTAGE	308	291	750	330	600	600	-20.0%	YTD $211
TELECOMMUNICATIONS - CELLULAR	1,846	1,592	2,640	1,277	2,400	2,400	-9.1%	Budesky & Whitley Blackberry services @ $200/month
TELECOMMUNICATIONS	3,085	2,436	625	5	-	-	-100.0%	No longer costing out long distance in FY10
TELECOMMUNICATION EQUIPMENT	425	132	325	65	200	200	-38.5%	Yearly replacement of two Blackberry systems and accessories (charger, cover, etc.)
MOTOR VEHICLE INSURANCE	425				-	-	0.0%	n/a
PUBLIC OFFICIAL LIABILITY INSU	100		710		710	-	-100.0%	Budesky & Whitley @ $355 - Covered in FY09
LEASE/RENT-EQUIPMENT		1,285	1,873	728	1,873	1,873	0.0%	Share of lease costs for Copier/Printer scanner/Fax
LEASE/RENTAL OF SPACE		150			200	200	100.0%	Senior Staff Retreat - room rental charge
MILEAGE	1,010	1,225	1,500	577	1,700	1,700	13.3%	YTD $565
TRAVEL (SUBSISTENCE & LODGING)	4,183	5,898	12,135	2,603	14,750	13,275	9.4%	Clerk's Academy $300; IIMC $700; VMCA $300; Regional VMCA $60; 3CMA $900; Homestead $575; VLGMA $2400; SEI $5000; LGOC $400; ICMA $4000; State of County $115
TRAVEL (CONVENTION & EDUCATION	5,359	4,337	8,700	2,888	6,360	5,724	-34.2%	Clerk's Academy $500; IIMC $500; VMCA $200; 3CMA $900; NACo $900; ICMA $1700; LMR $300; Homestead $200; VLGMA $1160
DUES & ASSOCIATION MEMBERSHIPS	2,984	1,880	3,200	1,922	3,170	3,170	-0.9%	IIMC $120; VMCA $30; Wmsbg Chamber $300; IPMA-VA $60; NK Chamber $115; BJ's Wholesale $45; VEDA $150; ICMA $ 1750; VLGMA $600
XEROX COPIES	513	3	200	1	200	200	0.0%	For larger jobs not suited for office copier
OFFICE SUPPLIES	4,335	1,988	4,500	649	2,800	2,520	-44.0%	Based on FY 09 YTD and Whitley's office move
FOOD & SERVING SUPPLIES	551	513	300	51	300	300	0.0%	Special events unanticipated
GASOLINE	2,077	3,869	2,500	2,147	4,500	4,500	80.0%	Based on YTD $1831 & an est. for Dec. 08 to get a half-year projection
UNIFORMS		62			-	-	0.0%	n/a
BOOKS & SUBSCRIPTIONS	1,076	1,160	3,500	441	1,000	750	-78.6%	To further education
FORMS PRINTER SUPPLIES			100		100	-	-100.0%	n/a
EMPLOYEE INCENTIVES/AWARDS	1,293				-	-	0.0%	n/a
PROMOTIONAL ITEMS	809	1,310	1,600	1,500	1,600	1,440	-10.0%	10 sessions of NKU
MACHINERY & EQUIPMENT		1,639	300		300	300	0.0%	Camcorder/Digital photography lighting
FURNITURE & FIXTURES	2,283	1,725			300	300	100.0%	Desk chair for Whitley's office - after relocation
COMMUNICATIONS EQUIPMENT					-	-	0.0%	n/a
ADP EQUIPMENT	6,024	3,483			-	-	100.0%	n/a
Total	**359,529**	**350,569**	**447,636**	**274,537**	**441,017**	**435,975**	**-2.6%**	
*****RESERVED FOR CONTINGENCY*****								
RESERVED FOR CONTINGENCY			456,869		300,000	342,509	-25.0%	Contingency Funds to Cover Unforeseen Expenditures During the Fiscal Year - Was originally funded at $356,562, added $2,750 that was in the James River Dev. Corp under Agencies and subtracted $350 and put it into Meals on Wheels under Agencies. Before adoption subtracted $16,453 to fund the Heritage Public Library at the level they were funded in FY09
MERIT PAY COUNTY EMPLOYEES			40,000		37,600	-	-100.0%	
GRANT FUNDING CONTINGENCY			85,000		79,900	79,900	-6.0%	Local Share of Grant Funding
UNFILLED POSITIONS CONTINGENCY						173,847	100.0%	Four Frozen Positions Contingency
ENVIRONMENTAL RESTORATION CONT						10,500	100.0%	Contingency Funds to Cover Unforeseen Environmental Expenditures During the Fiscal Year
ZONING COMPLIANCE CONTINGENCY						10,000	100.0%	Contingency Funds to Cover Unforeseen Zoning Expenditures During the Fiscal Year
DEBT SERVICE CONTINGENCY PAY OFF						322,595	100.0%	As of April 13th, the debt service associated with the roofs at the historic school and middle school, renovation of the middle school, as well as refunding for the athletic complex and fire trucks, was paid off in the amount of $1,991,006.50. The early pay-off of this debt realized a savings of $429,111 in debt service for FY10. Of this amount, $106,516 was used to fully fund the School Resource Officers in the General Fund. The remaining $322,595 was added to the contingency line item to cover unforeseen expenditures that may occur during FY10.
Total	**-**	**-**	**581,869**	**-**	**417,500**	**939,351**	**61.4%**	
****RECEPTIONIST/SWITCHBOARD****								
SALARIES & WAGES	21,344	21,435	25,170	13,363	23,974	23,974	-4.8%	Part-time wages for Two Receptionists
FICA/MEDICARE	1,596	1,602	1,926	999	1,834	1,834	-4.8%	FICA for Two part-time Receptionists
WORKERS' COMPENSATION	23	29	40	35	49	49	22.5%	Worker's Compensation for Two part-time Receptionists

FY10 Departmental Adopted Budget

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
ADMINISTRATION								
TRAVEL (CONVENTION & EDUCATION			200		188	169	-15.5%	Computer classes through adult education program
DUES & ASSOCIATION MEMBERSHIPS		55					0.0%	n/a
COMPUTER SUPPLIES		125	100		94	94	-6.0%	Printer toner
OFFICE SUPPLIES	120	99	150	3	141	127	-15.3%	Tape, Paper, Pens
FURNITURE & FIXTURES							100.0%	n/a
ADP EQUIPMENT							100.0%	n/a
Total	**23,083**	**23,345**	**27,586**	**14,400**	**26,280**	**26,247**	**-4.9%**	
Grand Total	**516,432**	**490,635**	**1,174,264**	**360,216**	**998,862**	**1,506,951**	**28.3%**	

Airport

Description of Services

The New Kent County Airport provides a transportation hub for the business and recreational population and supports economic development within New Kent as well as surrounding communities. The services provided include runway and taxiway systems for arrivals and departures, hangar concessions, and fueling concessions. The airport also supports operations by law enforcement, military, state and federal forestry and wildlife agencies, local agricultural aerial spraying, tourism, flight training operations and local parks and recreation programs. Office space and building sites are available on airport property for lease to commercial aviation businesses.

The Airport is capable of accommodating aircraft as small as single engine ultralights up to 10 passenger turboprops typically arriving as charters for local attractions such as Colonial Downs.

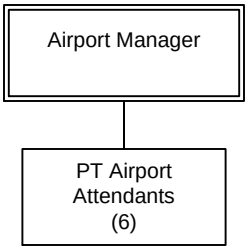
The airport is managed by an Airport Manager whose primary responsibilities include: ensuring safe and efficient landside and airside operations, promoting the growth of the airport with respect to economic development, developing and implementing the County budget, and managing all resources to provide the most productive and efficient use of County dollars.

The airport manager is also the point of contact with state and federal aviation funding and regulatory agencies. Coordinating efforts with these agencies include: acquiring and administration of capital, maintenance, security, and promotional grants, compliance with Disadvantaged Business Enterprise programs, compliance with all environmental regulations, and protection of federal and state grant assurances.

Unlike other County capital improvements, most Airport facilities are financed with grants totaling up to 98% of the costs from the Federal Aviation Administration (FAA) and Virginia Department of Aviation (DOAV). These grant funds come from aviation user fees and ticket taxes, not federal or state income taxes. Grant funds from the FAA and the DOAV are used for the majority of the capital improvements made to the airport facility. When Federal Funds are not available, DOAV grant funds can be used in lieu of FAA funding to finance the costs up to 90% for eligible maintenance and other improvements. Many of these DOAV grants are retroactively reimbursable for federal grants when federal funds become available.

Staffing History
FY ’07 – 1
FY ’08 – 1
FY ’09 – 1
FY ’10 – 1

Airport



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
AIRPORT								
****AIRPORT FUND*****								
SALARIES & WAGES	48,396	51,542	54,286	33,739	55,062	55,062	1.4%	Salary for Airport Manager
PART-TIME SALARIES & WAGES	12,933	13,931	13,000	6,629	11,000	11,000	-15.4%	Cover weekends and perform weekly maintenance
OVERTIME	62	185	500				-100.0%	
FICA/MEDICARE	4,701	4,903	5,186	3,093	5,054	5,054	-2.5%	
RETIREMENT - VSRS	6,304	7,122	5,890	3,683	5,996	5,996	1.8%	
HOSPITAL/MEDICAL PLANS	5,575	14,024	13,188	8,243	14,771	14,580	10.6%	Benefits for Airport Manager
GROUP LIFE INSURANCE	547	515	483	277	452	452	-6.4%	
WORKERS' COMPENSATION	964	1,356	1,844	1,624	2,282	2,282	23.8%	
REPAIRS & MAINTENANCE	7,295	5,917	8,000	2,391	8,000	8,000	0.0%	General airfield maintenance, most 80/20 State/ Local
PLANS/SPECS HANGAR REPAIRS/UPG	2,599	837	4,000		3,500	3,500	-12.5%	Maintenance of T-hangars
OBSTRUCTION STUDY & REMOVAL	7,595	500	20,000	5,595	10,000	10,000	-50.0%	Vegitation and tree removal
FUEL COMPUTER SERVICE CONTRACT	895	995			1,000	1,000	100.0%	24/7 customer support contract
MARKETING SERVICES	120	1,850	3,000	175	1,000	1,000	-66.7%	Advertising/printing for special events 50/50 State Local
ADVERTISING	260	482	800	40	500	500	-37.5%	Legal advertising- RFP's, etc
ELECTRIC SERVICE	5,541	6,201	5,900	4,449	7,000	7,000	18.6%	Based on past usage and Dominion increase
POSTAGE	188	102	200	42	100	100	-50.0%	Hangar billings
TELECOMMUNICATIONS	3,506	3,610	3,800	2,015	3,800	3,800	0.0%	Based on past usage
INTERNET ACCESS	241	198	300	176	264	264	-12.0%	$22 x 12 for AOL account
VEHICLE GASOLINE		61	1,000	338	1,000	1,000	0.0%	For pick up truck and mowing/maintenance equipment
VEHICLE INSURANCE	425	420	460	371	410	410	-10.9%	1 over the road vehicle
INSURANCE	3,875	3,876	4,000	3,875	4,000	4,000	0.0%	Airport liability and hangar keepers policy
LEASE/RENT OF EQUIPMENT	1,790	1,908	4,500	1,968	3,000	3,000	-33.3%	$2000- leased Weather computer, $1000 misc maintenance equipment
TRAVEL (SUBSISTENCE & LODGING)		213	300		300	270	-10.0%	DOAV Conference, VAOC Spring Workshop
TRAVEL (CONVENTION & EDUCATION	75		400		400	360	-10.0%	DOAV conference registration
DUES & SUBSCRIPTIONS			450		475	-	-100.0%	$225 AAAE, $175 SE Chapter AAAE, $75 VAOC
INSURANCE DAMAGES/RECOVERIES	5,500	1,270	500		500	500	0.0%	2 occurances @ $250 per
UNCOLLECTIBLE RECEIVABLES		5,328			-	-	0.0%	
SERVICE CHARGE ON FUEL	1,246	1,203	1,300	2,358	1,264	1,264	-2.8%	$66,500 x .019
SALES TAX ON FUEL	2,647	2,609	2,800	1,335	3,325	3,325	18.8%	$66,500 X .05
OFFICE SUPPLIES	657	762	1,000	1,824	800	720	-28.0%	Printer cartridges, Fax Film, etc
REPAIRS & MAINTENANCE-VEHICLE	42	109	400	231	400	400	0.0%	Inspections and repair on truck
GASOLINE	79,045	48,975	42,000	71,567	57,000	57,000	35.7%	19,000 gallons at $3.00/gallon
MACHINERY & EQUIPMENT	3,075	6,673		409			0.0%	
ADP EQUIPMENT		545					0.0%	
UPDATE MASTER PLAN					80,000	80,000	100.0%	Phase II- begin removing obtructions to clear for current visual annd future GPS approach 95/3/2 Fed/ St/ Loc
REPLACE FUEL COMPUTER			7,000	6,297			-100.0%	
T-HANGAR DESIGN			50,000				-100.0%	
T-HANGAR CONSTRUCTION	328,600	809,672					0.0%	
NEW TERMINAL BUILDING WELL					10,000	10,000	100.0%	Shallow well running out of water 80/20 St/Loc
PERIMETER FENCE				10,594			0.0%	
TERMINAL BUILDING FURNISHINGS			3,000		3,000	3,000	0.0%	Replace carpet and counter area- 50/50 St/Loc
TERMINAL BUILDING ROOF					40,000	48,000	100.0%	Replace leaking terminal and maintenance hangar roof
SECURITY IMPROVEMENTS		2,345	20,000		10,000	10,000	-50.0%	Install card readers on gates 90/10 St/Loc
VDEM SECURITY GRANT	11,236	851					0.0%	
TRANS TO DEBT SERV.- EAST T-HA			17,919		19,466	19,466	8.6%	Loan payment for new T-hangars
Total	**545,935**	**1,001,090**	**297,406**	**173,338**	**365,121**	**372,305**	**25.2%**	**Offset with $141,060 in Local Revenue for Fuel Sales and Hangar Rentals; $43,900 in State Revenue; $76,000 in Federal Revenue; Remaining $111,345 is transferred from the Capital Fund ($46,600) and General Fund ($64,745)**

Building Development

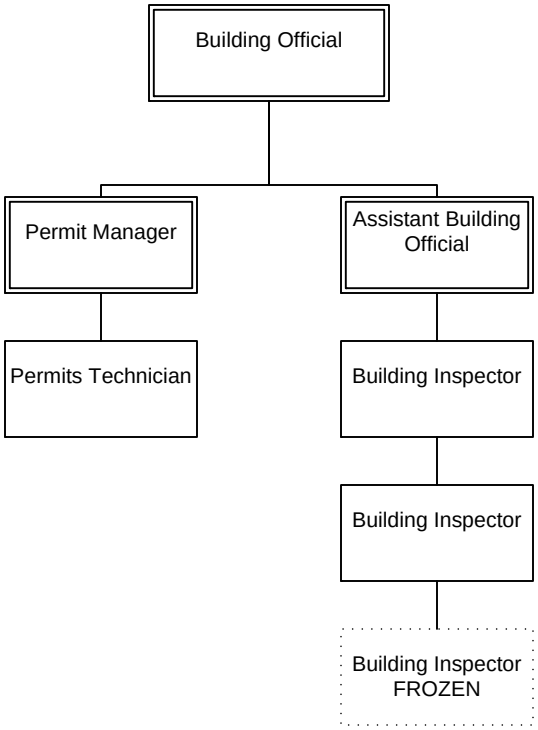
Description of Services

The Building Development Department is charged with the duty of issuing permits and conducting inspections for all new construction, alterations, repairs, removal, demolition, or other building operations. It reviews plans to confirm that the proposed construction will comply with the provisions of the Virginia Uniform Statewide Building Code (USBC). The USBC is a minimum standard that all local governments are required to enforce. The USBC requires that the Building Development Department inspects the structure at critical points during construction and inspections are required to be made within two business days of the request.

The Department also promotes public awareness and civic pride in code enforcement professionalism. It is dedicated to the protection of the health, safety, and welfare of the persons who live, work, or visit New Kent County. These goals are accomplished by continuous improvement through training and certification of employees and participation in Code Change Hearings.

Staffing History
FY ’07 – 7
FY ’08 – 7
FY ’09 – 7
FY ’10 – 6

Department of Building Development



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
BUILDING DEVELOPMENT								
BUILDING INSPECTIONS								
SALARIES & WAGES	257,615	281,861	298,811	174,434	294,009	260,057	-13.0%	Salaries for Building Official, Assistant Building Official, Permit Center Manager, Permit Technician and Two Building Inspectors
OVERTIME	120	740	2,500	605	2,500	2,500	0.0%	Keep same (or possibly increase) if not replacing inspector (can decrease to $1000 if open inspector position can be filled)
PART-TIME SALARIES & WAGES	387	221	3,500	0	3,500	-	-100.0%	Keep same (or possibly increase) if not replacing inspector (can decrease to $1000 if open inspector position can be filled)
FICA/MEDICARE	18,776	21,151	23,318	13,079	22,951	20,086	-13.9%	Benefits for Building Official, Assistant Building Official, Permit Center Manager, Permit Technician and Two Building Inspectors
RETIREMENT - VSRS	33,027	38,991	32,423	18,720	32,016	28,319	-12.7%	
HOSPITAL/MEDICAL PLANS	33,845	40,760	38,340	22,711	42,940	36,996	-3.5%	
GROUP LIFE INSURANCE	2,862	2,817	2,660	1410	2,409	2,131	-19.9%	
WORKERS' COMPENSATION	2,760	3,269	4,973	4,359	6,184	5,146	3.5%	
PROFESSIONAL SERVICES	500	701	500	137	500	-	-100.0%	Keep at existing for any expenses incurred
TECHNICAL SUPPORT	1,645	1,727	1,730	1,727	1,838	1,555	-10.1%	Increased user fees for AS400
MAINTENANCE SERVICE CONTRACTS	417	318	300	54	300	300	0.0%	keep same--$108/year for laser printer, $183/year for printer & monitor
PRINTING & BINDING	472	327	500		250	250	-50.0%	Decreased--$250 requested for brochure updates
ADVERTISING	250				-	-	0.0%	
POSTAGE	997	1,200	1,200	680	1,200	1,200	0.0%	Keep same--For mailing permits, letters and other necessary items
TELECOMMUNICATIONS-CELLULAR	2,422	2,597	2,900	1,748	2,500	2,500	-13.8%	Decreased--discontinued former Asst. Building Official's phone service--we could possibly deactivate the extra phone as long as prompt replacement is available
TELECOMMUNICATIONS	98				100	100	100.0%	Increased--long distance charges charged again
TELECOMMUNICATION EQUIPMENT	260	237	150	5	-	-	-100.0%	No longer needed - AT&T not charged to individual budgets
MOTOR VEHICLE INSURANCE	1,701	2,100	2,300	1,855	2,050	2,050	-10.9%	As per Amy S. $410/vehicles including the GMC to go to pool
LEASE/RENT OF EQUIPMENT	1,188	1,782	1,785	1,040	1,813	1,813	1.6%	Cost for replacement lease of current Ricoh Printer--would prefer color copier ($2549.76/year)so we can make flyers for contractor meetings and various projects required during the year (NKU, etc)
MILEAGE	134	41	200	48	200	200	0.0%	For use when using personal vehicles for travel to classes/tests when inspector vehicles not available for use
TRAVEL (SUBSISTENCE & LODGING)	1,013				-	-	0.0%	We no longer use this line item
TRAVEL (CONVENTION & EDUCATION	1,278	3,908	7,400	3,662	5,400	4,860	-34.3%	Decrease--Building official will attend only one ICC Code Hearing/Conference (Fall) instead of the two that was budgeted for FY09
2% BUILDING INSPECTION FEE	6,250	5,705	7,344	3,250	6,300	6,300	-14.2%	Reflects increase to 2% July 2009
DUES & ASSOCIATION MEMBERSHIPS	675	290	1,200	290	1,200	700	-41.7%	Keep same....fees for VBCOA, NFPA, ICC etc memberships
INSURANCE DAMAGES/RECOVERIES					500	500	100.0%	Increase--new line item for us--deductible on vehicle insurance
XEROX COPIES	210		500	112	320	320	-36.0%	Decrease
OFFICE SUPPLIES	5,300	3,617	3,000	1,709	3,000	2,700	-10.0%	Keep same
REPAIR & MAINTENANCE SUPPLIES	245	121	150		150	-	-100.0%	Keep same for incidentals
GASOLINE	6,681	8,739	8,500	4,220	8,500	8,500	0.0%	Keep same, unable to predict with fluctuating fuel prices
VEHICLE SUPPLIES, REPAIRS & MA	1,201	1,497	1,500	200	1,500	1,500	0.0%	Keep same, yearly maintenance on vehicles, oil, tires, filters, etc
UNIFORMS & WEARING APPAREL	1,124	542	1,000		750	675	-32.5%	Decrease
BOOKS & SUBSCRIPTIONS	1,923	1,981	2,000	4,322	2,000	1,500	-25.0%	Keep same, update various code publications including purchase of 2009 code books, which the inspectors will be require to test from starting Jan 1 2009(projected date).--FY09 we purchased 50 code books at $3,817.92 and we have been reimbursed $3341. As of 11/24/08 we still have 6 code books available for purchase with a value of $512.34
FURNITURE & FIXTURES	638				-	-	100.0%	
EDP EQUIPMENT	6,055				-	-	100.0%	No computer equipment scheduled to be replaced in FY10
Total	**392,069**	**427,240**	**450,684**	**260,377**	**446,880**	**392,758**	**-12.9%**	**Offset approximately 65.8% or $258,550 in Building Development Fees. Approximately 8.6% or $22,250 of the Fees associated with this department have been waived and not budgeted for through Dec. 30, 2009 in order to promote development of commercial properties.**

Circuit Court Judge

Description of Services

The Circuit Courts are Virginia's trial courts of general jurisdiction and have the authority to try a full range of civil and criminal cases.

In civil cases, the Circuit Court has jurisdiction to hear claims of $15,000 or more and all equity matters including divorce cases, disputes concerning wills and estates, and controversies involving property.

In criminal cases, the Circuit Court has jurisdiction over the trial of all felonies (offenses punishable by confinement in prison) and of those misdemeanors (offenses carrying a penalty of not more than 12 months in jail) originating from Grand Jury indictments. The Circuit Court also has jurisdiction over juveniles aged 15 and older who are charged with felonies and whose cases have been certified by the judge of the Juvenile and Domestic Relations District Court for trial in Circuit Court.

The Circuit Court has appellate jurisdiction over all appeals from General District Court in civil and criminal cases and from Juvenile and Domestic Relations District Court in matters originating in that Court. Appeals are heard *de novo*, that is, cases from these district courts are tried from the beginning, as though there has been no prior trial. The Circuit Courts also hear appeals from administrative agencies.

New Kent's Circuit Court is part of the 9th Judicial Circuit. Its Judge presides over cases in Charles City County, King and Queen County, and King William County, and all four localities contribute equally to the costs of the office and staff that the Judge maintains in New Kent.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
CIRCUIT COURT JUDGE								
****CIRCUIT COURT****								
JUDGE'S FULL-TIME SECRETARY	42,909	44,734	47,982	31,547	48,266	48,266	0.6%	Salary for Administrative Assistant to the Judge
COMPEN. OF JURORS AND WITNESSE	4,860	1,500	5,000	930	5,000	5,000	0.0%	To pay for Jurors summoned to jury duty. This is only an estimate. The exact number of juries that will be summoned for FY 09 is not know at this time.
COMPEN. OF JURY COMMISSIONERS	1,150	1,175	1,300	1,167	1,300	1,300	0.0%	Jury Commissioner to pull Jurors for 4 terms of Court $120.00, Cost of Jury Questionnaires and postage $994.25 (1225 questionnaires @ $.82 which includes postage) This figure may change for FY 10 if cost of printing and postage increases , Cost of Jury Commissioners (1-3 est cost. $90.00) to review Jury Questionnaires
JURY EXPENSE MEALS	302		1,300	-	100	100	-92.3%	To feed jurors in the event that it is not practical to let a jury leave the Courthouse for lunch.
P.T. SALARIES (JUDGE'S OFFICE)	431	401	1,500	442	1,500	1,500	0.0%	To pay for fill in for Judge's staff when on vacation
FICA/MEDICARE	3,296	3,434	3,786	2,401	3,807	3,807	0.6%	
RETIREMENT - VSRS	5,589	6,170	5,206	3,452	5,256	5,256	1.0%	
HOSPITAL/MEDICAL PLANS	4,835	5,192	4,884	3,256	5,470	5,400	10.6%	Benefits for Administrative Assistant to the Judge
GROUP LIFE	485	446	427	260	396	396	-7.3%	
WORKERS' COMPENSATION	45	56	79	69	101	101	27.8%	
MAINTENANCE SERVICE CONTRACTS	146	146			-	-	0.0%	NO Allocation per Jonathan Stanger this cost will be paid out of General Purchasing
POSTAGE	299	347	400	397	400	600	50.0%	Postage for mailing various correspondence from Judge
TELECOMMUNICATIONS-CELLULAR	1,214	874	1,300	658	1,300	1,000	-23.1%	To pay for Judge's cell phone for communication to New Kent office and other three courts.
TELECOMMUNICATIONS	884	504	900	376	900	660	-26.7%	Fax line for Judge's Office
TELECOMMUNICATIONS-EQUIPMENT	22		200		200	200	0.0%	New Cell Phone and accessories for Judge
MILEAGE	69	160	500		500	300	-40.0%	For Judge and Staff mileage
TRAVEL (CONVENTION & EDUCATION	1,880	2,396	2,400	214	2,400	2,160	-10.0%	VTLA seminar at Greenbrier, Virginia State Bar Conference, VADA Conference and any other conferences the Judge wishes to attend. Also, staff training.
DUES & ASSOCIATION MEMBERSHIPS	100	155	200	100	200	200	0.0%	Bar Membership and Law Association dues
XEROX COPIES			100		100	50	-50.0%	To make copies on the County Copy Machine
OFFICE SUPPLIES	1,872	874	2,100	911	2,100	1,500	-28.6%	
BOOKS & SUBSCRIPTIONS	1,691	2,497	2,700	1,610	2,700	2,025	-25.0%	Office supplies for Judge and his staff
Total	**72,147**	**71,061**	**82,264**	**47,790**	**81,996**	**79,821**	**-3.0%**	**This is offset by $55,066 in Revenue received by Charles City, King & Queen and King William Counties who share the services of the Circuit Court Judge.**

Clerk of Circuit Court

Description of Services

The Supreme Court has compiled 112 pages of duties for the Clerk's Office of the Circuit Court that are designated by statute. Briefly, the Circuit Court has three more commonly known services it provides the public.

The first is the administration of the Court's docket. Circuit Court rests between the district courts and the appellate courts. The more common cases would be felony criminal charges, appeals of misdemeanors, divorces, lawsuits over $15,000, and land disputes.

The second role of the Clerk's Office would be as the "Court of Record." Circuit Court maintains the permanent land records for the County, housing records from 1865 to current. Individuals may come to the Court to obtain copies of deeds and surveys. Most records in the Circuit Court are housed permanently. A few exceptions would be judgments, financing statements, concealed handgun permits, and misdemeanor appeals.

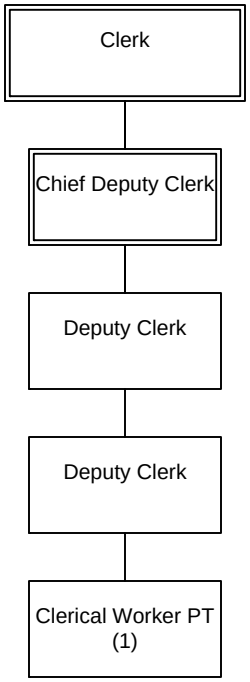
The third major role of the Clerk's Office is in the area of probate. The probate of wills and qualification of personal representatives to handle someone's estate is done by the Clerk. The Judge would only become involved should there be a problem.

The Clerk's Office also issues and maintains marriage licenses, begins and ends the process for a concealed handgun permit, administers oaths, and qualifies notaries. Although staff cannot give legal advice, they assist the public in all the above mentioned areas and many other areas as well.

Connections to other departments and organizations are numerous and would obviously consist of all parties to the court system, as well as the Library of Virginia regarding the preservation of documents.

Staffing History
FY ’07 – 4
FY ’08 – 4
FY ’09 – 4
FY ’10 – 4

Circuit Court



CLERK OF THE CIRCUIT COURT

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
****CLERK OF CIRCUIT COURT****								
SALARIES & WAGES	180,552	184,548	198,216	121,009	196,254	188,889	-4.7%	Salaries for Clerk of the Circuit Court and Three Deputy Clerks
P.T. CIRCUIT COURT CLERK	7,211	6,466	8,000	4,290	6,800	6,800	-15.0%	By workload we are still understaffed and we need the assistance
OVERTIME	290	126	1,000				-100.0%	Staff will only be allowed comp time
FICA/MEDICARE	14,113	14,301	15,853	9,386	15,534	14,971	-5.6%	Benefits for Clerk of the Circuit Court and Three Deputy Clerks
RETIREMENT - VSRS	23,555	25,403	21,506	13,090	21,373	20,570	-4.4%	
HOSPITAL/MEDICAL PLANS	19,340	19,898	19,536	11,803	21,880	21,600	10.6%	
GROUP LIFE INSURANCE	2,038	1,836	1,764	986	1,610	1,549	-12.2%	
WORKERS' COMPENSATION	191	235	332	290	413	399	20.2%	
PROFESSIONAL SERVICES		4,524			-		0.0%	Removed from budget 08
RECORDS PRESERVATION PROJECT	79,019	371			-		0.0%	Hopefully there will be no carryover
MAINTENANCE SERVICE CONTRACTS	1,018	977	2,550	404	1,000	1,000	-60.8%	Currently maintenance only on copier; if microfilm reader/printer needs work it will go into storage
POSTAGE	2,324	5,713	2,600	300	2,600	2,600	0.0%	According to postage meter we have used $4,542.17 to date
TELECOMMUNICATIONS	47		250		-		-100.0%	Do not seem to have any more cost here with CISCO phone system
LEASE/RENT-EQUIPMENT	3,038	2,892	3,000	2,185	3,000	2,740	-8.7%	This should be enough as long as vendors do not raise fees
MILEAGE	1,761	1,591	2,000	1,050	2,000	2,000	0.0%	Barely meets needs; Clerk does not collect mileage for trips to bank
TRAVEL (CONVENTION & EDUCATION	275			99	-		0.0%	No extra education
DUES & ASSOCIATION MEMBERSHIPS	305	410	455	610	455	455	0.0%	Fees for VCCA and VALECO
OFFICE SUPPLIES	4,224	4,809	5,350	6,232	5,350	4,815	-10.0%	Pays for copying expenses, file creation and maintenance, all duties of office
BOOKS & SUBSCRIPTIONS	706	960	1,000	411	1,000	750	-25.0%	Code of Virginia updates and legislative materials
OTHER OPERATING SUPPLIES					-		0.0%	
PERMANENT RECORD EXPENDITURES	75,023	81,639	39,000	24,046	39,000	39,000	0.0%	Barely meets needs; costs of maintaining permanent records and making them available to the public; primary vendor is Logan Systems, Inc.
MACHINERY & EQUIPMENT	1,409				-		0.0%	
FURNITURE & FIXTURES	14,517				-		0.0%	
ADP EQUIPMENT				950	-		0.0%	
Total	**430,956**	**356,699**	**322,412**	**197,141**	**318,269**	**308,138**	**-4.4%**	**Approximately 73.8% or $188,000 of the Salary and Benefits for the Clerk of the Circuit Court's Office are reimbursed to the County by the State Compensation Board. Additionally the Clerk's Office receives Recordation Fees estimated at $240,000 for recording wills and deeds; Excess Fees of Clerks estimated at $10,000 and Law Library Fees in the amount of $1,200.**

Commissioner of the Revenue

Description of Services

The Office of the Commissioner of the Revenue is a constitutional office of the Commonwealth of Virginia and the County of New Kent. The Commissioner is locally elected every four years and is the chief tax authority for the locality. The Commissioner is responsible for accurately assessing all real estate, personal and business property, and for overseeing the estimated State income tax filing process in New Kent.

The mission of the office of the Commissioner of the Revenue is to serve the citizens by:

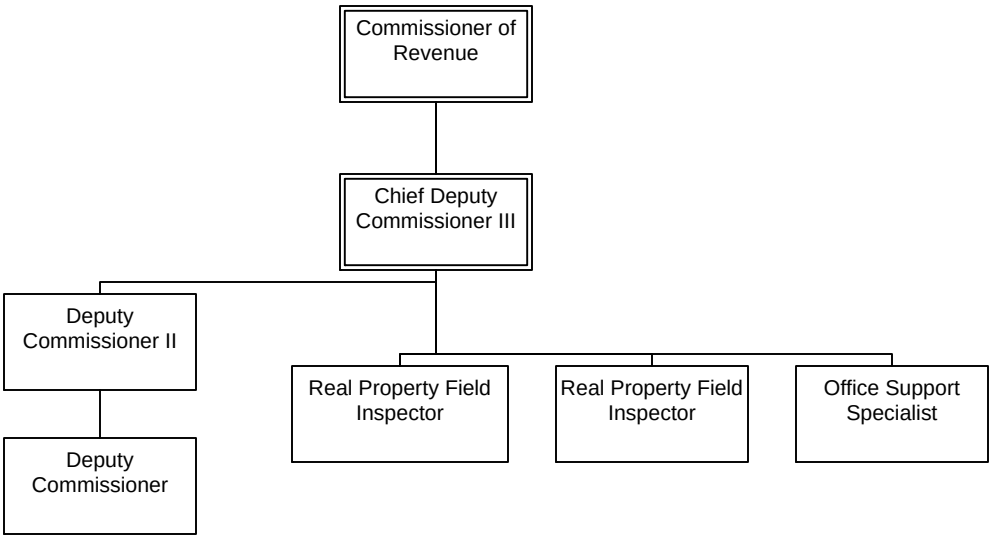
- Fairly and equitably identifying and assessing all sources of revenue to which the County is entitled according to the laws of the Commonwealth and the County.
- Advocating and promoting programs to minimize the tax burden on County citizens, and assisting taxpayers in participating in tax reduction programs.
- Providing taxpayers with accurate and useful information concerning assessments.
- Providing County officials with accurate and useful information from which decisions can be made to best serve the citizens of New Kent County.
- Providing efficient, effective and courteous service in a timely manner to the citizens.

The Commissioner and Deputies are sworn to administer the duties given this office by the County Code, the Code of Virginia and the United States of America. Some of the duties as prescribed by law include:

- Real Estate - administration, identification, classification, inspection, assessment, parcel creation, transfers by deed, will or gift, land book
- Tax Map - administration, assignment, creation and identification
- Service District - administration, identification, service district land book
- Tax Exempt - administration, identification, classification, tax exempt land book
- AFD - administration
- Real Estate tax exemption and deferral program for the elderly and disabled
- Public Service administration
- CDA administration
- Personal Property - administration, identification, , classification, assessment, transfers of property, personal property book
- Volunteer Fireman & Auxiliary Deputy certification for separate classification of tax on one vehicle
- Business License administration, assessment, federal & state business tax review
- Business property taxation administration, identification, audit, and assessment
- Estimated State Income
- Food & Beverage tax - administration, identification, and assessment
- Transient Occupancy tax - administration, identification, and assessment

Staffing History
FY ’07 - 4
FY ’08 - 6
FY ’09 - 7
FY ’10 - 7

Commissioner of Revenue



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
COMMISSIONER OF REVENUE								
**COMMISSIONER OF THE REVENUE*								
SALARIES & WAGES	158,675	200,674	292,854	188,079	289,460	289,460	-1.2%	Salaries for Commissioner or Revenue, One Chief Deputy, Three Deputies, and Two Field Inspectors.
OVERTIME		497	1,000	77	750	750	-25.0%	
PART-TIME SALARIES & WAGES		540	2,000	1,215	500	-	-100.0%	
FICA/MEDICARE	12,169	15,468	22,632	14,518	22,241	22,241	-1.7%	Benefits for Commissioner or Revenue, One Chief Deputy, Three Deputies, and Two Field Inspectors
RETIREMENT - VSRS	20,649	27,773	31,775	20,482	31,523	31,523	-0.8%	
HOSPITAL/MEDICAL PLANS	18,245	28,702	42,492	24,665	47,591	46,980	10.6%	
GROUP LIFE INSURANCE	1,793	2,008	2,607	1,548	2,373	2,373	-9.0%	
WORKERS' COMPENSATION	164	251	474	415	591	591	24.7%	
PROFESSIONAL SERVICES	7,390	1,819					0.0%	
PROGRAMMING CONSULTANT	350						0.0%	
COMPUTER SUPPLIES	1,092		2,950	130	1,000	1,000	-66.1%	FY 09 is higher for new employees; adjusted for FY10
TECHNICAL SUPPORT-BRIGHT/DMV/D	3,305	2,227	3,070	1,727	3,181	2,898	-5.6%	Service plan will not decrease/needed for current software; $111 increase for Bright Tech. Support, but then could decrease by $283 because HR is now sharing in cost
TECHNICAL SUPPORT-NADA	1,659	1,725	2,000	1,697	2,000	2,000	0.0%	Cost per vehicle will not decrease/# of vehicles increased from FY09
TECHNICAL SUPPORT-VISIONS	8,300	8,500	10,000	8,500	12,900	12,900	29.0%	$8500 service plan/$4000 GIS system needed to produce sales data for reassessment/$400 for service plan to GIS system
REPAIRS & MAINTENANCE			200	384	200	-	-100.0%	
MAINTENANCE SERVICE CONTRACTS			50		-	-	-100.0%	
ADVERTISING	367	248	1,000		1,750	1,500	50.0%	Required advertising for reassessment CY2010 FY10 impact
BOE-ADVERTISING		213	500	500	-	-	-100.0%	No BOE
POSTAGE	5,784	6,051	6,750	2,608	16,750	17,600	160.7%	Postage will increase due to reassessment duties/ volume of mailings increase. We will have to mail every parcel a reassessment notice 01/2010, as well as any other additional notices we have due to change in assessed values.
BOE-POSTAGE		138	500	658	-	-	-100.0%	No BOE
TELECOMMUNICATIONS - CELLULAR	1,771	1,130	3,600	1,456	3,000	3,000	-16.7%	Wireless Devices for Commissioner and Assessors in the Field
TELECOMMUNICATIONS	61	43	200		-	-	-100.0%	AT&T no longer charge to indv. Department budgets
TELECOMMUNICATION EQUIPMENT	124	102	200		180	180	-10.0%	Phone/Accessory Replacement 804-512-9764 will be over 2 years old - having small issues with it now.
VEHICLE INSURANCE			460	371	820	820	78.3%	2nd vehicle added will be reflected in FY10 - 10% increase over FY09 Cost per vehicle - 2 Vehicles @ $ 410/each
MILEAGE	394		750	91	700	250	-66.7%	Estimate additional mileage if both vehicles in used due to reassessment, may need to use for travel/education
TRAVEL (CONVENTION & EDUCATION	1,834	4,736	4,000	4,369	5,000	4,500	12.5%	Needed for continuing education for real estate assessor certifications, IAAO Courses 1 week @JMU 4@$500($2000), hotel (4) $1200, gas & food (4) $550 / COR legislative days 3 days, 1 class $65/hotel $325 Food & gas $50, Annual COR conference education 1 week room/food/gas $500, class $310 total $5000
BOE-TRAVEL (CONVENTION & EDUCA				16	-	-	0.0%	No boe
DUES & ASSOCIATION MEMBERSHIPS	1,026	997	1,195	1,765	1,600	1,600	33.9%	More employees higher dues to COR associations, COR Tidewaters $25 for COR, $10 per deputy total $85, IAAO $175 per member(3) total $525, COR association 7 each (total $340), Valeco dues $60 for COR, 10 @$6 per deputy $60 total $120, NAR dues $615 (access to sales/listing data mls needed for market analysis Real property values), VALTA Membership 7 @$10 total $70, total dues $1755
XEROX COPIES	293		500	229	400	400	-20.0%	19,000 copies to taxpayers notice, 19,000 copies to taxpayers card copies, 19,000 copies for required office copy
BOE-XEROX COPIES		44	338	260	-	-	-100.0%	No BOE

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
COMMISSIONER OF REVENUE								
OFFICE SUPPLIES	3,956	8,271	10,100	5,582	9,000	9,500	-5.9%	Increased workload, supplies, employees with real estate dept @47%, 19000 new mailings minimum) 22 toner @90 each, $1980, copy& graph paper $1245, land book bound $350, PP Forms $1700, Envelopes $3500, re forms Misc office (pens, whiteout, post its, tape, etc...) . $725 Total 9500
BOE-OFFICE SUPPLIES		418	250	214	-	-	-100.0%	No BOE
GASOLINE		56	6,000	333	6,000	5,000	-16.7%	Gas usage uncertain/ reassessment year will require more miles
BOE-GASOLINE				220	-	-	0.0%	
VEHICLE REPAIRS & MAINTENANCE			1,680		2,000	1,000	-40.5%	2nd vehicle added will be reflected in FY10
BOOKS & SUBSCRIPTIONS	707	700	600	374	600	450	-25.0%	Nada guides $557, Marshall & Swift residential cost guide $100, Commercial Cost Guide $550, Times Dispatch $110, Vref (airplane valuation $65) Total dues/subscriptions $1382
OPERATING SUPPLIES			750	438	700	400	-46.7%	Excessive exposure to outdoor elements requiring continually replacement of field equipment ,measuring tapes 16 @$25 each ($400), Camera replacement 2@$150 ($300)
FURNITURE & FIXTURES	1,443	8,906	2,000	(255)	1,250	-	-100.0%	
COMMUNICATION EQUIPMENT							0.0%	
ADP EQUIPMENT	1,200	8,086					0.0%	
Total	**252,751**	**330,323**	**455,477**	**282,666**	**464,060**	**458,916**	**0.8%**	**Approximately 25.7% or $105,400 of the Salary and Benefits for the Commissioner of Revenue's Office are reimbursed to the County by the State Compensation Board.**

Commonwealth's Attorney

Description of Services

The New Kent County Commonwealth's Attorney serves the Commonwealth of Virginia as its Criminal Prosecutor for the County of New Kent and represents the citizens of New Kent in the prosecution of criminal cases. The Commonwealth's Attorney is a constitutional officer elected for a four-year term, a position created by the Constitution of Virginia in Article VII, Section 4.

The Office of the Commonwealth's Attorney is responsible for the prosecution of all violations of criminal law occurring in New Kent County. In addition, the office handles a variety of other public safety responsibilities ranging from training and advice to police officers, to helping victims cope with the consequences of crime. The staff consists of a Commonwealth's Attorney, one full-time Assistant Commonwealth's Attorney, one part-time Assistant Commonwealth's Attorney, a Victim/Witness Director and an administrative assistant.

The office has the duty to prosecute all felonies, and may, in its discretion, prosecute Class 1, 2, and 3 misdemeanors. In the prosecution of such cases, the office of the Commonwealth's Attorney must interview witnesses, including police officers, and subpoena witnesses to court. The office issues thousands of subpoenas annually to ensure the appearance of witnesses. It further enforces all forfeitures and prosecutes conflicts of interest violations which may be committed by local employees and officials. It renders advisory opinions as to whether the facts in a case would violate conflicts of interest.

Further prosecution responsibility may include violations of health laws and regulations as required by State and local codes, and violations of professional and occupational laws and regulations as required by code. The Commonwealth's Attorney renders legal opinions to the Sheriff and State Police concerning charging decisions, including determining the statute(s) violated. The office further provides training to the Sheriff's Office on new statutes and case law, and works with the Sheriff's Office and County Attorney on animal control issues, particularly dangerous/vicious dogs.

On a yearly basis, the Commonwealth's Attorney handles the prosecution of the following:

- approximately 120 domestic violence cases
- over 100 drunk driving cases
- more than 500 felonies
- hundreds of serious traffic violations and misdemeanor cases

Commonwealth's Attorney

Victim-Witness Assistance

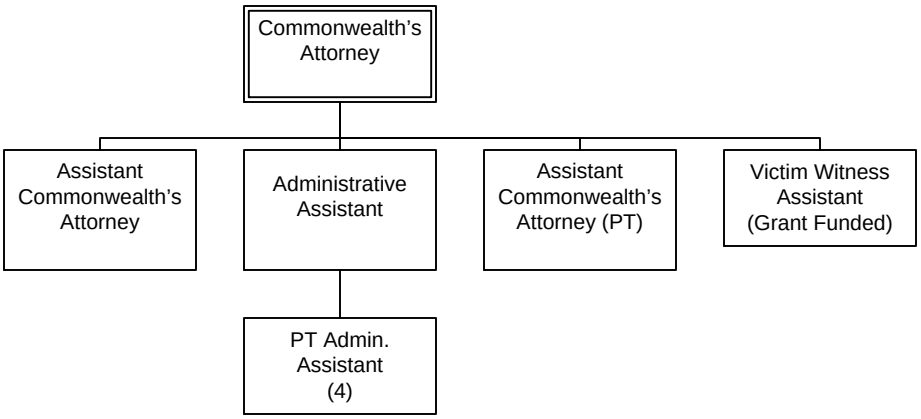
The New Kent/Charles City Victim Assistance Program, under the Commonwealth's Attorney, provides services to victims and witnesses of crime in both New Kent and Charles City Counties as outlined in §19.2-11.1 et. al. of the *Code of Virginia.* These services include, but are not limited to:

- Notification – notification of court dates, prisoner status, case status, appeals and the rights of victims of crime under Virginia law, including the rights to a confidential examination at a hospital for sexual assault
- Protection – assistance in obtaining protective orders and watch orders; providing a separate waiting area during court proceedings; escort to and from court proceedings; obtaining cell phones or A.W.A.R.E. alarms; applying to the Attorney General's Office Passport Program in the case of identity theft; assistance in going to a shelter or safe house; coordination with the State Police for video testimony if a witness is a juvenile who will be psychologically harmed by open courtroom testimony; closed preliminary hearings; safety planning
- Financial – assistance in calculating restitution amounts and requesting a show cause if restitution is not being paid; filing with the Crime Injuries Compensation Fund; referrals to other agencies such as Department of Social Services, Energy Share, and Project Hope that provide assistance with food, electricity and housing; obtaining reimbursement for victims or witnesses traveling from out of state to testify, referrals to Central Virginia Legal Aid, assistance in obtaining property being held as evidence; referrals to support groups or counseling that are affordable to the victim; intervention with collection agencies if the victim has filed with Crime Injuries Compensation Fund
- Victim Input – providing and assisting with Victim Impact Statements; assistance with Parole input if the crime was committed before January 1, 1995; assistance in viewing an execution
- Court Assistance – providing courtroom support and explanation of court terms and procedures; assistance with filing confidentiality forms; assistance in obtaining interpreter services; crisis intervention; intervention with employers or schools so that victims can take time off to go to court; accompanying victims to meet with law enforcement, magistrates and Commonwealth's Attorneys

In addition, the Program also gives talks and classes on domestic violence and sexual assault, identity theft, personal, property and internet safety to school, civic and church groups. The Program can activate a statewide, and if necessary a nationwide crisis intervention team if a catastrophe such as a school shooting, bank robbery, or natural disaster strikes.

Staffing History
FY ’07 – 3
FY ’08 – 3
FY ’09 – 3
FY ’10 – 3

Commonwealth’s Attorney’s Office



COMMONWEALTH ATTORNEY

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
****COMMONWEALTH ATTORNEY****								
FULL-TIME SALARIES	177,042	207,847	215,155	142,415	215,619	215,619	0.2%	Salaries for C/W Attorney, Assistant C/W Attorney and Legal Executive Assistant
PART-TIME SALARIES & WAGES	1,939	1,651	2,800	1,024	2,800	2,800	0.0%	No change
GRANT FUNDED WAGES-DCJS 06A498	36,497	39,862	20,000	26,571	20,000	20,000	0.0%	No change anticipated - 100% Offset Revenue from Grant
FICA/MEDICARE	12,764	15,030	15,945	9,996	15,980	15,980	0.2%	
RETIREMENT - VSRS	23,258	28,766	23,345	15,509	23,480	23,480	0.6%	
HOSPITAL/MEDICAL PLANS	16,215	19,992	18,804	12,536	21,060	20,796	10.6%	Benefits for C/W Attorney, Assistant C/W Attorney and Legal Executive Assistant
GROUP LIFE INSURANCE	2,001	2,079	1,914	1,168	1,768	1,768	-7.6%	
WORKERS' COMPENSATION	128	171	240	210	305	305	27.1%	
PROFESSIONAL SERVICES			1,000		1,000	-	-100.0%	Move extended to 09-10 budget year (not used in last year's budget)
MAINTENANCE SERVICE CONTRACTS	1,152	1,156	1,813	1,057	1,813	1,653	-8.8%	20% increase in copier contract $1120 + other contracts 430; Stone $150
TRANSCRIPT & RECORDS COPIES		572	1,350	244	1,350	1,350	0.0%	Must maintain for any large cases which might arise
ADVERTISING	141				-	-	0.0%	
POSTAGE	614	527	780	448	780	780	0.0%	No change- may present challenge with rate increases yearly
TELECOMMUNICATIONS-CELLULAR	648	646	1,440	785	1,440	1,320	-8.3%	60x12=720 + 50x12=600 1,320 (no change)
TELECOMMUNICATIONS	3,333	710	880	463	720	720	-18.2%	65x12 = 780 + 100 AT&T - changed per A/P & IT estimates
PAGER	136	136	140	65	-	-	-100.0%	Pager service relinquished Dec 08
TELECOMMUNICATION EQUIPMENT		37	37		37	37	0.0%	Keep in for one new phone
LEASE/RENT OF OFFICE	9,900	9,900	10,716	7,425	2,175	2,175	-79.7%	$825/mo rent now; budget for 2-3 mo.in case construction behind sch
TRAVEL (CONVENTION & EDUCATION	1,036	1,360	2,900	1,657	2,900	2,610	-10.0%	CA Annual Conf $1500--Spring CA Inst. $1150; NADA Trial Advoc. Cr. 350
DUES & ASSOCIATION MEMBERSHIPS	450	550	850	800	885	885	4.1%	550 Va State Bar; VACA $275; VACO $60
OFFICE SUPPLIES	1,394	1,431	2,400	424	2,400	1,620	-32.5%	Will try to maintain present usage/
BOOKS & SUBSCRIPTIONS	1,460	2,025	2,400	1,785	2,400	1,800	-25.0%	Costs rise, but will try to cut back on purchases
FURNITURE & FIXTURES	199				1,000	1,000	100.0%	New office space/may require furniture/fixture purchase (s)
COMMUNICATION EQUIPMENT			100		100	-	-100.0%	Keep in as Tech Services put in initially; unsure if needed in 2010
ADP EQUIPMENT	3,372						0.0%	
Total	**293,679**	**334,448**	**325,009**	**224,582**	**320,012**	**316,698**	**-2.6%**	**Approximately 72.7% or $232,185 of the Salary and Benefits and some office expenditures for the Commonwealth's Attorney are reimbursed to the County by the State Compensation Board. $20,000 of the wages for a part-time attorney are paid for by a Department of Criminal Justice Grant for Domestic Violence - the annual amount of this grant is $40,000, but currently we have only been awarded through 12/31/09. Additionally, $650 in revenue for Commonwealth Attorney Fees is expected.**

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
VICTIM WITNESS GRANT								
***VICTIM/WITNESS ASSISTANCE**								
SALARIES & WAGES	34,024	34,024	34,024	22,683	34,024	34,024	0.0%	Salary for One Victim Witness Coordinator - has been at this level since FY04
FICA	2,607	2,607	2,603	1,738	2,603	2,603	0.0%	Benefits for One Victim Witness Coordinator - has been at this level since FY04
RETIREMENT-VSRS	4,432	4,709	3,692	2,470	3,705	3,705	0.4%	
GROUP LIFE INSURANCE	384	340	303	186	279	279	-7.9%	
WORKERS' COMPENSATION	38	28	37	33	48	48	29.7%	
POSTAGE	228	362	700	69	600	600	-14.3%	Adequate to meet program needs
TELECOMMUNICATIONS	789	516		271	650	650	100.0%	Allocation of county's telecommunications costs
MILEAGE	545		1,528	456	1,444	345	-77.4%	Mileage payout for Coordinator to travel to/from Charles City and citizens' residences; once funds run out, Coordinator will incur expense herself
TRAVEL (CONVENTION & EDUCATION			350	13			-100.0%	Eliminated to meet telecommunications needs
OFFICE SUPPLIES	594	384	700	254	600	600	-14.3%	Adequate to support program
BOOKS & SUBSCRIPTIONS	305		350				-100.0%	Eliminated to meet telecommunications needs
ADP EQUIPMENT		1,331					0.0%	
Total	**43,946**	**44,301**	**44,287**	**28,173**	**43,953**	**42,854**	**-100.0%**	**$39,408 is Grant Revenue; $3,446 will be funded by New Kent Co. This position is shared approximately 25% Charles City County, however, matching funds are not provided by Charles City County.**

Community Development

Description of Services

The Community Development Department is divided into three Divisions: Administrative, Planning, and Environmental. It is responsible for guiding New Kent County's long and short-term development for the benefit of present and future generations via the County's comprehensive planning process and implementation of construction, environmental, and development management codes and regulations, in order to ensure the health, safety, and welfare of the community and its citizens, and to preserve and enhance the quality of life for all.

Other duties include:

- Responsible and responsive stewardship of natural and cultural resources in the County, through conscientious and caring implementation of laws and policies relating to air quality, water quality, historic and cultural protection and preservation, and maintenance of interconnected woodland and wildlife habitat
- Faithful and impartial implementation and execution of adopted laws, codes, regulations, and policies relating to the arrangement and construction of physical structures and man-made landforms
- Being a positive force for maintaining and enhancing the quality of life for all citizens of the County

Its **Planning Division** is responsible for developing and recommending growth management strategies, encouraging aesthetically pleasing development, and ensuring our community grows through positive land use development practices. It is responsible for:

- Developing, reviewing, and updating the County's Comprehensive Plan and Development Ordinances. Section 15.2-2223 of the Code of Virginia requires all localities to have a Comprehensive Plan and sets forth requirements for its review and update
- Processing and reviewing rezoning applications, conditional use permits, variances, appeals, administrative modifications, zoning complaints, site plans, and subdivisions
- Providing accurate and timely demographic and economic data and projections to staff, agencies, boards, commissions, and the general public
- Providing staff support to the Planning Commission and Board of Supervisors, including reviewing and providing recommendations on all land use matters presented to the Commission and the Board (Section 15.2-2210 of the Code of Virginia requires every locality to have a local planning commission)
- Assisting in the preparation of the County's Capital Improvement Program. Section 15.2-2239 of the Code of Virginia requires localities to have capital improvement programs and stipulates that they must include the Planning Commission's review and recommendations (The Planning Commission under this section of Code must review and find that any capital expenditure resulting in

a physical improvement must be in accord with the adopted Comprehensive Plan)

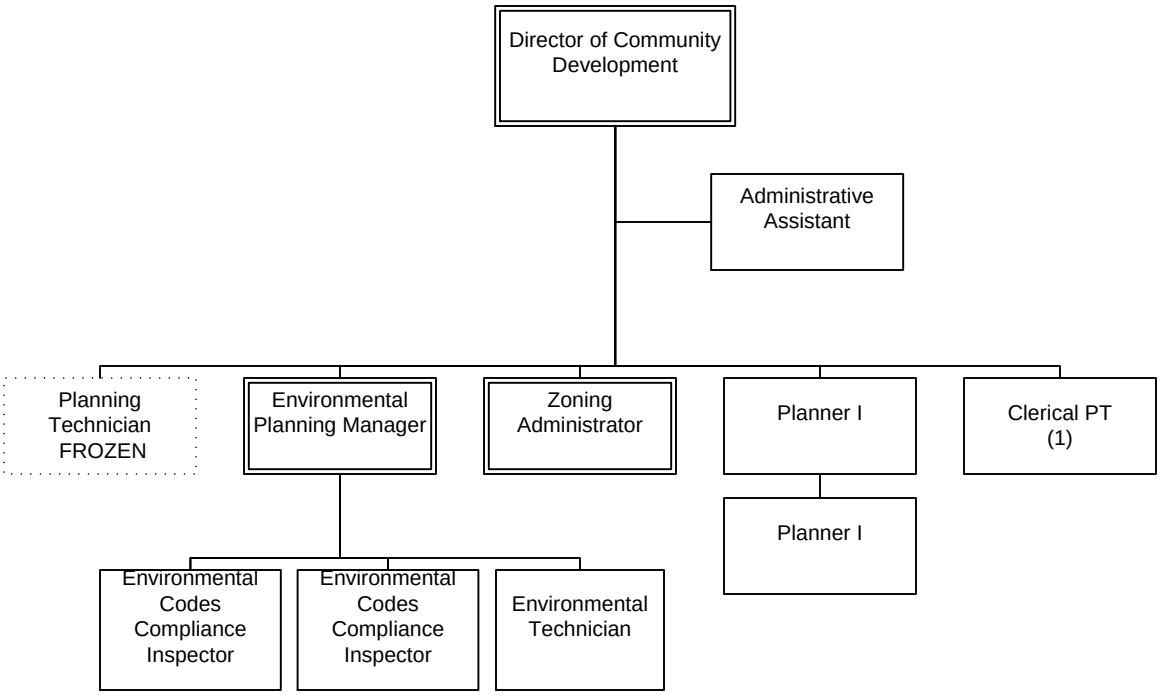
- Providing staff support to the County's Board of Zoning Appeals, Affordable Housing Advisory Committee, Purchase of Development Rights Committee, Historic Commission, Zoning Ordinance Rewrite Committee, and Agricultural and Forestal District Committee

The **Environmental Division** is responsible for promoting harmonious relationships among the built environment, the natural environment, and those who inhabit them. It is responsible for:

- Erosion and Sediment Control
  - Reviewing plans for erosion and sediment controls
  - Issuing commercial and residential land disturbance permits, per the New Kent Code, Chapter 82, Article II
  - Conducting erosion and sediment inspections
  - Local implementation of the State's Erosion and Sediment Control Program, as required by VA Erosion and Sediment Control Law, Regulations and Certification Requirements ((Title 10.1, Chapter 5, Article 4 of the Code of Virginia).
- Enforcement of rules and regulations adopted by
  - Virginia Department of Conservation and Recreation (DCR)
  - DCR Division of Chesapeake Bay Local Assistance
  - Virginia Marine Resources Commission (VMRC)
  - US Army Corps of Engineers
  - Virginia Department of Environmental Quality
- Providing staff support to the Wetlands Board (New Kent Code, Chapter 82, Article IV), CBPA Board (New Kent Code, Chapter 94, Article II), Clean County Committee, Board of Supervisors, and Planning Commission

Staffing History
FY ’07 - 11
FY ’08 - 11
FY ’09 - 11
FY ’10 - 9

Department of Community Development



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
COMMUNITY DEVELOPMENT								
COMMUNITY DEV. ADMIN.								
SALARIES & WAGES	108,426	112,345	118,811	77,885	118,187	118,187	-0.5%	Salaries for Director and Administrative Assistant
OVERTIME	544	383	700	277	500	500	-28.6%	For Administrative Assistant to act as Recording Secretary for the Planning Commission Meetings that occur every 3rd Monday of the month beginning at 6:30 pm as well as any work session scheduled.
PART-TIME SALARIES & WAGES	2,678	2,389	2,800	453	1,000	1,000	-64.3%	For the use of one or two interns during the summer months.
FICA/MEDICARE	8,193	8,463	9,357	5,847	9,157	9,157	-2.1%	
VRS	14,038	15,549	12,890	8,482	12,870	12,870	-0.2%	
HOSPITAL/MEDICAL PLANS	17,490	19,216	18,072	12,048	20,241	19,980	10.6%	Benefits for Director and Administrative Assistant
GROUP LIFE INSURANCE	1,219	1,123	1,058	639	969	969	-8.4%	
WORKERS' COMPENSATION	114	141	195	171	244	244	25.1%	
PROFESSIONAL SERVICES	259	700	1,000	122	500	500	-50.0%	Funds for projects and plan reviews that cannot be conducted in-house.
MAINTENANCE SERVICE CONTRACTS	1,013	1,812	1,400	707	1,400	1,110	0.0%	Service Contracts for all departmental office equipment.
ADVERTISING	54				-	-	100.0%	n/a
POSTAGE		85	200	9	100	100	-50.0%	Used for the mailings of routine correspondences.
TELECOMMUNICATIONS-CELLULAR	865	832	900	573	900	900	0.0%	Payments of monthly cellular bills of the Director of Community Development.
TELECOMMUNICATIONS	85		100				-100.0%	Long distance phone calls.
TELECOMMUNICATIONS EQUIPMENT		70			100	100	100.0%	Replacement of the Director of Community Development cellular phone in the event it no longer operates or need repairs.
VEHICLE INSURANCE	425	420	460	371	410	410	-10.9%	Motor Vehicle Insurance for one (1) County vehicle - 10% Incr. from FY09 actual
MILEAGE	50	79	50		-	-	-100.0%	Reimbursement to Staff for use of Personal Vehicles when a County vehicle is unavailable or when conference locations are in close proximity to Staff's residence.
TRAVEL (SUBSISTENCE & LODGING)	661	1,338	500	438	500	450	0.0%	Individual assistance necessary in the performance of local government at professional meetings, conferences, and conventions.
TRAVEL (CONVENTION & EDUCATION)	1,820	1,995	1,200	360	1,200	1,080	0.0%	Expenses related to attendance at conferences, conventions, workshops, and courses (not sponsored by the County). Includes registration fees and cost of materials.
DUES & ASSOCIATION MEMBERSHIPS	1,405	1,430	1,170	992	1,170	1,170	0.0%	Departmental Staff memberships to various state and local organizations as well as other professional organizations.
INSURANCE DAMAGES/RECOVERIES					-	-	100.0%	n/a
XEROX COPIES			75	144	75	75	0.0%	Internal copying.
OFFICE SUPPLIES	2,105	2,519	2,500	1315	2,500	2,250	0.0%	General operating supplies.
GASOLINE	857	1,447	2,000	770	2,000	1,500	0.0%	Gasoline for one (1) County vehicle.
VEHICLE SUPPLIES, REPAIRS & MA	87	388	420	218	420	420	0.0%	Supplies, Maintenance, and Repair for one (1) County vehicle.
BOOKS & SUBSCRIPTIONS	2,203	1,314	1,600	944	1,600	1,200	0.0%	Planners Advisory Service and professional journals.
OTHER OPERATING SUPPLIES	56				-	-	100.0%	n/a
MACHINERY & EQUIPMENT	3,222				-	-	100.0%	n/a
EDP EQUIPMENT	90				-	-	100.0%	n/a
Total	**167,959**	**174,038**	**177,458**	**112,765**	**176,043**	**174,172**	**-0.8%**	
PLANNING								
SALARIES & WAGES	236,064	248,721	265,867	140,204	227,530	142,216	-46.5%	Salaries for Zoning Enforcer and two Planners
OVERTIME	45		3,000		1,000	500	-83.3%	Anticipated overtime for Zoning Administrator and Planning Technician.
FICA/MEDICARE	17,419	18,754	15,865	10,209	12,821	10,918	-31.2%	
RETIREMENT - VSRS	30,599	34,072	26,729	15,223	18,144	15,487	-42.1%	
HOSPITAL/MEDICAL PLANS	27,810	37,634	24,420	19,781	21,880	16,200	-33.7%	Benefits for Zoning Enforcer and two Planners
GROUP LIFE INSURANCE	2,647	2,462	1,819	1146	1,867	1,167	-35.8%	
WORKERS' COMPENSATION	1,225	746	750	727	465	291	-61.2%	
PROFESSIONAL SERVICES	15,790	3,405	8,500	3702	8,000	8,000	-5.9%	Offsetting reimbursement from applicant/developer - appropriated as revenue received
COMPREHENSIVE PLAN			20,000		20,000		-100.0%	Funds will be used to update the 2003 Vision 2020 Comprehensive Plan. The requested funds will cover the cost of community assessment surveys, focus groups and meetings, mailings, printing, advertisements, and public notices.
MAINTENANCE SERVICE CONTRACTS		370	36,000		36,000	36,000	0.0%	Annual service fee for permitting software system (Carryover from FY 08)

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COMMUNITY DEVELOPMENT								
PRINTING & BINDING	5,734	2,543	6,000	4,646	5,000	5,000	-16.7%	Statistical Summary of New Kent, Brochures for development review process & Purchase of Development Rights Programs, and Land Development Codes, application packets, and business cards.
ADVERTISING	6,837	5,071	10,000	7,013	7,000	7,000	-30.0%	Public notices and advertisements
POSTAGE	2,762	1,933	1,400	894	1,200	1,200	-14.3%	Meeting notices for Green Infrastructure project, and other mailings.
TELECOMMUNICATIONS-CELLULAR	2,226	2,021	2,300	1290	1,800	1,800	-21.7%	Covering Rodney Hathaway's BlackBerry $900, & Kenneth Vaughan's Blackberry $900
TELECOMMUNICATIONS	30		50		-	-	-100.0%	
TELECOMMUNICATION EQUIPMENT	190	285	500	95	200	200	-60.0%	Repair/replacement of cell phone if needed.
VEHICLE INSURANCE	1,276	1,680	1,380	1,113	820	820	-40.6%	Insurance for 2008 Ford Escape, and 1998 Ford Crown Victoria; 2 Vehicles @ $410 each
LEASE/RENT OF EQUIPMENT	2,498	3,746	3,747	2,185	3,747	3,747	0.0%	Lease of copier/fax/printer machine.
MILEAGE		142	50		-	-	-100.0%	Reimbursement of mileage for official County Business. Will only be used if County vehicle is not available.
TRAVEL (SUBSISTENCE & LODGING)	1,684	1,617	1,500	497	1,500	1,350	-10.0%	VAPA conference, Governors Housing Conference, Rural Planning Caucus, and other workshops and conferences related to Planning, and skill enhancement.
TRAVEL (CONVENTION & EDUCATION)	1,320	2,154	3,500	1257	3,000	2,700	-22.9%	VAPA conference, Governors Housing Conference, Rural Planning Caucus, and other workshops and conferences related to Planning, and skill enhancement.
DUES & ASSOCIATION MEMBERSHIPS	904	1,599	1,000	810	1,000	1,000	0.0%	Membership dues for the American Planning Association, VA chapter of the American Association, VA Citizens Planning and Education Association for Planning Division Staff
INSURANCE DAMAGES/RECOVERIES	1,076				-	-	0.0%	n/a
XEROX COPIES	784	12	900	250	500	500	-44.4%	Cost of making copies for planning memos and packets for the Board and Commissions that the Planning Division supports as well as copies of applications used by customers.
OFFICE SUPPLIES	4,118	4,171	4,500	1,417	4,000	3,600	-20.0%	Office supplies to support daily operations.
GASOLINE	5,765	4,272	6,810	905	3,750	3,750	-44.9%	Gasoline for 2008 Ford Escape and 1998 Ford Crown Victoria.
VEHICLE SUPPLIES, REPAIRS & MA	577	863	1,260	523	800	800	-36.5%	Oil changes and regular maintenance for 2008 Ford Escape and 1998 Ford Crown Victoria.
UNIFORMS & WEARING APPAREL	89	56	100		50	45	-55.0%	The purchase of safety gear, such as hard hats, reflector vest, and goggles.
BOOKS & SUBSCRIPTIONS	435	509	600	367	500	375	-37.5%	Planning Books and subscriptions, books will be purchased for AICP certification testing, also will purchase the most recent ITE Trip Generation Manual to assist with plan review.
OTHER OPERATING SUPPLIES					-	-	0.0%	n/a
COMPUTER SOFTWARE		935			-	-	0.0%	n/a
ADP EQUIPMENT-CAPITAL	1,683				-	-	0.0%	n/a
FURNITURE & FIXTURES	191				-	-	0.0%	n/a
FNK2-PROFESSIONAL SERVICES	2,550				-	-	0.0%	n/a
Total	**374,328**	**379,773**	**448,547**	**214,254**	**382,574**	**264,666**	**-41.0%**	**Offset approximately 28.7% or $76,220 with Planning Fees. Approximately 18% or $16,700 of the Fees associated with this department have been waived and not budgeted for through Dec. 30, 2009 in order to promote development of commercial properties.**
****PLANNING COMMISSION****								
PLANNING COMMISSION SALARY	8,325	8,300	11,000	4,425	11,000	9,000	-18.2%	Meeting Compensation for Planning Commission Members
FICA/MEDICARE	637	635	842	339	842	689	-18.2%	
VIDEO PROFESSIONAL SERVICES		600	900	338	900	900	0.0%	12 meetings x $75 per meeting ($25/hour)
ADVERTISING	8,826	5,236	15,500	3,449	10,000	10,000	-35.5%	Advertisement of public notices in the Chronicle and Tidewater Review
POSTAGE	103	901	2,400	235	2,000	1,000	-58.3%	Cost of mailing Planning Commission meeting packets and adjacent property owner notices
MILEAGE	71	394	250		250	250	0.0%	Request is based on actual FY07 - 09 expenditures
TRAVEL (SUBSISTENCE & LODGING)	372	467	1,500		1,000	900	-40.0%	Planning Commissioner Certification Training, and Planning workshops and conferences.
TRAVEL (CONVENTION & EDUCATION)	15	1,170	2,000	275	2,000	1,800	-10.0%	Planning Commissioner Certification Training, and Planning workshops and conferences.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
COMMUNITY DEVELOPMENT								
DUES & ASSOCIATION MEMBERSHIPS	920	975	1,000	1002	1,100	1,100	10.0%	Virginia Citizen Planning Educational Association membership dues; American Planning Association membership dues
XEROX COPIES	738	37	1,100	237	500	500	-54.5%	Planning Commission meeting packets
OFFICE SUPPLIES	444	526	750	375	750	675	-10.0%	Planning Commission meeting supplies and materials
FOOD & SERVING SUPPLIES	721	956	1,000	95	750	250	-75.0%	Water, soft drinks and light refreshments for Planning Commission meetings and work sessions.
BOOKS & SUBSCRIPTIONS	598	780	900	525	900	675	-25.0%	Planning Commission Journal magazine subscription, Planning Magazine
Total	**21,770**	**20,977**	**39,142**	**11,295**	**31,992**	**27,739**	**-29.1%**	
****BRD OF ZONING APPEALS/CODE E**								
PROFESSIONAL SERVICES			500	350	500	500	0.0%	Legal expenses for BZA attorney.
RECORDING FEES	21		100		100	100	0.0%	Recordation fees for BZA resolution and zoning modifications.
ADVERTISING	621	412	1,200		1,000	1,000	-16.7%	Advertising cost for BZA public hearings
POSTAGE	13		800	2	500	500	-37.5%	Cost of mailing adjacent property owner notices
MILEAGE			150		75	75	-50.0%	Reimburse BZA members for driving to training workshops and conferences
TRAVEL (CONVENTION & EDUCATION)			1,000	200	750	675	-32.5%	Virginia Association of Zoning Officials (VAZO) training workshops and conferences
DUES & ASSOCIATION MEMBERSHIPS	150	125	400	50	200	200	-50.0%	Virginia Association of Zoning Officials (VAZO) memberships
XEROX COPIES	28		300		250	250	-16.7%	copying cost for BZA meeting packets
OFFICE SUPPLIES	62		100		100	90	-10.0%	BZA meeting supplies and materials
BOOKS & SUBSCRIPTIONS			200	75	200	150	-25.0%	Zoning magazine subscription
OTHER OPERATING SUPPLIES		250			-	-	0.0%	n/a
Total	**895**	**787**	**4,750**	**677**	**3,675**	**3,540**	**-22.6%**	
****WETLANDS BOARD****								
PROFESSIONAL SERVICES	3,290	329	3,500		2,200	2,200	-37.1%	LIDD Manual is in final edits and will be ready for printing; other services as needed
ADVERTISING	1,956	1,699	1,500	590	1,250	1,250	-16.7%	Due to the recent changes in the RPA requirements, it is estimated that more CBPA Exceptions will be required next year for lot development and will result in additional advertisements; funds will also be used to for RPA information/education
POSTAGE	82	16	550	10	500	200	-63.6%	Funds requested to cover the cost of mailing certified letters to Adjacent Property Owners
MILEAGE			100		100	100	0.0%	For travel to conferences and workshops for Board members if County transportation is not available
TRAVEL (SUBSISTENCE & LODGING)			200		200	180	-10.0%	To attend conferences and workshops, several were missed this year due to prior commitments and pregnancy
TRAVEL (CONVENTION & EDUCATION)		75	300	235	300	270	-10.0%	For workshops and conference fees, the current members have expressed an interest in attending more workshops presented by VIMS, DCR, and other agencies to help increase their knowledge of issues and policy changes concerning wetlands and the RPA
DUES & ASSOCIATION MEMBERSHIPS			200		200		-100.0%	The office will become more active in professional associations in the upcoming year
XEROX COPIES	6	32	150	9	150	150	0.0%	For the printing of packet information, informational handouts to be available at the county office, and other printing requirements as needed
OFFICE SUPPLIES	88	96	250		250	90	-64.0%	To purchase supplies for the Wetlands Board such as binders, dividers, name plates, etc.
BOOKS & SUBSCRIPTIONS	69		300		300	225	-25.0%	There is currently a lack of up-to-date information regarding various wetland and water quality issues
Total	**5,491**	**2,247**	**7,050**	**844**	**5,450**	**4,665**	**-33.8%**	
****AGRICULTURAL AND FORESTAL****								
PROFESSIONAL SERVICES	2,000	2,000	2,000		2,000	2,000	0.0%	To reimburse the Colonial Soil and Water Conservation District for the development of farm plans for all new AFD program participants
ADVERTISING	2,532	2,659	2,500	304	2,700	2,700	8.0%	To advertise public hearing notices, and application deadline notices
POSTAGE	4	37	375	68	175	175	-53.3%	Cost of adjacent property owner mailings.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
COMMUNITY DEVELOPMENT								
MILEAGE			50		-	-	-100.0%	n/a
XEROX COPIES	13	5	250		100	100	-60.0%	Copying cost for AFD Advisory Committee meeting packets
Total	**4,549**	**4,701**	**5,175**	**372**	**4,975**	**4,975**	**-3.9%**	
****HISTORIC COMMISSION****								
PROFESSIONAL SERVICES		650	15,000		15,000	15,000	0.0%	Review of development proposals for historic resource impacts.
PRINTING & BINDING	104	127	500		350	350	-30.0%	Preparation of brochures, maps, and other informational materials.
ADVERTISING		365			-	-	0.0%	n/a
POSTAGE	22	83	150	48	100	100	-33.3%	Routine correspondence and meeting notices.
MILEAGE			300		100	100	-66.7%	To reimburse members for mileage when traveling to workshops and conferences.
TRAVEL (SUBSISTENCE & LODGING)			500	48	50	45	-91.0%	Preservation Alliance of VA (PAVA) seminars and conferences.
TRAVEL (CONVENTION & EDUCATION)	615	86	600	290	50	45	-92.5%	PAVA seminars and conferences.
DUES & ASSOCIATION MEMBERSHIPS	50		150	115	150	150	0.0%	Membership dues for Preservation Alliance of VA.
XEROX COPIES	11		75	24	75	75	0.0%	Preparation of meeting packets.
OFFICE SUPPLIES	17	161	200		150	135	-32.5%	Supplies for monthly meetings.
BOOKS & SUBSCRIPTIONS		103	100		100	75	-25.0%	Purchase of books and reference materials.
DHR GRANT-LOCAL MATCH	5,750						0.0%	
Total	**6,569**	**1,575**	**17,575**	**525**	**16,125**	**16,075**	**-8.5%**	**Offset with $15,000 in Professional Services Reimbursements**
*****ENVRIONMENTAL****								
SALARIES & WAGES	98,134	111,674	119,218	101,932	153,682	153,682	28.9%	Salaries for Environmental Manager, two Inspectors and a Permit Technician
OVERTIME			1,300	11	500	500	-61.5%	For permit technician to take minutes for the Wetland/CBPA Board meetings and serve as staff for the Clean County Committee; to pay inspectors when volunteers and community service workers are unavailable for events
PART-TIME SALARIES & WAGES	350	120	500				-100.0%	
FICA	7,474	8,558	9,258	7,744	11,916	11,916	28.7%	
VRS	12,429	15,449	12,935	11,067	16,736	16,736	29.4%	
HOSPITAL/MEDICAL PLANS	9,070	10,384	14,652	9,768	21,880	21,670	47.9%	Benefits for Environmental Manager, two Inspectors and a Permit Technician
GROUP LIFE INSURANCE	1,075	1,116	1,062	833	1,261	1,261	18.7%	
WORKERS' COMPENSATION	1,037	1,193	1,059	630	1,890	1,890	78.5%	
PROFESSIONAL SERVICES	2,432	1,953	2,000		2,000	2,000	0.0%	To utilize outside services for various needs such as for site plan reviews when an engineer's review is required
PRINTING & BINDING	1,075	540	1,000		1,000	1,000	0.0%	Printing expenses will be greater for educational materials such as brochures regarding the RPA, updates to existing brochures as the Land Disturbance brochure; To help with the costs of printing the LIDD manual
ADVERTISING	2,226	667	1,500	68	1,500	1,500	0.0%	Advertisements for septic pump-out notices, RPA information, and other notices as needed
POSTAGE	3,124	1,291	3,000	696	3,000	3,000	0.0%	Increase based on the expected cost of mailing certified letters and educational materials in addition to regular postage costs
TELECOMMUNICATIONS-CELLULAR	1,290	1,264	1,500	972	1,980	1,980	32.0%	For division managers Blackberry and 2 inspector cell phones
TELECOMMUNICATIONS	98		100				-100.0%	Used to cover charges for long distance phone calls.
TELECOMMUNICATION EQUIPMENT		107	450		300	300	-33.3%	To cover the cost of replacement phones in case of damage or failure, new phones will not be purchased
MOTOR VEHICLE INSURANCE	851	840	920	742	1,230	1,230	33.7%	Insurance costs for 3 vehicles @ $410 each (10% increase from actual FY09 cost)
MILEAGE	18		50		-	-	-100.0%	n/a
TRAVEL (SUBSISTENCE & LODGING)	333	689	500	5	500	450	-10.0%	To provide meals and lodging when staff must travel out of the area for conferences and educational workshops
TRAVEL (CONVENTION & EDUCATION)	749	1,316	1,500	380	1,500	1,350	-10.0%	Continued education and certification/re-certification for staff for E&S and upcoming VSMP regulations
DUES & SUBSCRIPTIONS	520	205	600	270	600	600	0.0%	APA membership, Environmental Planning related subscriptions
XEROX COPIES	4		150	79	150	150	0.0%	For large numbers of copies that cannot easily be handled by the local printer for Board and Committee packets and information

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
COMMUNITY DEVELOPMENT								
RESTORATION CONTINGENCY			10,500		10,500		-100.0%	To be used in the event a site must be stabilized by the County due to impending impairment of an adjacent waterway; Have already begun to create procedures for pulling cash escrow bonds, this fund will be used to correct sites without bonds on file
SEPTIC TANK PUMP OUT NOTICES		2,265	3,000		2,500	2,500	-16.7%	To cover the printing and mailing costs associated with the state mandated pump-out program; Numbers based on routine number of letters required versus the first cycle
OFFICE SUPPLIES	1,315	1,718	1,400	1679	1,400	1,260	-10.0%	To provide for supplies required for daily business and other organizational supplies
OSHA COMPLIANCE EXPENSE	95	31	300	267	300	300	0.0%	To provide safety equipment for field inspectors
GASOLINE	4,194	5,835	5,000	3,520	7,000	6,000	20.0%	Allow the Environmental Office to comply with state inspection requirements
VEHICLE & POWERED EQUIP. SUPPL	893	418	900	1362	1,350	1,350	50.0%	To provide for basic maintenance and upkeep as well as repairs as needed
UNIFORMS & WEARING APPAREL	197	13	200		300	270	35.0%	New shirts for inspectors as needed and a jacket for the Environmental Planning Manager
BOOKS & SUBSCRIPTIONS	456		450	414	450	337	-25.1%	Updates for the Environmental Library
ENVIRONMENTAL PROTECTION SIGNS	1,000		1,000		500	500	-50.0%	RPA signs, it is estimated that more signs will be required during FY09 based on the new RPA buffer limits
2007 CHES. BAY IMPLEM. GRANT		10,505			-	-	0.0%	n/a
FURNITURE & FIXTURES	227	1,209	800		600		-100.0%	3 replacement chairs and small cabinet
ADP EQUIPMENT	4,885				-	-	0.0%	n/a
Total	**155,551**	**179,360**	**196,804**	**142,439**	**246,525**	**233,732**	**18.8%**	**Offset approximately 22.6% or $52,827 with Environmental Fees. Approximately 29% or $21,298 of the Fees associated with this department have been waived and not budgeted for through Dec. 30, 2009 in order to promote development of commercial properties.**
***CLEAN CO. COMMITTEE/LITTER								
PROFESSIONAL SERVICES	1,910	3,675		570	1,637	1,637	100.0%	n/a
ADVERTISING	654	1,017	2,100	167	1,500	1,500	-28.6%	Will need to advertise for upcoming events such as the tire recycling event as well as the annual fall County Clean-up
POSTAGE	39		500	35	380	380	-24.0%	Mailing of correspondence
MILEAGE	168	168	100		100	100	0.0%	For travel to conferences and workshops regarding recycling programs
TRAVEL (CONVENTION & EDUCATION)	345		300	125	300	300	0.0%	For staff and Committee members to attend workshops and conferences to improve existing programs and gain ideas for new programs
XEROX COPIES	642	688	800	19	800	800	0.0%	Copying of meeting packet information, correspondence and fliers
PROMOTIONAL	4,083	4,219	3,500	645	3,500	1,620	-53.7%	Promotions to raise awareness of recycling, the tire recycling event, and litter control events
Total	**7,841**	**9,767**	**7,300**	**1,561**	**8,217**	**6,337**	**-13.2%**	**Offset 100% with $6,337 in Grant Funds**
Grand Total	**744,953**	**773,225**	**903,801**	**484,732**	**875,576**	**735,901**	**-18.6%**	

Comprehensive Services Act

Description of Services

The New Kent Office of Comprehensive Services carries out the services available through the Comprehensive Services Act (CSA), which was passed by the General Assembly in 1992. The Act was passed with intention of creating "a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youths and their families in the Commonwealth" (Code of Virginia §2.2-5200).

This department consists of the CSA Coordinator and an Administrative Assistant. The Coordinator manages the local implementation of this program and also serves as a liaison between the County and local CSA stakeholders (e.g. Court Services, Department of Social Services, Mental Health, and the public schools). The goal of this partnership is to work collaboratively to address the needs of eligible clients in need of foster care and special education services. Monthly CSA meetings are held with stakeholders to promote effective communication in regards to clients' needs.

This department also works with two different interagency teams, the Family Assessment and Planning Team (FAPT), and the Community Policy Management Team (CPMT). FAPT assesses the strengths and needs of youth and their families. Based upon their assessment, they make service recommendations to the CPMT. The CPMT has administrative and fiscal responsibility. They advise the Coordinator if funding will be approved for FAPT recommended services.

This department also carries out the following duties:

- Communicate program requirements to citizens and CSA stakeholders.
- Review policies provided by the Virginia Office of Comprehensive Services (VOCS), and execute on the local level.
- Create and revise local policies as requested by the CPMT.
- Utilize alternate funding sources such as Medicaid to reduce expenditures.
- Review monthly/quarterly reports to ensure clients' needs are addressed.
- Provide payments to vendors for approved services.
- Submit demographic and financial data to VOCS on a quarterly basis.
- Maintain client and invoice files.
- Facilitate and schedule FAPT meetings.
- Advise Case Managers about service options for their clients.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
HUMAN SERVICES								
CSA ADMINISTRATION								
SALARIES & WAGES	40,114	41,397	78,724	47,196	81,812	81,812	3.9%	Salaries for CSA Coordinator and Administrative Assistant
P. T. COORDINATOR	10,443	15,778		669			0.0%	
FICA/MEDICARE	3,817	4,272	6,023	3,589	6,259	6,259	3.9%	
RETIREMENT - VSRS	5,232	5,729	8,542	5,140	8,909	8,909	4.3%	
HEALTH INSURANCE	4,835	5,192	9,768	6,105	10,940	10,800	10.6%	Benefits for CSA Coordinator and Administrative Assistant
GROUP LIFE INSURANCE	453	414	816	387	670	670	-17.9%	
WORKERS' COMPENSATION	59	73	126	110	166	166	31.7%	
TECHNICAL SUPPORT			1,000		500	500	-50.0%	Technical support from Keith Thomas with Thomas Brothers Software.
REPAIRS AND MAINTENANCE	142				-	-	0.0%	N/A
MAINTENANCE SERVICE CONTRACTS		75			-	-	0.0%	N/A
ADVERTISING	67		513		513	513	0.0%	In the event the clerical position becomes vacant, this money would be used to advertise in a larger city such as Richmond through the Richmond Times-Dispatch.
POSTAGE	212	430	300	61	300	300	0.0%	To mail the following: FAPT agendas, letters to parents, PO packets to vendors, case transfer packets, et cetera.
TELECOMMUNICATIONS-CELLULAR	426	398	400	232	400	400	0.0%	CSA Coordinator's cell phone service.
TELECOMMUNICATIONS	1,526	6	2,365		-	-	-100.0%	To cover expenses for long distance calls. Currently, Information Technology and Financial Services are working on reconciling long distance calls to the appropriate departments; therefore, the FY09 expense is unknown. How much the expense will be for this line item in the new building is unknown at this time.
TELECOMMUNICATION EQUIPMENT	37	37			-	-	0.0%	N/A
LEASE/RENT OF OFFICE SPACE	5,124	5,636	5,636	4,438	7,135	7,139	26.7%	Based upon an email from M. Lauter Cowling, this is an estimate for this expense.
LEASE/RENT OF EQUIPMENT		1,420	1,550	904	1,550	1,550	0.0%	$129.13 is the monthly cost for this copier. This three year lease agreement ends on 7/2/2010.
MILEAGE	428	567	1,000	652	1,300	1,300	30.0%	Costs associated with traveling to meetings, trainings, and conferences. Coordinator also travels to various facilities to learn more about the services they can provide to our clients. Also, DSS is reimbursed for mileage when their vehicles are used. Please refer to attachment.
TRAVEL (CONVENTION & EDUCATION)	223	844	3,000	2,896	3,000	2,700	-10.0%	Costs associated with attending trainings and conferences. Please refer to attachment.
OFFICE SUPPLIES	2,277	2,791	1,632	396	1,632	1,469	-10.0%	Based on FY07 and FY08 expenditures.
FURNITURE & FIXTURES	4,074	4,439			-	-	0.0%	N/A
ADP EQUIPMENT		394			-	-	0.0%	N/A
RELOCATION OF OFFICE			2,000		-	-	-100.0%	N/A
Total	**79,489**	**89,892**	**123,395**	**72,775**	**125,086**	**124,487**	**0.9%**	
MANDATED RESIDENTIAL								
FOSTER CARE-THERAPEUTIC/RESIDE	216,279	420,469	624,649	51,051	406,912	406,912	-34.9%	Non IV-E children placed in residential treatment facilities, group homes, or in a facility to receive temporary care (e.g. comprehensive evaluation, emergency shelter).
FAMILY FOSTER CARE-MAINTENANCE	3,540						0.0%	
FAMILY FOSTER CARE-OTHER SERVI	103,532	42,907	16,226				-100.0%	
FOSTER CARE-PREVENTION/RESID.	13,680	32,432	30,660				-100.0%	
SPECIAL EDUCATION-RESIDENTIAL	415,266	158,565	382,374				-100.0%	
CONGREGATE CARE-CSA PARENTAL A				9,237	32,890	32,890	100.0%	This line item pertains to the CHINS mandate. It includes the services listed in line items 3101 and 3102; however, the parent retains legal custody. The child can be placed through a non-custodial through DSS or a signed parental agreement through Court Services or Mental Health.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
HUMAN SERVICES								
EDUCATIONAL SERVS.-CONGREGATE				57,027	255,135	255,135	100.0%	Educational expenditures associated with residential/congregate expenditure line items (e.g. 3101, 3102, 3112, and non-mandated).
***MANDATED NON-RESIDENTAIL**								
FOSTER CARE PREVENTION-NON RES	79,837	35,638	203,889				-100.0%	
SPECIAL EDUCATION-PRIVATE	441,277	622,830	1,071,162				-100.0%	
SPECIAL EDUCATION-OTHER	119,573	135,727	126,460				-100.0%	
THERAPEUTIC FOSTER CARE				35,823	216,779	216,779	100.0%	Non IV-E children placed in therapeutic/treatment foster care homes.
FAMILY FOSTER CARE-INDEPEND. L				6,246			0.0%	Payment for basic maintenance and activities for foster care children who are living in a regular foster family home. It also applies to payments made for the care and support of youth over age 16. Lastly, it can also apply to payments for foster care youth at least 16 years of age who have been placed by the local DSS in a living arrangement in which the child does not have daily substitute parental supervision (e.g. college dormitory, individual apartment).
COMMUNITY-BASED SERVICES				11,313	126,469	199,136	100.0%	Community services provided to children while they are living at home, in the home of extended family, in a regular foster family home, or in an independent living arrangement. This line item includes Intensive Care Coordination services.
ALTERNATIVE DAY PLACEMENT/SPED				304,037	1,223,892	1,223,892	100.0%	Services for children with behavioral and/or mental disorders who are unable to function adaptively in the regular school system.
SERVICES IN THE PUBLIC SCHOOL				30,238	60,675	60,675	100.0%	Non-instructional services for children that provide support to maintain the child in the public school setting. These services prevent a more restrictive educational placement.
Total	**1,392,984**	**1,448,568**	**2,455,420**	**504,972**	**2,322,753**	**2,395,419**	**-2.4%**	
***NON-MANDATED(J&D,Y&F,OTHER EL**								
RESIDENTIAL			2,000		2,000	2,000	0.0%	Non-mandated children placed in residential treatment facilities, group homes, or in a facility to receive temporary care (e.g. comprehensive evaluation, emergency shelter).
NON-RESIDENTIAL	7,270		8,000		8,000	8,000	0.0%	Community services provided to non-mandated children while they are living at home, in the home of extended family, in a regular foster family home, or in an independent living arrangement. This line item includes Intensive Care Coordination services.
Total	**7,270**	**-**	**10,000**	**-**	**10,000**	**10,000**	**0.0%**	
****MEDICAID-LOCAL SHARE***								
MEDICAID-LOCAL SHARE				29,117	-	60,000	100.0%	Local Share of Medicaid Payments - based on history
Total	**-**	**-**	**-**	**29,117**	**-**	**60,000**	**100.0%**	
Grand Total	**1,479,743**	**1,538,460**	**2,588,815**	**606,864**	**2,457,839**	**2,589,906**	**0.0%**	**Offset with $1,450,004 in State Revenue and a Transfer from the General Fund for $1,139,902**

County Attorney

Description of Services

The Office of the County Attorney is authorized by the Code of Virginia and appointed by the Board of Supervisors. The Office is directly accountable to the Board of Supervisors and pursuant to statute provides legal services to the Board and the County staff. The County Attorney provides two main functions; the first is to counsel the Board of Supervisors and the County as a whole and the second is to litigate issues that arise. In addition to these two large functions, the County Attorney also serves as counsel to the many commissions, authorities, and committees created within the County, assisting them in drafting their Charters and By-Laws, commenting on contemplated actions and the potential legal consequences of those actions, and advising those public bodies on meeting protocol.

Counseling the Board of Supervisors and the County staff includes many things designed to provide rules of law that will assist in entering into contracts, avoiding tort and claims against the County, interpreting statute (both State and Federal) and advising the Department of Social Services. Also included in this counseling function are Freedom of Information Act issues, Conflict of Interest issues and other issues that arise when dealing with zoning, planning, land use, election law/redistricting, etc.

Litigating issues assists the County in preventing problems that might occur (injunction), or in resolving issues that have already occurred, or enforcing the County Code. This includes the acquisition of real property by eminent domain and/or condemnation, assisting the County in employment claims, representing the Department of Social Services and appearing in all Courts (Federal (including bankruptcy) and State Courts) on behalf of the County. The Code of Virginia, §15.2.1542, provides for the County attorney to "….prosecute violations of the Uniform Statewide Building Code, the Statewide Fire Prevention Code and all other ordinances as may be agreed upon with the attorney for the Commonwealth…"

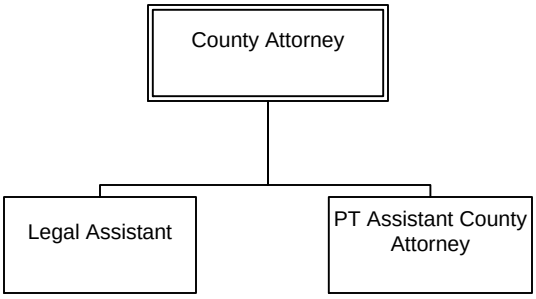
Outside counsel currently handles two areas of ligation for the County of New Kent; these are public finance and complex litigation. Public finance is an area of the law that is ever-changing and highly specialized. When the County needs to borrow money, the County Attorney works closely with, and monitors the effectiveness of, the chosen outside counsel. The second area is complex litigation. The Boards assess complex litigation on a case-by-case basis; there will be times when the County Attorney with the assistance of the Assistant County Attorney can handle these cases without outside help. There are times however, when the County Attorney in conjunction with the Board of Supervisors needs to assess the situation and determine whether it is preferable to send the matter to outside counsel. There may be times when the County looks to its insurance company for representation. Both of these areas of litigation are highly specialized and due to the lack of continuous work in these sections, it is important for the Board to consider each case individually.

County Attorney

Often during the course of duties, the County Attorney interacts with the public and assists the public in resolving legal issues that they might have with the Board of Supervisors or the County staff. The County Attorney assists residents of the County by ensuring consistency in enforcement of the County Code. In addition, the County Attorney is very visible in public meetings and ensures that the Code of Virginia, County Code, Committee Charter, or Committee By Laws are followed ensuring that all residents have the same opportunities.

Staffing History
FY ’07 – 2
FY ’08 – 2
FY ’09 – 2
FY ’10 – 2

Office of the County Attorney



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
COUNTY ATTORNEY								
****LEGAL SERVICES ****								
SALARIES & WAGES	126,775	134,219	142,701	93,247	141,514	141,514	-0.83%	Salaries for County Attorney and Legal Assistant to the County Attorney
OVERTIME	43	58	2,000	-	2,000	1,000	-50.00%	Overtime funding for the Department's sole non-exempt employee
PART-TIME SALARIES & WAGES			33,500	7,883	37,500	37,500	11.94%	Part-time Wages for the Assistant County Attorney
FICA/MEDICARE	9,733	10,308	13,633	7,716	13,923	13,848	1.58%	
RETIREMENT - VSRS	16,532	18,576	15,483	10,155	15,411	15,411	-0.47%	Benefits for County Attorney, Assistant County Attorney and Legal Assistant to the County Attorney
HOSPITAL/MEDICAL PLANS	17,890	19,216	18,072	12,048	20,241	19,980	10.56%	
GROUP LIFE INSURANCE	1,433	1,342	1,270	765	1,161	1,161	-8.58%	
WORKERS' COMPENSATION	103	109	196	171	252	252	28.57%	
RECORDING FEES	823				-	-	0.00%	Line-item removed
LITIGATION EXPENSES	5,915	21,090	20,000	3,858	20,000	17,250	-13.75%	Funding for outside counsel for large cases
LEGAL PROFESSIONAL SERVICES	41,866	14,409	10,000	3,246	10,000	10,000	0.00%	Covers bond financing and existing matters with outside counsel
TITLE SEARCHES	2,814	4,648	2,500	1,945	2,500	2,500	0.00%	Pays for title examination of County Property.
CODIFICATION	3,097	5,817	6,000	2,739	6,000	6,000	0.00%	Pays for website hosting and paper copies of County Code.
COURT REPORTER SERVICES	952		2,100	272	2,100	2,100	0.00%	Covers for 2 days of trial; possibly a short deposition one time.
CONDEMNATION			15,000	-	6,000	-	-100.00%	Used to pay for outside counsel/firm to process condemnation actions. Reduction allowed by shifting work to Asst Cty Atty.
EXPERT WITNESS COSTS			5,000	1,275	5,000	5,000	0.00%	Cost for one DSS case for a single-6 hour day was $952.10.
TAX COLLECTION	3,939	4,994	5,000	5,491	5,000	-	-100.00%	This line supports the Treasurer's office and is not used by the Legal Dept. Moved to the Treasurer's Office
UTILITY COLLECTIONS			500		-	-	-100.00%	Line-item removed
FREON COLLECTIONS			500		-	-	-100.00%	Line-item removed
ADVERTISING	906	2,388	3,000	625	2,500	2,500	-16.67%	Used for statutorily required advertising originating from the Legal Department
POSTAGE	317	195	1,200	127	600	600	-50.00%	Covers US Mail first class, certified; UPS and Fed Ex expenses.
TELECOMMUNICATIONS-CELLULAR	867	849	1,800	726	1,800	1,800	0.00%	Cost covers Blackberry's for both County Attorney and Assistant County Attorney. Assistant Cty Atty requires BB b/c she has no fixed office.
TELECOMMUNICATIONS	14	2	50	1	-	-	-100.00%	Long Distance now in Central Purchasing
TELECOMMUNICATION EQUIPMENT	100	127	150	60	150	150	0.00%	Pays for 2 year replacement of County Attorney's Blackberry
TITLE INSURANCE			1,200	-	1,200	-	-100.00%	Pays for title insurance on County property.
LEASE/RENT OF EQUIPMENT		1,079	1,872	728	3,744	3,744	100.00%	This line funds a multipurpose Copier/Fax/Scanner. Once Attorney's Office moves out of the Admin Suite, we will no longer share with Admin Office .
MILEAGE	378	393	400	165	400	400	0.00%	Reimbursement for use of personal vehicle on county business.
TRAVEL (SUBSISTENCE & LODGING)	268	537	2,000	491	1,000	900	-55.00%	Requested, but expected to be transferred out.
TRAVEL (CONVENTION & EDUCATION	4,268	3,975	7,000	1,792	7,000	6,300	-10.00%	Required for law lic. Amt. for conferences/seminars for the first 5 mos. of the beging of FY09 was $1,549.57. Conf. to be attended before FY09 ends; LGA Spring Conference in Charlottesville @ 310 for both attorneys $620. Not staying over night. Travel to and from for 3 days @ .55/mile for 166 miles round trip for one day $91.76; for 3 days - $275.28; LGA Fall Conf. in Va Beach cost for both attorneys $620; driving back and forth ea. day mileage to and from $198.06; for 3 days total mileage-$326.79 @ 0.55/mile.; Eminent Domain CLE $339 for both attorneys-$678; location to be determined; Paralegal Annual Joint Seminar for Legal Asst. $125; location to be determined. The above listed seminars will allow attorneys and paralegal to obtain the minimun cle requirements. However, they do not include seminars that have not been determined or announced at ths time. Seminars such as Zoning, Subdivision and Land Use, Plat and Subdivision Law; Law of Easements; Drafting Effective Easements; as well as Webinar's and Teleconferences.Prices for the seminars may cost anywhere from $259-$349/ person, travel not included.
PROFESSIONAL LICENSES & ASSOCI		440	750	735	1,200	1,200	60.00%	Amount covers VSB dues for 2 attorneys @ 315.00 each; LGA dues @ 270.00 each, plus some expected, but unknown increase.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
COUNTY ATTORNEY								
XEROX COPIES	187		250	-	250	250	0.00%	Use of copier in copy room as needed and CDA packages for meetings.
OFFICE SUPPLIES	2,804	2,469	4,000	592	2,600	2,300	-42.50%	FY06=$2571; FY07=$2804;
GASOLINE			-	-	200	200	100.00%	For use of pool cars.
DUES/BOOKS/SUBSCRIPTIONS	7,115	6,279	8,000	4,478	8,000	8,000	0.00%	Pays for WestLaw and Law Library. We spend 50% on-line and 50% books. Required to stay current with case law.
COMPUTER SOFTWARE		6,872	500	280	500	500	0.00%	Pays for software upgrades and maintenance of case mgt. system.
VOLUNTEER INCENTIVES/AWARDS	750	2,500	1,000		1,000	1,000	0.00%	Compensation for Outstanding Interns. Funded by a single legal review fee.
MACHINERY & EQUIPMENT			1,000		1,000	-	-100.00%	To pay for replacement scanner, should one break.
FURNITURE & FIXTURES	400	11,913	2,500		700	-	-100.00%	If furniture or fixtures break, we do without.
ADP EQUIPMENT	6,213	1,392					0.00%	Moved to Capital.
Total	**256,502**	**276,196**	**330,127**	**161,611**	**322,446**	**303,360**	**-8.1%**	**A small amount of offsetting revenue is received for Legal Document Reviews. However, this is a fairly new generated revenue, therefore there is not enough history to project a reasonable amount to expect for FY10 so no revenue is budgeted.**

Economic Development

Description of Services

Economic development in New Kent County has a simple mission: grow and support existing and new business investment and the result will be a greater level of business tax revenue and a corresponding decreased reliance on the residential tax base for County revenues. Economic development at the local level is simply about working with the business sector to help it grow and succeed. In addition to growing the tax base, business investment creates new employment opportunities and a more robust and thriving business community.

Job creation and tax base enhancement are seen as desirable and achievable goals. Achievement of these goals is offered in the context of zoning and community development activities provided in the context of the County Comprehensive Land Use Plan. County Code does establish an Industrial (Economic) Development Authority using State Code to delineate its duties and authorities which primarily deal with the issuance of Industrial Revenue Bonds.

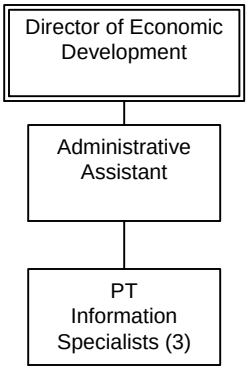
Additionally, the County and the Economic Development Authority partner to direct the implementation of marketing and promotional activity associated with economic development. The Board of Supervisors created the Economic Development Department in FY2005 and in 2007 approved the establishment of a formal business incentive program.

The core functions of the Economic Development Department are:

- To be the touch point and advocate for economic issues within County government for the business community, developers, commercial real estate agents, State economic developers and potential new businesses
- To build awareness of New Kent as a great place for business through marketing and promotional activities, web site, mailers, advertising, selling, networking, and special events
- To work with existing businesses to support and publicize their activities and help them to grow their customer base
- To provide information useful for the development process: sites, buildings, utilities, quality of life, and community amenities
- To assist County land/building owners market and sell their properties
- To encourage new business location and expansion of existing business through the use of incentives and County assistance
- To promote New Kent as a tourism destination through operation of the Visitors and Commerce Center, publishing New Kent history-related brochures and golf brochures, cooperative marketing with Colonial Downs and publishing a restaurant guide
- To assist in the development of new facilities/attractions which will draw tourists to the County

Staffing History
FY ’07 – 2
FY ’08 – 2
FY ’09 – 2
FY ’10 – 2

Department of Economic Development



FY10 Departmental Adopted Budget

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
ECONOMIC DEVELOPMENT								
****ECONOMIC DEVELOPMENT****								
SALARIES & WAGES	36,464	39,956	112,286	28,237	112,356	112,356	0.1%	Salary for Director and Administrative Assistant
OVERTIME	1,093	3,108	1,500	1,043	1,500	1,500	0.0%	Marketing Events, Meetings & VCC Coverage
PART-TIME SALARIES & WAGES	6,300	5,895	37,944	16,924	16,334	13,413	-64.7%	3 Permanent P/T Visitor & Commerce Center Information Specialist: ($9.00/hr x 882 hrs)
FICA/MEDICARE	3,157	3,607	16,312	3,267	14,620	9,736	-40.3%	
RETIREMENT-VSRS	4,750	5,530	19,017	3,075	18,870	12,236	-35.7%	
HOSPITAL/MEDICAL PLANS	4,835	5,192	31,260	3,256	35,012	19,980	-36.1%	Benefits for Director and Administrative Assistant
GROUP LIFE INSURANCE	412	400	1,546	232	1,421	921	-40.4%	
WORKERS' COMPENSATION	100	163	290	287	371	241	-16.9%	
PROFESSIONAL SERVICES			10,000		8,000	4,000	-60.0%	Site or Industry Work Consultants
CONTRACTUAL SERVICES	43,911	59,963		40,680	-	21,000	100.0%	Economic Development Consultant (Mark Kilduff); $40/hour @ 10 hours per week @ 52 Weeks
REPAIRS & MAINTENANCE		749	1,000	213	1,500	1,500	50.0%	VCC Repairs/Maintenance
PRINTING & BINDING	2,482	5,767	4,500	2,365	4,500	4,500	0.0%	Demographic Booklet $1,800); Business Cards, Stationary, Envelopes, Golf Brochures & Reprinting of County Maps & Brochures ($2,700);
ADVERTISING	1,475	3,100	6,000		6,000	6,000	0.0%	Marketing Events & Economic Development Programs
UTILITIES		3,695			-	-	0.0%	
POSTAGE	753	952	1,200	970	1,500	1,500	25.0%	Economic Development ($1,200); Tourism ($300)
TELECOMMUNICATIONS	569	5,068	5,650	4,084	7,020	7,020	24.2%	(Line maintenance ($600); T-1 ($350 X 12 = $4,200); Pots Line ($68 X 12 = $816) (Changed to $7,020 per A/P and IT Recom.)
MOTOR VEHICLE INSURANCE		420	460	371	410	410	-10.9%	1 Vehicle @ $410 (10% Increase from Actual for FY09)
LEASE/RENT-EQUIPMENT		3,379	4,820	2,800	4,820	4,820	0.0%	Copies/Fax Printer Lease ($3686); Postage Meter Machine ($684); Alarm System $500)
MILEAGE	29	129	100		100	100	0.0%	Department Vehicle Unavailable
TRAVEL (SUBSISTENCE & LODGING)	990	201	2,000	39	2,000	1,800	-10.0%	VA Chamber of Commerce Conference; VEDA Conference
TRAVEL (CONVENTION & EDUCATION	829	829	2,500	422	2,000	1,800	-28.0%	Registration for VA Chamber of Commerce Conference; VEDA Conference
JAMES RIVER ASSOC-CHICK RIVER	5,000				-	-	0.0%	
JAMESTOWN 2007 PROJECTS	4,107	19,712			-	-	0.0%	
DUES & ASSOCIATION MEMBERSHIPS	525	270	800	650	800	800	0.0%	VEDA Dues (R. Hathaway, M. Mills); NK Chamber of Commerce (M. Kilduff, R. Hathaway, M. Mills)
INSURANCE DAMAGES/RECOVERIES		550			-	-	0.0%	
XEROX COPIES	452		100		-	-	-100.0%	
COPIER/COMPUTER SUPPLIES	1,196	487	1,000		750	750	-25.0%	Miscellaneous Computer Supplies
SPECIAL PROJECT	1,960		25,000		15,000	7,500	-70.0%	Additional Work Associated With Barge Study and/or Industries
PROSPECT DEVELOPMENT	2,860	2,051	5,000	770	5,000	5,000	0.0%	Market & Promote NKC
GRAND OPENING OF VISITOR CENTE		10,918			-	-	0.0%	
EDA REIMBURSABLE EXPENDITURES		43,409		4,877	-	-	0.0%	
OFFICE SUPPLIES	3,027	1,019	3,000	582	2,800	1,800	-40.0%	Economic Dev & Tourism - Follows Cynical Nature of this Item
FOOD & SERVING SUPPLIES	57	346	1,000	496	1,000	1,000	0.0%	Meeting Refreshments (County & Prospects)
LAUNDRY & JANITORIAL SUPPLIES		109	200		200	200	0.0%	Miscellaneous Items Needed at VCC
GASOLINE EXPENSE	212	362	500	229	400	400	-20.0%	
VEHICLE-SUPPLIES,REPAIR & MAIN	133	25	500		500	500	0.0%	Vehicle Maintenance & Repair
BOOKS & SUBSCRIPTIONS		312	324	505	400	300	-7.4%	Tidewater Review; Washington Post; Richmond Times Dispatch
OTHER OPERATING SUPPLIES				1,402	-	-	0.0%	Other Operating Supplies Need At VCC
PROMOTIONAL MATERIALS	4,011	13,344	15,000	16,300	20,000	10,000	-33.3%	"This is New Kent" Brochure; Barge Port Brochure; General County Marketing Brochure
MACHINERY & EQUIPMENT	4,393				-	-	0.0%	
FURNITURE & FIXTURES	721	9,018			-	-	0.0%	
OFFICE FURNISHINGS FROM MEALS	1,583	6,253			-	-	0.0%	
COMMUNICATIONS EQUIPMENT	8,015		500		-	-	-100.0%	
ADP EQUIPMENT	1,827	1,156			-	-	0.0%	
SIGNAGE FOR VISITOR'S CENTER		1,240			-	-	0.0%	
Total	**148,228**	**258,684**	**311,309**	**134,076**	**285,184**	**253,083**	**-18.7%**	

Extension

Description of Services

The New Kent Cooperative Extension acts as the front door to the land-grant university system. Every citizen of the County has access to the wealth of knowledge available through our two land-grant universities, Virginia Tech and Virginia State University, as well as to the nation's land-grant universities. Extension's mission is to enable New Kent residents to improve their lives through an educational process that uses scientific knowledge focused on important issues and needs of the community. Extension uses objective, research-based educational programs to stimulate positive personal, economic, and societal change. Its educational programs lead to more productive lives, families, communities, and farms and forests while enhancing and preserving the quality of New Kent's natural resources.

New Kent County Cooperative Extension does not determine in isolation the needs of the community, nor does it implement solutions to those needs on its own. Instead, Extension facilitates an approach to education that involves the community in the identification of their own needs and the implementation of solutions. The primary means for Extension to facilitate community involvement in Extension education is through a representative group known as the New Kent County Extension Leadership Council (ELC).

In 2008 alone, the Extension Office handled over 6,000 face-to-face contacts, and over 2,000 indirect contacts which included emails and phone calls providing Extension answers to a variety of questions and issues regarding agriculture and natural resources, family and consumer sciences, and 4-H youth development.

Services that Extension provides for New Kent County include:

- Agriculture and homeowner soil sampling and fertilizer/lime recommendations, as well as insect, weed and disease identification and pest control recommendations
- Agriculture pesticide education and pesticide permit and recertification
- Reviewing Agriculture and Forestal District (AFD) requests
- Providing fertilizer and pesticide recommendations on cropland, pastures and hayfields
- Conducting agricultural field days, research and conferences to educate local producers on new practices that will improve the environment while increasing agriculture profitability
- Reviewing and making recommendations on new development landscape plans to reduce environmental impact from land use changes
- Training volunteers to become Master Gardeners, who in turn help homeowners with lawn and garden questions
- Providing demonstration raised bed gardens and lawn turf panels to help homeowners make better land use decisions

- Promoting New Kent small and part-time agriculture resources through tours, field days, and resource guides
- Conducting youth education programs for 3rd and 4th graders on the Importance of Agriculture, Green Space, Soils, Water Quality, and Food Production in New Kent
- Recruiting and training 4-H adult volunteers to help support 4-H clubs, 4-H camps and “Share-The-Fun” Contest, as well as recruiting 4-H teen leaders and 4-H youth to participate in 4-H leadership and development camping activities
- Overseeing and providing guidance and support for annual County Fair
- Serving the Emergency Preparedness and Disaster Assessment Team
- Serving on the Colonial Soil & Water Conservation District Board which supports New Kent sediment and erosion control issues, State Best Management Practices (BMP) cost share priority needs and water quality improvement activities
- Coordinating New Kent Pesticide Disposal and Pesticide Container Recycling programs
- Assisting in grant writing to provide funds to promote Homeowner BMPs through demonstrations, i.e., wildflower plantings, Bermuda grass, and water-wise landscapes and gardens, primarily dealing with homeowner associations in New Kent
- Coordinating and conducting deer hunts at Providence Forge Forestry Center for disabled individuals

EXTENSION

****EXTENSION PROGRAM****

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PART-TIME SALARIES & WAGES	20,532	19,164	25,879	17,834	30,292	23,931	-7.5%	AG Agent/Unit Coordinator: $11,392.15; 4-H Agent: 6,361.27; PT Hort. Coordinator (2 days/wk): $12,540.
FRINGES - ALL	5,688	5,774	7,321	2,216	6,258	4,016	-45.1%	Added fringes @ 35.25% on above PT Salaries & Wages (*AG & 4-H Agent only - $17,753.42*) per VA Tech
WORKERS' COMPENSATION	362	410	360	356	458	458	27.2%	10% increase over last year/Amy Stonebraker - revised to 27% increase
COMPUTER SERVICE	167	804	552	235	-	-	-100.0%	Discontinued DTN service
UTILITIES	1,200	2,140	1,200	1,735	2,148	2,148	79.0%	Possible utility increase of $79/mo with new lease with Ralph Johnson
TELECOMMUNICATIONS	1,340	513	500	174	312	312	-37.6%	Based on Verizon $26.00/month (fax machine)
LEASED WAN LINES		1,326	3,900	2,478	4,258	4,258	9.2%	Based on T-1 Line @ $354.83/mo x 12 mos.
VEHICLE INSURANCE	425	420	460	371	409	409	-11.1%	10% increase over last year/Amy Stonebraker
LEASE/RENT	18,000	18,000	18,000	13,500	18,000	18,000	0.0%	Remains the same
MILEAGE	1,161	1,310	1,000	1,043	1,186	1,186	18.6%	Hort. Coordinator: $825/yr (1497mi @$.55/mi); Admin. Asst.: $361/yr (656 mi@$.55/mi)
TRAVEL(SUBSISTENCE & LODGING)	36		500		250	225	-55.0%	Paul Davis reduced
TRAVEL (CONVENTION & EDUCATION	68	132	500	70	250	225	-55.0%	Paul Davis reduced
DUES & ASSOCIATION MEMBERSHIPS	175	190	400	175	200	200	-50.0%	Paul Davis reduced
XEROX COPIES	72						0.0%	
OFFICE SUPPLIES	1,002	1,260	1,500	989	1,500	1,350	-10.0%	Unit office supplies
REPAIR & MAINTENANCE SUPPLIES		131		22	-	-	0.0%	Original request - $130/Reduced to $0 (General Services to take care of)
GASOLINE		756	1,000				-100.0%	Paul Davis deleted State paying for fuel
VEHICLE SUPPLIES, REPAIRS & MA	196		300	16	300	300	0.0%	Truck repairs
BOOKS & SUBSCRIPTIONS	227	290	300	173	300	225	-25.0%	
OTHER OPERATING SUPPLIES	1,853	612	500	165	500	500	0.0%	
FARMER'S MARKET/TOUR	1,007	881	2,000	315	1,000	1,000	-50.0%	Reduced
MACHINERY & EQUIPMENT	114						0.0%	
FURNITURE & FIXTURES	54						0.0%	
Total	**53,679**	**54,113**	**66,172**	**41,867**	**67,622**	**58,743**	**-11.2%**	

Financial Services

Description of Services

The New Kent Financial Services Department is responsible for the financial management of the County. This includes establishing and maintaining effective controls over the County's financial activities, providing accurate financial information to all County and School Board departments, as well as, specific agencies in a timely manner.

The department is responsible for preparing the annual budget and monitoring compliance after adoption. To prepare the budget, a four or five member Budget Team is formed which includes the County Administrator, Director and Assistant Director of Finance as well as a rotating Department Head from another department. The Team works closely with all County Departments, the Board of Supervisors, School Board, outside agencies and citizens to compile a budget that will enable the County to carry out the vision and goals outlined by the Board of Supervisors in the most fiscally-responsible manner. In addition, the Department is responsible for compiling the County's Five-Year Capital Improvement Program.

Financial Services performs analyses of the financial condition of the County including interim and annual financial reports. The department compiles and analyzes financial information, which includes performing general ledger adjustments and monitoring County ledgers and supporting documents to ensure the accuracy and integrity of various financial reports. The department directs the amendment of the budget and the transfer of appropriations as required. In addition, impact analysis, as requested, is created for legislation pending in the Virginia General Assembly. The office also conducts special studies as directed by County Administration, especially where there is a revenue or expenditure impact to be measured. Recommendations of financial policies are provided to the County Administrator as needed.

A major responsibility of the department is to prepare the Comprehensive Annual Financial Report (CAFR) for each fiscal year ending June 30. The County of New Kent's financial report includes all funds and account groups of the "primary government" as well as two "component units" – the school and the EDA and our enterprise fund (Utilities). The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the County of New Kent, Virginia for its Comprehensive Annual Financial Report for the fiscal year ended June 30, 2007. The County has received this certificate for four consecutive years.

At this time, the Accounts Payable function is shared by multiple employees due to a position freeze. The Accounts Payable function is responsible for reviewing invoices and vouchers to ensure compliance with all County policies and entering payment requests into the BAI Accounts Payable system for the issuance of payment. Accounts

payable provides information to internal customers, as well as external customers (vendors). All inquiries received regarding invoices, travel expenditures, etc, are funneled through this function. This function also provides financial and accounting assistance to various County department directors and agencies in addition to analyzing various payable accounts to track delinquencies and prepare reports for year-end audit. In conjunction with the Accounts Payable function, the department prepares all purchase orders after verifying there are funds budgeted and available for the expenditure. Accordingly, every reasonable effort is made to ensure that funds are used in a responsible and appropriate manner.

The department also prepares payroll on a semi-monthly schedule which includes timesheet entry into the BAI payroll system, reviewing edits for accuracy before printing and sorting checks, direct deposit documents, and employee deduction checks and support. Additionally, all payroll reporting for taxes, deductions, etc. are performed for each payroll cycle. The department is also responsible for quarterly and annual payroll returns. To carry out payroll in an efficient manner, the process interacts closely with the Human Resources department.

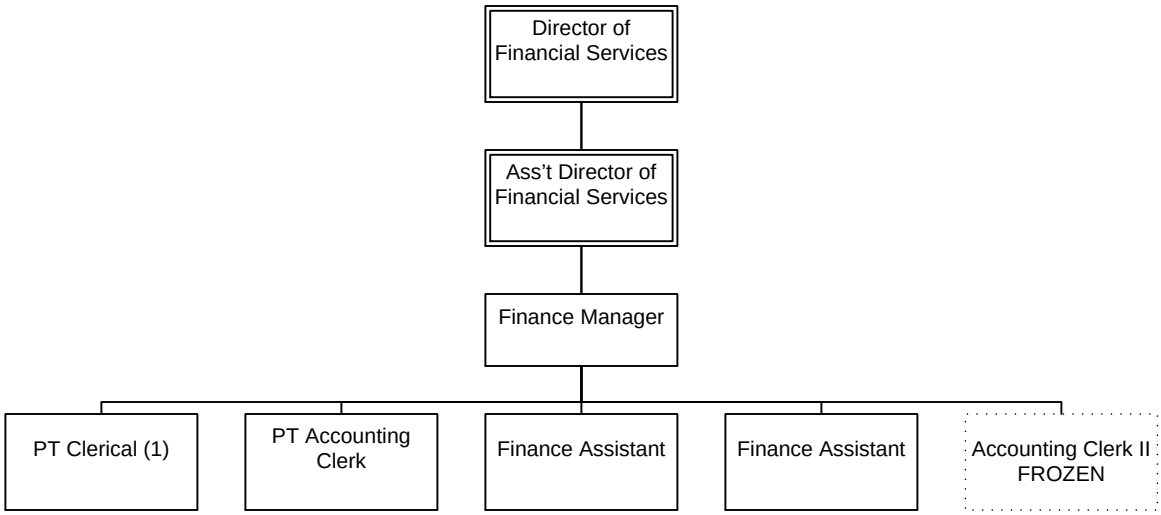
The department prepares quarterly utility bills. Financial Services is responsible for coordinating the meter reading process and then preparing, analyzing, and reviewing reports for accuracy before printing, sorting, and mailing the bills. The department prepares over 1,800 bills quarterly. In addition, the department collects connection fees, transfer fees, and customer deposits.

Other functions performed by Financial Services include:

- Fixed Asset Management - an accounting process that tracks fixed assets for the purposes of financial accounting, preventive maintenance, and theft deterrence
- Grant Funds Monitoring – over $4 million worth of Grants were applied for and/or awarded to the County in FY08 and FY09. Financial Services must ensure reimbursement requests from the State and Federal governments as well as private organizations are accurate and filed in a timely manner
- Risk Management – the management of insurance claims and the annual policy renewal for liability insurance are carried out by the department. Surety Bonds for the Board of Supervisors and the County and Assistant County Administrator are also coordinated through the department
- Pool car accountability
- Cell phone ordering/activation
- Allocation of centralized service costs (gas, copier, postage)
- Billing for Freon Disposal and other accounts receivable

Staffing History
FY ’07 – 6
FY ’08 – 6
FY ’09 – 6
FY ’10 – 5

Department of Financial Services



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
FINANCIAL SERVICES								
FINANCIAL SERVICES								
SALARIES & WAGES	223,526	273,013	278,691	175,092	276,502	235,810	-15.4%	Salaries for Director, Assistant Director, Finance Manager & Payroll Finance Assistant
OVERTIME	5,094	3,191	3,750	2,118	2,600	2,600	-30.7%	Additional coverage during budget and audit
PART-TIME SALARIES & WAGES	13,003	11,969	15,155	8,516	15,300	15,300	1.0%	19 hours a week for an Accounting clerk - $12,400; Other P/T Help $2,900
FICA/MEDICARE	18,419	22,019	22,766	14,064	22,520	19,407	-14.8%	Benefits for Director, Assistant Director, Finance Manager & Payroll Finance Assistant
RETIREMENT - VSRS	28,360	37,847	30,239	19,065	30,111	25,680	-15.1%	
HOSPITAL/MEDICAL PLANS	29,106	33,632	28,572	18,234	32,000	26,196	-8.3%	
GROUP LIFE INSURANCE	2,473	2,738	2,481	1,436	2,267	1,933	-22.1%	
WORKERS' COMPENSATION	236	351	475	416	601	517	8.8%	
CAREER DEVELOPMENT		1,803	7,650	5,554	5,850	5,265	-31.2%	2 Classes at VT-Asst. Director $3500, 1 Graduate course-Finance Manager $1650, Tuition and Fees for 2 classes and books- Finance Assistant-Payroll $700
PROFESSIONAL SERVICES	28,996	38,075	43,295	32,691	41,218	41,218	-4.8%	Arbitrage Rebate (Bingham) - $6,208, End of Year Close (RFC) - $500, Financial Advisors (Davenport) $30,000 retainer and $4,000 out of pocket and Administrative fees, GFOA award application fee ($510)
AUDITING SERVICES	35,675	39,480	40,200	40,500	41,500	41,500	3.2%	Audit (RFC) - $41,500; Annual audit mandated - 3% Increase from FY09
FIXED ASSETS	598	598	700	598	700	700	0.0%	Maximus Asset Management Services $700; Software to track fixed assets
CONTRACT SERVICES	2,500	297	3,665	2,213	3,400	3,000	-18.1%	Water cooler and supplies $400, Cost allocation plan $3000
TECHNICAL SUPPORT	1,645	1,727	1,750	1,727	1,838	1,555	-11.1%	Bright and Associates $1838; Tech support for Financial Software - decrease by $283 because HR now sharing in cost
REPAIRS & MAINTENANCE		125	250		-	-	-100.0%	
MAINTENANCE SERVICE CONTRACTS	920	422	192		192	192	0.0%	Maintenance for Accounting Assistant- Payroll's Computer @ $16 per month
ADVERTISING	7,786	509		341	-	-	0.0%	
POSTAGE	3,085	3,707	3,000	2,599	3,800	3,800	26.7%	U.S. Post Office $3800- postage for Freon Bills, Letters, A/P, other invoices & correspondence
TELECOMMUNICATIONS-CELLULAR	865	853	875	545	875	875	0.0%	Verizon- Blackberry $875 for Director
TELECOMMUNICATIONS	90		300		-	-	-100.0%	
PAGER				716	-	-	0.0%	
TELECOMMUNICATION EQUIPMENT		40	50	-	-	-	-100.0%	
LEASE/RENT OF EQUIPMENT		2,045	4,080	3,067	4,080	4,080	0.0%	Leased Digital Copier/Printer/Fax Ricoh C2500 $4080
MILEAGE	656	166	500	344	500	500	0.0%	Use of personal vehicles $500- Mileage for attending meetings & training
TRAVEL (CONVENTION & EDUCATION	7,287	9,553	11,514	2,574	7,625	6,862	-40.4%	VGFOA Seminars-2 @ $225.00 each (Asst. Director), VGFOA Seminars- 2 @ $225.00 each (Finance Manager), VGFOA Seminars - 2 @$225 (Director), GFOA Conference (Atlanta, Georgia) - $3,200 (Director), 2 Nights Hotel for Bright Meetings-$200, Operating & Capital Budgeting Course & 2 nights hotel-Accounting Assistant $445, GFOA Web Class ($80) 8th Annual VSCPA Gov't & Nonprofit Conference- Director $1000; Fall and Spring VGFOA Conferences $1,350
DUES & ASSOCIATION MEMBERSHIPS	1,274	1,788	2,224	1,464	2,074	2,074	-6.7%	BAI Accounting User- $500, VGFOA (Director & Asst. Director) $200, TCVSCPA (T/W Chapter) $140, VSCPA $250, GFOA (Director & Assistant Director) $340, AICPA $200, Va Board of Accountancy- License Renewal $24, AGA (Director & Asst. Director) $190
XEROX COPIES	2,628	337	2,800	1,381	2,400	2,400	-14.3%	Copier Charges $2400- Copies for budget, audit, A/P, Fixed Assets, Insurance, Payroll, Etc.
COMPUTER SUPPLIES	3,788	2,003	750	383	750	750	0.0%	Decreased from previous years due to new copier/printer
CHARGE CARD FEES/PROCESSING		1,627		37			0.0%	

FY10 Departmental Adopted Budget

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
FINANCIAL SERVICES								
OFFICE SUPPLIES	3,318	3,733	5,220	1,681	4,250	3,825	-26.7%	Office Staff Supplies $3170, 22 Bankers Boxes $330, Supplies for budget $750
UNIFORMS		12					0.0%	
BOOKS & SUBSCRIPTIONS	1,255	260	1,652	364	735	551	-66.6%	GFOA Publications $150, GASB Subscription Plan $185, GAAFR Review $50, Governing/VA Local Tax Rates/Misc. $350
FORMS PRINTER SUPPLIES	2,307	2,186	2,800	2,794	3,050	3,050	8.9%	Stock for AP, PR, W2's
COMPUTER SOFTWARE		421					0.0%	
FURNITURE & FIXTURES	526	230					0.0%	
COMMUNICATIONS EQUIPMENT							0.0%	
ADP EQUIPMENT	6,049	110					0.0%	
Total	**431,465**	**496,867**	**515,596**	**340,514**	**506,738**	**449,640**	**-12.8%**	
****CENTRAL PURCHASING****								
MAINTENANCE SERVICE CONTRACTS		34,000	60,000	20,420	53,000	53,000	-11.7%	Maintenance of Telecommunication - Packet 360 Maintenance- To be allocated to individual departments
XEROX COPIES	(6,884)	1,000			-		0.0%	Starting Jan 2008 - JV will be to the 5410 line with new Copier
TELECOMMUNICATIONS	88,139	90,106	112,615	68,061	115,000	115,000	2.1%	Verizon PRI, Cox PRI, Packet 360, AT & T and Misc. & repairs
TELECOMMUNICATIONS - COX				20	-		0.0%	Verizon PRI, Cox PRI, Packet 360, AT & T and Misc. & repairs
GAS ACCOUNT	1,569	(15,596)	7,890	(3,246)	-		-100.0%	The New Vehicle Maintenance Garage will keep track of gas
POSTAL COST TO BE ALLOCATED	5,948	19,747	21,000	15,258	19,000	19,000	-9.5%	Pitney Bowes Postage Machine Rental of $4422/QTR ($17,688/yr) and Supplies ($1,000)
TELECOMMUNICATIONS - CELLULAR	442	398	475	245	400	400	-15.8%	Cell Phone for central use to those that don't have one. *For use of other departments in case of breakage or loss. Budgeted for new phone.
TELECOMMUNICATIONS - EQUIPMENT					50	50	100.0%	Phone is two years old will need to purchase equipment
LEASED WAN LINES	3,464	8,850	10,200	5,710	10,200	10,200	0.0%	$690/month Cox
VEHICLE INSURANCE-POOL CAR	851	1,260	1,380	1,113	820	820	-40.6%	Insurance for 2 vehicles @ $410/each
PUBLIC OFFICIAL LIABILITY INSU	5,061	5,713	6,300	6,294	6,923	6,923	9.9%	VACO Liability Insurance for Constitutional Officers and Board Members - 10% Increase over FY09 Actual
LEASE/RENT OF EQUIPMENT		3,048	1,000	674	1,000	1,000	0.0%	New Copier - $576.99/month-Copier JV's will be to this line starting Jan 2008 ($6923.88 copier lease minus estimate charge back to departments $5900.00)
INSURANCE DAMAGES/RECOVERIES			1,000		1,000	1,000	0.0%	2 car at $500.00 deductible each
UNRESOLVED P-CARD CHARGES			500	124	-		-100.0%	Nothing should be budgeted in these line items because they should be zeroed out at the end of the year.
UNRESOLVED REG. VISA CARD CHAR			500	255	-		-100.0%	Nothing should be budgeted in these line items because they should be zeroed out at the end of the year.
OFFICE SUPPLIES		20	100	25	20	18	-82.0%	Supplies for Industrial Shredder
COPIER PAPER	3,600	6,859	7,000		7,000	7,000	0.0%	Copier Paper - for County Offices from the School Board Office
GASOLINE - POOL CAR	1,133	357	2,000	207	2,000	2,000	0.0%	There are two Pool Cars now and both are being used more than the old Crown Vics were
VEHICLE SUPPLIES-POOL CAR	123	149	500		500	500	0.0%	Oil changes, inspections, car washes for 2 vehicles *Vehicles used much more than in past
MACHINERY & EQUIPMENT		1,515					0.0%	
Total	**103,446**	**157,426**	**232,460**	**115,160**	**216,913**	**216,911**	**-6.7%**	
Grand Total	**534,911**	**654,293**	**748,056**	**455,674**	**723,651**	**666,551**	**-10.9%**	

Fire-Rescue

Description of Services

New Kent Fire-Rescue is established by ordinance in the County Code to provide all fire and emergency medical services as well as services related to civilian safety and evacuation in disasters and emergencies. The Fire-Rescue Department also is responsible for administration of local, state, and federal emergency response, assistance and recovery programs within the County.

New Kent County takes pride in having a combined volunteer and career department that complements each others' abilities and talents to best serve its residents. The department's primary responsibility is for the following:

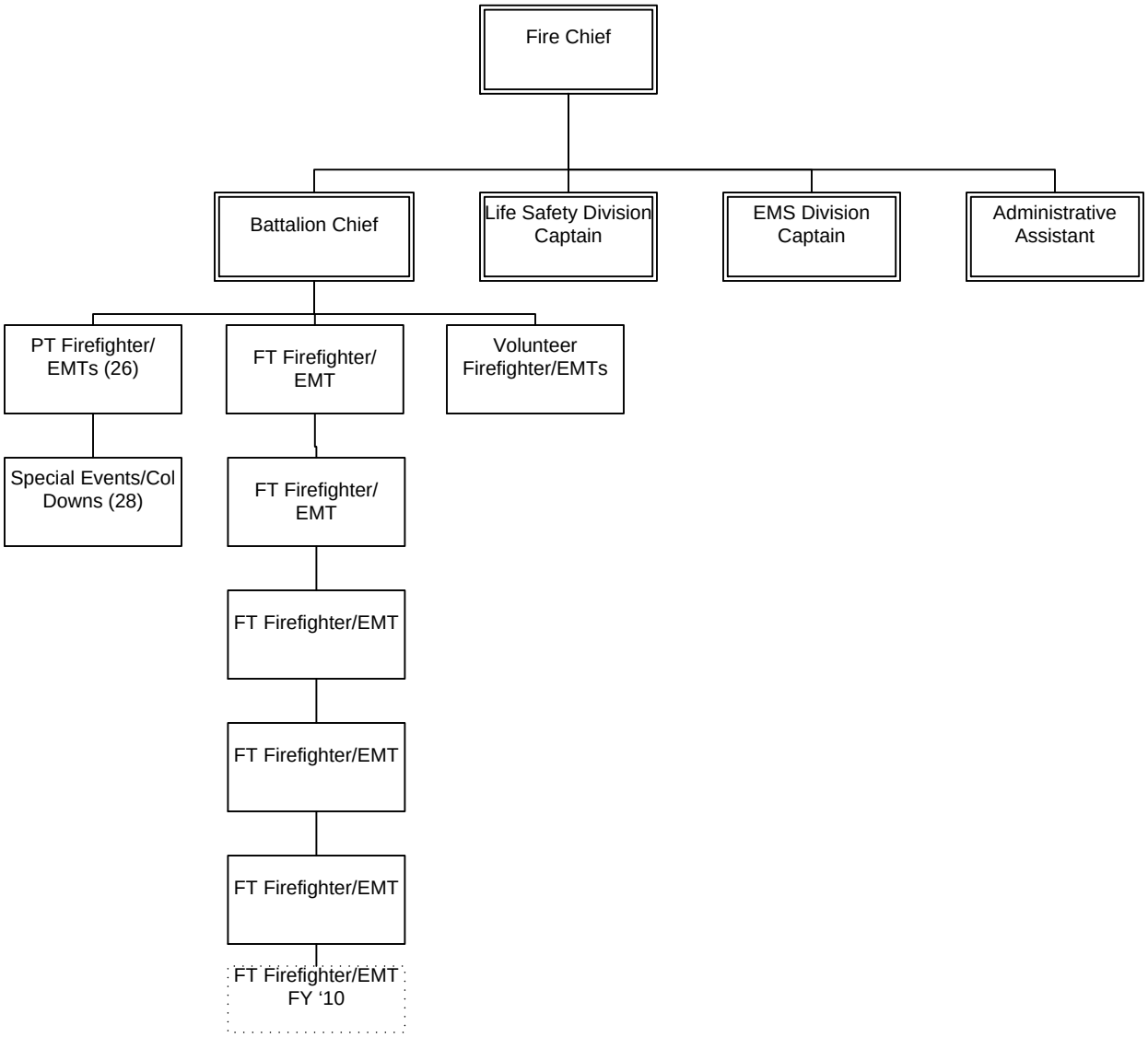
- Regulating and managing the provision of emergency patient care and services before the patient reaches a hospital and regulating providers of the non-emergency transportation of patients requiring medical services
- Regulating and managing the provision of fire prevention, protection, suppression, and investigation services
- Enforcing laws relating to fire prevention
- Providing services related to hazardous materials and similar hazards that pose a threat to life and property
- Any additional related services that are necessary for the provision of fire and emergency medical services
- Management of the radio tower infrastructures

On a daily basis the department also:

- Provides a safe environment in which its customers live and visit
- Minimizes the threat of all disasters, including fire through awareness, preparation and mitigation
- Provides the highest quality of emergency medical treatment at the basic and advanced life support levels
- Takes a proactive approach to developing relationships within the business community in the areas of fire prevention and education, economic development, and emergency preparedness
- Seeks alternative funding methods to provide the maximum level of fiscal responsibility
- Safely provides aggressive response with trained personnel in all emergencies
- Provides a seamless integration of all emergency responders, focusing on competency, compassion, and consistency
- Creates a system that makes interoperability a standard practice

Staffing History
FY '07 – 10
FY '08 – 10
FY '09 – 10
FY '10 – 11

Fire-Rescue



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
FIRE-RESCUE								
****AMBULANCE & RESCUE SERVICE****								
FOUR FOR LIFE GRANT FUNDS	8,654	25,457	17,040	13,058	17,040	9,372	-45.0%	EMS Training
Total	**8,654**	**25,457**	**17,040**	**13,058**	**17,040**	**9,372**	**-45.0%**	**Offset 100% or $9,372 from the Four For Life Grant**
****FIRE & EMERGENCY MANAGEMENT***								
SALARIES & WAGES	405,053	420,485	470,966	293,024	462,392	462,392	-1.8%	Salaries for One Fire Chief, two Captains, five firefighters and one administrative assistant
OVERTIME	19,665	11,242	15,000	22,686	5,000	5,000	-66.7%	Emergency OT to cover hold over based upon morning call volume
PART-TIME SALARIES & WAGES	32,791	176,180	15,000	200,713	5,000	5,000	-66.7%	Staffing of Fire Station 2 and 3, leave fill in
SPECIAL DUTY-COLONIAL DOWNS	23,918	55,734		25,844			0.0%	Staffing of Special Events
PART TIME OVERTIME	251	1,773		4,534			0.0%	Emergency Coverage for Hold Over Calls
FICA/MEDICARE	33,915	46,395	38,326	39,228	36,139	36,139	-5.7%	Benefits for One Fire Chief, two Captains, five firefighters and one administrative assistant
RETIREMENT-VSRS	51,285	58,236	51,098	31,276	50,354	50,354	-1.5%	
HOSPITAL/MEDICAL PLANS	54,970	60,752	57,144	36,468	64,001	63,180	10.6%	
GROUP LIFE INSURANCE	4,404	4,208	4,191	2,355	3,791	3,791	-9.5%	
WORKERS' COMPENSATION	6,695	12,337	16,244	14,088	19,375	19,375	19.3%	
MEDICAL, DENTAL, HOSPITAL SERV	984						0.0%	
OSHA COMPLIANCE EXPENSE	9,203	10,829	37,710	9,899	37,710	37,710	0.0%	Annual FIT tests $7,150; Physicals $24,560; Health/Safety program $6,000
PROFESSIONAL SERVICES	518	12,000	16,000	7,930	16,000	16,000	0.0%	Operational Medical Director Services
REV. RECOVERY - BANK FEES				161			0.0%	
REVENUE RECOVERY REFUNDS		862		85			0.0%	
REVENUE RECOVERY FINANCE CHARG		24		11,284			0.0%	
REPAIRS & MAINTENANCE	3,601	22,210	8,000	15,249	8,000	8,000	0.0%	Fire Station 2 and 3
MAINTENANCE SERVICE CONTRACTS	6,157	26,098	47,088	34,033	68,845	68,845	46.2%	Aerial Ladder Testing, $ 550.00; Ground Ladder Testing, $ 1450.00; Dry Hydrant Testing and Maint, $10,000, Pump Testing, $3250,00; Air Monitor Testing $5982.00; 12 lead calibrations, $3000.00; AED Calibration, $1500; SCBA Flow Testing, $ 2610; Atmospheric Calibration, $900; Overhead Doors, $1600; Generators, $2200; Extrication Equipment, $1390; Kitchen, $103.00; Fax Equipment, $ 285.00; Copy Machines, $ $11,500.00; Bottle Water, $ 825.00; Web Ex, $ 3600.00; Design Source, $ 2280.00; Reverse 911, $ 3,500.00; Zoll Data, $ 10,000.00; Weather, $ 2,315.00
PRINTING & BINDING	1,716	922	4,910	169	5,000	5,000	1.8%	EOP/Rad Plan $1,500; SOG $1,500; Orientation $485; continuity manual $600; response manual $600
ADVERTISEMENTS	1,086		500	182	500	500	0.0%	RFP and Public Education
ELECTRIC SERVICE	21,394	25,518	35,000	18,120	35,000	35,000	0.0%	Stations 1,2,3,8
HEATING SERVICES	15,775	19,729	22,000	22,611	22,000	22,000	0.0%	Stations 1,2,3,8
POSTAGE	906	1,275	540	758	700	700	29.6%	NKTSC & LEPC $100; Machine $264; Bus Ofc $330
TELECOMMUNICATIONS-CELLULAR	8,872	14,910	15,300	10,886	15,000	15,000	-2.0%	Cell + air cards in Units
TELECOMMUNICATIONS	7,714	6,600	13,000	4,313	6,600	6,600	-49.2%	Pots lines all loc + dispatch, *need to review estimates
PAGER	9,780	12,831	13,400	3,226	2,000	2,000	-85.1%	Due to poor coverage pager contract was cancelled
TELECOMMUNICATION EQUIPMENT	3,052	2,549	3,000	1,192	3,000	3,000	0.0%	Based on previous years expenditures - to cover cost for replacement of damaged telecommunication equipment
LEASED WAN LINES	7,446	14,737	20,280	12,867	22,000	22,000	8.5%	*Need to review estimates
INTERNET ACCESS (VOLUNTEERS)	2,376	891					0.0%	Inc in T1 now
MOTOR VEHICLE INSURANCE	16,977	19,080	27,360	25,118	28,480	28,480	4.1%	VACO Fleet-replacement cost - 32 Vehicles @ $890/each
VOLUNTEER INSURANCE	22,767	16,586	20,000	18,284	22,000	22,000	10.0%	3 blgs + volunteers
LEASE/RENT OF EQUIPMENT		5,725					0.0%	
LEASE/RENTAL OF BUILDINGS			6,400	5,348	-	-	-100.0%	
MILEAGE	74	265	500	455	800	800	60.0%	Travel for regional mtgs
TRAVEL (SUBSISTENCE & LODGING)				591			0.0%	
TRAVEL (CONVENTION & EDUCATION	22,985	4,950		12,652			0.0%	
PUBLIC EDUCATION DONATIONS	882	2,722		2,278			0.0%	
INHALENT ABUSE PREV. AWARENESS			500	500	500	450	-10.0%	Community Awareness & Prevention
REPAIR PERSONAL GEAR			500	166	500	500	0.0%	Damaged structural gear
REPAIR PORTABLE EQUIPMENT	1,343	995	3,500	1,379	3,500	3,500	0.0%	Repair tools, saws, fans, etc
REPAIR COMMUNICATIONS	1,725		2,000	282	2,000	2,000	0.0%	for repairs not covered by svc contract
STATE FIRE PROGRAMS FUND	67,877	18,449	35,487	29,168	35,487	34,802	-1.9%	Fire Training - 100% State Fire Programs Funds

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
FIRE-RESCUE								
DUES & ASSOCIATION MEMBERSHIPS	510	503	810	542	810	810	0.0%	IAFC 180; VFPA 20; IAEM 165; VEMA 50; VFCA 225; IAAI 75; VAHMRS 10; VAGEMSA 50; CVFAA 50; NFPA 150; VBCOA 35;ICC
INSURANCE DAMAGES/RECOVERIES	27,191	1,216	1,000	11,283	1,500	1,500	50.0%	Covers deductibles
COMPUTER SUPPLIES	2,059	5,187	3,248	5,446	3,500	3,500	7.8%	Need line item for WebEx
OFFICE SUPPLIES	2,820	2,955	3,300	4,050	3,300	2,970	-10.0%	4 station + fire admin offices
EMS SUPPLIES	32,678	23,069	31,675	10,343	36,000	36,000	13.7%	O2 $4,500; EMS & AED $31,500
JANITORIAL SUPPLIES & SERVICES	2,925	8,082	19,205	5,160	20,000	20,000	4.1%	Dumpster Svc $4,700; grounds $1,800; floor maint $2,736; 4 station supplies $10,700.
REPAIR & MAINTENANCE SUPPLIES	11,443	2,916	5,000	2,431	5,000	5,000	0.0%	Repairs by staff to 4 stations
VEHICLE & POWERED EQUIPMENT FU	52,255	71,418	60,750	45,737	66,000	66,000	8.6%	Fuel costs for fleet
VEHICLE/POWER EQUIP, REPAIR/MA	66,299	84,278	50,000	80,109	60,000	60,000	20.0%	Fleet Repair
UNIFORMS & WEARING APPAREL	39,259	43,366	36,000	28,634	36,000	32,400	-10.0%	Staff $12,750; Volunteer $23,250
BOOKS & SUBSCRIPTIONS	1,199	1,352	1,571	1,998	1,600	1,200	-23.6%	Fire eng $32.50; Fire House $24; Rich Times $200; EDM $250; NFPA $675; Code Updates $500
OPERATING SUPPLIES	2,328	3,090	3,700	3,713	3,700	3,700	0.0%	Batteries, Rehab supplies
VOLUNTEER EARNED SERV. SUPPLEM	34,700	32,550					0.0%	Volunteer Markup Fire Station 1, 2, 3
PROMOTIONAL MATERIALS	805	478	2,500	7,636	2,500	2,250	-10.0%	Awards, Graduations, Community Educ Materials
HAZ. MATERIAL SPILL CLEAN UP	12,802	1,460	2,500		2,500	2,500	0.0%	Clean up pending reimbursed
MACH & EQUIP-VA POWER FUNDS	20,189	36,233		2,952	35,000	35,000	100.0%	Surry Power Prepardness and Equipment - 100% VA Power Funds
MACH & EQUIP-ALL FIRE DEPTS.	59,384	71,651	40,000	33,295	3,400	3,400	-91.5%	Fire-Rescue will attempt to seek a grant to replaced damaged hose
TURN-OUT GEAR REPLACEMENT		20,756	43,766	47,288	31,000	31,000	-29.2%	Structural & EMS Gear
FURNITURE & FIXTURES	4,793	873		2,736			0.0%	
MOTOR VEHICLES		6,910					0.0%	
ADP EQUIPMENT	3,597	3,746					0.0%	
LEASE PURCHASE	60,684	60,197					0.0%	
HAZ. MATERIAL RESPONSE EQUIPME	1,297	2,343	2,500	316			0.0%	
M&E-VDEM DISASTER PREPAREDNESS	36,647						0.0%	
OEMS GRANTS-RESCUE SQUAD ASSIS	30,570						0.0%	
VDF GRANTS - TRAINING	9,606						0.0%	
VDEM LEMPG GRANT FUNDS		2,818	27,992	28,095	27,992	27,992	0.0%	Emergency Planning and CERT-100% Grant Funded
VDH GRANT-EMERG. PREPARE/RESPO				1,350			0.0%	
VDH-OEMS GRANT DEFIBRILLATORS	18,985	37,310					0.0%	
PENINSULA EMS COUNCIL GRANT		4,659					0.0%	
VDH-OEMS RSAF MISC. GRANTS				7,118			0.0%	
Total	**1,403,182**	**1,617,515**	**1,336,461**	**1,249,634**	**1,321,476**	**1,315,340**	**-1.6%**	**Revenue Recovery Funds will be appropriated during FY10 as they are received to cover additional part-time wages as well as local share for recently awarded FEMA Safer grant for additional full-time firefighters/EMTs. Also offset with $35,000 in VA Power Funds and two State Grants amounting to $62,794. Additionally, $4,300 is budgeted for Burn Permit Revenue.**
Grand Total	**1,411,836**	**1,642,972**	**1,353,501**	**1,262,692**	**1,338,516**	**1,324,712**	**-2.1%**	

General District Court

Description of Services

The court that most people have contact with is the General District Court. The General District Court handles most traffic violations. It also hears minor criminal cases known as misdemeanors and conducts preliminary hearings for more serious criminal cases called felonies.

General district courts have exclusive authority to hear civil cases with claims of $4,500 or less and share authority with the circuit courts to hear cases with claims between $4,500 and $15,000. Examples of civil cases are landlord and tenant disputes, contract disputes and personal injury actions.

There is a general district court in each city and county in Virginia. General district court judges are elected by the General Assembly for six-year terms.

The District Court Clerk is the chief administrative officer for the Court and is responsible for the management and application of Court resources. This includes authority over financial performance, staffing, budgets, and efficient caseload processing (records, personnel, financial management, and public relations), and service to the public. Depending on the number of employees assigned to the Clerk's Office, the responsibilities range from managerial to "hands-on" clerical duties. The Clerk is required to monitor caseload processing to ensure compliance with statutory requirements; to meet the needs of the Court, other criminal justice agencies, and the public; and to foster sound management principles.

Services rendered to the public include:

- Ensuring through performance standards, policies, and disciplinary actions that the public will be treated fairly and courteously by Court employees and that Court system facilities, services, and programs are accessible to individuals with disabilities through reasonable accommodation
- Establishing and monitoring policies that balance customer service needs with the working demands of the Court; e.g. types of questions will be answered (no legal advice given), use of telephone answering machines, etc.
- Representing the Court at appropriate functions

GENERAL DISTRICT COURT

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
****GENERAL DISTRICT COURT****								
MAINTENANCE SERVICE CONTRACTS	1,072	1,317	1,200	452	1,200	750	-37.5%	Diamond Springs Rent - $119.40/year for Water
POSTAGE	70	96	300	225	300	300	0.0%	$309/year for Shredder; $225/year for Copier
TELECOMMUNICATIONS	1,299	14	300		-		-100.0%	Zero for FY10 per Accounts Payable/Jonathan
LEASE/RENT EQUIPMENT	4,881	5,900	5,350	5,800	5,350	5,350	0.0%	Pitney Bowes $1,998.96/year; Copier - Bank of America $3,345.84/year
TRAVEL (CONVENTION & EDUCATION			400		400	360	-10.0%	Judge must have yearly
DUES & ASSOCIATION MEMBERSHIPS	140	120	200	120	120	120	-40.0%	$20 each person - $120/year
OFFICE SUPPLIES	2,651	2,780	3,000	613	2,600	1,800	-40.0%	Reliable Supplies Varies/Blue Water Forms as needed $519 Approx/year
BOOKS & SUBSCRIPTIONS	111	62	500	208	500	225	-55.0%	Judge must have yearly
MACHINERY & EQUIPMENT		1,795					0.0%	
FURNITURE & FIXTURES	965		800		800	800	0.0%	Work Station Repairs
COMMUNICATIONS EQUIPMENT	1,407	45					0.0%	
Total	**12,596**	**12,129**	**12,050**	**7,418**	**11,270**	**9,705**	**-19.5%**	

General Services

Description of Services

The New Kent County General Services Department is comprised of several divisions which include Parks & Recreation, Custodial Services, Building and Grounds Maintenance, refuse sites management and recycling and certain capital construction projects. General Service's management principles are, simply put, to provide quality service on a timely basis for a reasonable cost while maintaining environmental awareness.

Maintenance and custodial staff maintains 11 County buildings for a total of 79,000 square feet. In addition, the grounds employees tend to and groom approximately 29 acres of maintainable real estate (cutting grass, site cleanup, pruning, edging and plantings).

General Services operates four refuse transfer stations 362 days a year with a total of 17 employees. Work includes accepting household trash, recycling of metals, batteries, cardboard, electronics, newspaper and comingled goods (glass, aluminum, plastic).

Building maintenance includes keeping all facilities in a working condition 24 hours a day, 365 days a year. Work includes preventive maintenance as well as major repairs to vital building electrical, mechanical and architectural systems. This work is important as it serves internal customers (County employees) and external customers (citizens who come to the County Complex) for services. County maintenance staff is also involved in the renovations of existing buildings.

The director of the department is directly involved in the design and construction of major facilities including the F.W. Howard, Jr. Law Enforcement Office, County Vehicle Maintenance Facility, Health and Human Services Building and New Courthouse renovations. The work includes conceptualizing projects, basic design, preparing bid packages and administering the actual construction and cost controls.

Parks & Recreation

New Kent County Parks and Recreation operates as a Division within the Department of General Services. The Parks and Recreation Division, under the supervision of the Director of General Services, supports three full-time staff, one shared full-time staff, and up to 16 seasonal employees.

The Parks and Recreation Division promotes, provides, and maintains three core functions.

General Services

The first core function is to plan, implement, and evaluate quality recreational programs. Within the scope of this function, Parks and Recreation staff provides enrichment programs, athletic and fitness classes, sports leagues, and special events to all populations preschool through mature adult. In addition to programs noted, the youth population benefits from a nine-week summer day camp program and a before and after school program during the school year. Mature adults also receive increased outlets for social opportunities as well as lifelong learning. The Division promotes recreational activities for all populations and will provide assessments and individual recreation plans for individuals who have inclusion needs. Parks and Recreation is devoted to on-going training of full-time staff, seasonal staff, volunteers and contracted instructors to deliver quality recreational programs. Parks and Recreation creates promotional efforts through community outreach, electronic, media and mail publicity.

The second core function is to develop and maintain a comprehensive system of parks and recreational facilities. With the assistance of General Services, parks and facility staff operate and maintain park amenities, open spaces, and recreational facilities**.** This operation includes Quinton Community Park, Quinton Community Center, Wahrani Nature Trails, Eltham Battlefields, and the Historic School Gymnasium and Fields. Parks and Recreation schedules programs for the facilities listed, in addition to scheduling non-instructional hours of the schools, for community use.

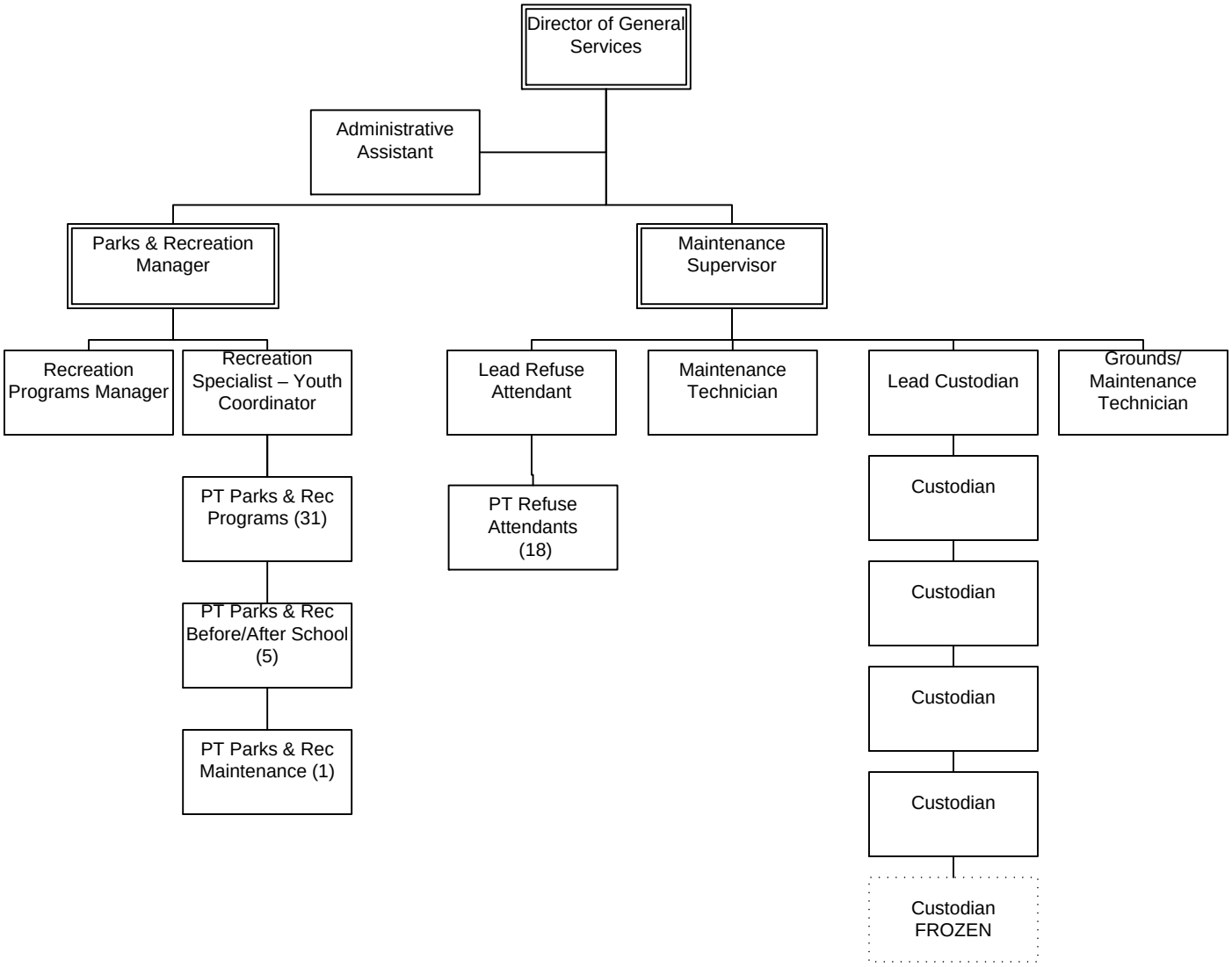
The final core function is to provide services in a fiscally responsible manner. The Division seeks to provide affordable recreation programs for the citizens while maintaining a responsible operating and capital budget. Staff maintains on-going investigations to reduce cost while maintaining quality service including additional revenue sources such as grants, establishing community partnerships and sponsorships, and revenue generation to off set operating expenditures.

To maintain high levels of service, Parks and Recreation seeks guidance and support from the New Kent Parks and Recreation Commission. The Division has strong working relationships with the New Kent County School Board, New Kent Athletic Department, New Kent Youth Association, co-sponsored Groups, volunteers, civic organizations, community agencies, Virginia Recreation and Park Society and other Parks and Recreation localities to provide recreational opportunities for the citizens of the County.

Within these three core functions, Parks and Recreation strives to enhance County residents' quality of life through recreation that is of interest, safe, customer friendly, accessible and affordable.

Staffing History
FY '07 – 10
FY '08 – 13
FY '09 – 15
FY '10 – 14

Department of General Services



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
GENERAL SERVICES								
****REFUSE COLLECTION****								
SALARIES & WAGES	71,093	87,748	110,453	71,543	113,792	113,792	3.0%	Salaries for one Equipment Operator, one Refuse Site Lead Attendant, 25% of Director, 25% of Administrative Assistant and 50% of Maintenance Supervisor
OVERTIME				149			0.0%	
PART-TIME SALARIES & WAGES	160,901	155,784	200,000	106,605	200,000	175,000	-12.5%	Wages for 16 Refuse Site Operators
OVERTIME/REFUSE SITES	7,187	9,702	3,000	9,898	3,000	5,000	66.7%	Benefits for 16 Refuse Site Operators, one Equipment Operator, one Refuse Site Lead Attendant, 25% of Director, 25% of Administrative Assistant and 50% of Maintenance Supervisor
FICA/MEDICARE	17,976	19,001	23,979	14,167	24,235	22,475	-6.3%	
RETIREMENT - VSRS	9,280	12,144	11,984	7,791	12,391	12,391	3.4%	
HOSPITAL/MEDICAL PLANS	11,681	15,163	16,728	11,150	17,573	18,495	10.6%	
GROUP LIFE INSURANCE	803	892	983	587	934	934	-5.0%	
WORKERS' COMPENSATION	7,120	11,494	13,950	13,948	17,332	15,915	14.1%	
CONTRACTED REFUSE COLLECTION	463,444	448,078	582,000	221,029	500,000	425,000	-27.0%	Efficiency will increase with addition of new compactor
CONTRACTED REFUSE DISPOSAL	7,745	8,007	17,400	3,859	22,400	9,000	-48.3%	Household Hazardous Waste/Collection Day
COUNTY RECYCLING	30,911	34,245	40,000	35,585	39,900	39,900	-0.3%	Increase in the amount of recycling; Due to legislation, TV recycling on rise, don't know when it will stop/slow down
BRUSH RECYCLING		47,294	70,000	32,048	80,000	80,000	14.3%	$20,000 increase, G & M claims increase in brush volume, increase is justified under contract structure
RT. 618 REPAIR & MAINTENANCE	37,465	15,873	28,000	3,378	26,320	20,000	-28.6%	The equipment is older; Failing septic system $10,000-18,000 repair estimate
RT. 612 REPAIR & MAINTENANCE	674						0.0%	
OTHER REPAIR & MAINTENANCE	6,228	2,680	8,500	877	8,200	7,000	-17.6%	Maintenance at sites 612, 634 and 647
ADVERTISING	716	915	1,200		1,200	1,200	0.0%	Advertising for special events, Board suggestions for recycling
ELECTRIC SERVICE	3,969	4,876	5,500	3,909	5,500	5,500	0.0%	This might actually increase, due to more light & compactor at 612
POSTAGE			75	169	300	300	300.0%	Postage increase for residents requiring letter of authorization due to no county sticker
TELECOMMUNICATIONS-CELLULAR	1,474	2,037	1,150	1578	2,300	2,300	100.0%	Projected due to current spending
TELECOMMUNICATIONS	3,813	3,669	4,200	2,502	4,200	4,200	0.0%	Current spending on target; no reduction offered
PAGER	114						0.0%	
TELECOMMUNICATION EQUIPMENT	190	290	600	30	564	282	-53.0%	Replacement/upgrades
MOTOR VEHICLE INSURANCE	638	630	690	557	615	615	-10.9%	Fixed cost 1.5 Vehicles @$410/each (10% increase over actual forFY09)
LEASE/RENT OF EQUIPMENT	3,419	3,513	2,900	1632	2,900	2,900	0.0%	Lift equipment and portable restrooms
TRAVEL (CONVENTION & EDUCATION		3,949	1,500	746	3,000	2,700	80.0%	Scheduling class, Maintenance seminars, Safety classes, DBIA
DUES & ASSOCIATION MEMBERSHIPS	7,152		7,809	99	8,069	8,069	3.3%	CVMA dues (may be adjusted upward) Called CVWMA to get rates for FY10
XEROX COPIES			150		150	75	-50.0%	Increase paper use for refuse authorization letters. To date have received over 300 requests
UNCOLLECTIBLE RECEIVABLES	1,920	450	2,000	60	1,880	1,880	-6.0%	HVAC refrigerant removal defaults
OFFICE SUPPLIES	347						0.0%	
RT. 634 REPAIR & MAINT. SUPPLI	11	8	200		190	190	-5.0%	Lights & gates repair
OTHER REPAIRS & MAINT. SUPPLIE	1,488	3,779	2,000	596	2,000	2,000	0.0%	Lights, gates and signage, ex. $1000 for welder to repair gate damaged by customer
FUEL	2,402	4,373	5,000	2,221	4,700	4,700	-6.0%	Should be able to maintain if prices remain low
VEHICLE SUPPLIES, REPAIRS & MA	4,034	11,602	6,000	2200	5,640	5,640	-6.0%	Repair of backhoe, gator, and truck, absorbing cost of mowers from P&R
UNIFORMS & WEARING APPAREL	19	3,837	4,000	199	3,500	2,700	-32.5%	Only allow replacement of damaged uniforms, uniforms for new employees
OTHER OPERATING SUPPLIES	1,045	37					0.0%	
MACHINERY & EQUIPMENT	4,610						0.0%	
RT. 612 PROJECTS			11,000		-	-	-100.0%	
RT. 618 PROJECTS	20,980	3,408	6,000	1033	-	-	-100.0%	
RT. 618 CONCRETE PAD			14,000	730	-	-	-100.0%	
Total	**890,849**	**915,478**	**1,202,951**	**550,875**	**1,112,785**	**990,153**	**-17.7%**	**Offset with $15,500 in Charges for Environmental Management Revenue**
****BUILDINGS & GROUNDS****								
SALARIES & WAGES	124,362	160,558	204,655	134,327	226,544	206,464	0.9%	Salaries for 50% of Maintenance Supervisor, 25% of Director, 25% of Administrative Assistant, four Custodians, one Custodian/Maintenance Worker, and a Maintenance Technician

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
GENERAL SERVICES								
OVERTIME	1,279	1,918	1,200	1244	1,200	1,200	0.0%	Occasional Overtime Needed for Custodians, Custodian/Maintenance Worker and Maintenance Technician
P/T SALARIES-PARK MAINTENANCE			9,500	3,228	9,500	-	-100.0%	Part-time Park Maintenance Wages
PARK MAINT. P/T SALARIES-QUINTON PARK						4,067	100.0%	
PARK MAINT. P/T SALARIES-WAHRANI TRAIL						813	100.0%	
PARK MAINT. P/T SALARIES-QUIN COMM CEN						813	100.0%	
PARK MAINT. P/T SALARIES-ELTHAM BATTLFL						813	100.0%	
PARK MAINT. P/T SALARIES-HISTORIC SCHL						13,550	100.0%	
FICA/MEDICARE	9,310	12,083	16,475	10,408	18,149	17,421	5.7%	Benefits for 50% of Maintenance Supervisor, 25% of Director, 25% of Administrative Assistant, four Custodians, one Custodian/Maintenance Worker, Maintenance Technician and part-time Park Maintenance
RETIREMENT - VSRS	16,222	22,278	22,205	14,584	24,671	22,484	1.3%	
HOSPITAL/MEDICAL PLANS	26,214	34,413	38,706	24,174	46,085	40,095	3.6%	
GROUP LIFE INSURANCE	1,405	1,609	1,822	1098	1,859	1,694	-7.0%	
WORKERS' COMPENSATION	1,697	2,887	4,471	3,965	6,701	6,413	43.4%	
PROFESSIONAL SERVICES	1,098	200	4,000	500	3,000	2,000	-50.0%	Evaluate mechanical control systems
SP. PROJECT-REORGANIZ. OFFICE	23,929						0.0%	
REPAIRS & MAINTENANCE	14,615	18,647	30,000	21,913	28,200	28,200	-6.0%	Will make every effort to maintain, but feel at this time, it is short
MAINTENANCE SERVICE CONTRACTS	39,199	35,549	55,000	32,235	51,700	51,700	-6.0%	HVAC repair, grounds, HVAC controls, fire suppression annual test (Precision Air, Dominion Energy Management, Green's Lawn Care)
CONTRACT SERVICES	2,707	992	1,500	1,746	1,410	1,410	-6.0%	Based on current spending
ADVERTISING			1,000		940	940	-6.0%	Advertising for personnel etc.
ELECTRIC SERVICE	91,093	119,448	270,525	127,426	254,294	254,294	-6.0%	Bringing on more buildings (Old Middle School, Human Services)
ELECTRIC SERVICE-QUINTON PARK						1,000	100.0%	
ELECTRIC SERVICE-QUINTON COMM CENTER						3,600	100.0%	
ELECTRIC SERVICE-HISTORIC SCHOOL						10,000	100.0%	
HEATING SERVICES	30,019	50,426	60,000	38,151	56,400	56,400	-6.0%	Heating oils, propane
UTILITY SERVICE - WATER	3,323	3,573	6,000	5,926	5,640	5,640	-6.0%	This account may vary due to new buildings coming on line
POSTAGE	16		100	30	94	94	-6.0%	
TELECOMMUNICATIONS-CELLULAR	441	490	1,000	334	940	600	-40.0%	Based on current spending
TELECOMMUNICATIONS	3,095	3,348	3,500	2,376	3,290	3,290	-6.0%	Includes repairs to cell amps
TELECOMMUNICATIONS-QUINTON COMM CT						420	100.0%	Emergency Phone Service for the Quinton Community Center
PAGER	136	176	300	106	282	200	-33.3%	Pager for One Custodian
TELECOMMUNICATION EQUIPMENT	37	67	200		188	188	-6.0%	Replacement
INSURANCE-FIRE/PROPERTY	28,876	30,866	48,100	40,578	52,910	52,910	10.0%	Fixed Cost - 10% Increase over budget for FY09
VEHICLE INSURANCE	1,488	1,680	1,840	1,484	2,050	2,050	11.4%	Fixed Cost - 5 Vehicles @ $410 each
LEASED STORAGE BUILDING	3,600	3,960	3,960	3,118	3,960		-100.0%	Fixed Cost/Providence Forge Storage
MILEAGE		84	300		282	282	-6.0%	Increased maintenance, after hours repairs needed
TRAVEL (CONVENTION & EDUCATION	450	1,910	2,500	1713	1,000	900	-64.0%	Required safety training
INSURANCE DAMAGES/RECOVERIES	1,364		1,500		1,410	1,410	-6.0%	
XEROX COPIES		6	100	74	-	-	-100.0%	Not used in this division
OFFICE SUPPLIES	1,504	2,711	2,000	1094	1,880	1,692	-15.4%	Based on current spending
LAUN. HOUSE. & JAN. SUPPLIES	15,897	23,250	28,000	11,776	28,000	28,000	0.0%	More buildings coming into service Human Services, Middle School & Courts
LAUN. HOUSE. & JAN. SUPPLIES-QUINTON PK						1,625	100.0%	
LAUN. HOUSE. & JAN. SUPPLIES-WAHRANI						400	100.0%	
LAUN. HOUSE. & JAN. SUPPLIES-QCC						1,250	100.0%	
LAUN. HOUSE. & JAN. SUPPLIES-HIST. SCHL						2,600	100.0%	
REPAIRS & MAINTENANCE SUPPLIES	6,810	10,754	16,000	8,059	15,950	15,950	-0.3%	Based on current spending
TOOLS (REPAIR & MAINT. SUPPLIE		6,951	4,000	741	3,000	3,000	-25.0%	Will make do with what we have
GASOLINE	6,753	10,365	8,000	4,448	7,520	7,520	-6.0%	Will try to maintain
VEHICLE SUPPLIES, REPAIRS & MA	146	598	2,000	419	1,880	5,130	156.5%	Maintenance for vehicles, mowers
UNIFORMS & WEARING APPAREL	1,164	4,240	5,300	520	4,000	2,700	-49.1%	New employee and replace worn clothing
LAWN MAINT SUPP.-QUINTON PARK						6,450	100.0%	Lawn Maintenance Needed for New Facilities - fertilizer, grass seed, landscaping supplies
LAWN MAINT SUPP.-WAHRANI TRAIL						112	100.0%	
LAWN MAINT SUPP.-QUINTON COMM CTR						112	100.0%	
LAWN MAINT SUPP.-ELTHAM BATTLEFIELD						112	100.0%	
LAWN MAINT SUPP.-HISTORIC SCHOOL						7,950	100.0%	
FURNITURE & FIXTURES	644						0.0%	

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
GENERAL SERVICES								
ADP EQUIPMENT		1,534					0.0%	
PARKING LOT STRIPING/SEALING		2,901	7,000		-	-	0.0%	
ADMIN. BUILDING UPGRADES	36,773	17,979					0.0%	
SIDEWALK REPAIR			5,000		-	-	-100.0%	
ELTHAM BATTLEFIELD PROJECT	30,714		5,000	500		1,500	-70.0%	Maintenance for Signs at Eltham Battlefield
Total	**526,380**	**588,451**	**872,759**	**498,295**	**864,929**	**879,458**	**0.8%**	
*****PARKS & REC. ADMINISTRATION**								
SALARIES & WAGES	118,433	132,973	138,672	94,319	147,901	147,901	6.7%	Salaries for 50% of Director, 25% of Administrative Assistant, Departmental Manager and Programs Supervisor
PART-TIME SALARIES & WAGES	2,461	5,854					0.0%	
OVERTIME	1,123	152					0.0%	
FICA	9,365	10,611	10,608	7,032	11,314	11,314	6.7%	Benefits for 50% of Director, 25% of Administrative Assistant, Departmental Manager and Programs Supervisor
RETIREMENT - VSRS	15,462	18,403	15,045	10,271	16,106	16,106	7.1%	
HOSPITAL/MEDICAL PLANS	19,075	20,010	18,804	12,540	21,061	20,790	10.6%	
GROUP LIFE INSURANCE	1,339	1,330	1,234	773	1,212	1,212	-1.8%	
WORKERS' COMPENSATION	1,651	2,096	2,507	1,732	3,353	3,353	33.7%	
PROFESSIONAL SERVICES	55	100	800	146	800	800	0.0%	Criminal Background $37 each; DSS $5 each, TB $14
REPAIRS & MAINTENANCE		43	250	142	-	-	-100.0%	General Services / Park & Facility Budget
MAINTENANCE SERVICE CONTRACTS	2,374	2,476	3,000	2,376	4,500	4,500	50.0%	Rec Trac $3,000 Annual + $1,500 Web Trac (due to online CIP FY09 project)
PRINTING & BINDING	4,326	6,529	10,000	5,241	10,000	10,000	0.0%	Guide Cover $1,000 each x 3; Inside Guide $2,000 each x 3; parent handbks
ADVERTISING	383	827	2,250	922	1,000	1,000	-55.6%	Seasonal Staff Ad $200; Fairs $50; Seasonal $500; bs/as $500
ELECTRIC SERVICE	230				-	-	0.0%	n/a
POSTAGE	4,066	4,179	8,000	2,462	7,500	5,700	-28.8%	$1500 guide x3/yr.; $100 mnth/postage; special mailings $1,800
TELECOMMUNICATIONS-CELLULAR	1,681	2,028	2,000	1,568	3,000	3,000	50.0%	Blackberry x3 (P&R Mngr;P&F Coord.; Yth. Coord.)
TELECOMMUNICATIONS	129		200		-	-	-100.0%	n/a
TELECOMMUNICATION EQUIPMENT	122	92	50	109	50	50	0.0%	Replacement/Parts
VEHICLE INSURANCE	1,701	1,470	1,610	1,299	1,800	1,435	-10.9%	Confirm with Finance
LEASE/RENT OF EQUIPMENT	2,441	992	2,441	1,650	2,550	2,550	4.5%	Copier - Virginia Business Systems; $200/mnth
MILEAGE			250		-	-	-100.0%	Department has adequate vehicles; pool vehicle use if needed
TRAVEL (SUBSISTENCE & LODGING)	883	1,043	1,000	903	1,000	900	-10.0%	Annual conf. Roanoke - Mngr. $400; P&F/Yth. $400; prkng
TRAVEL (CONVENTION & EDUCATION	737	1,640	1,910	329	1,000	900	-52.9%	Annual VRPS - $300 each x3
DUES & ASSOCIATION MEMBERSHIPS	398	405	500	357	500	500	0.0%	VRPS P&R Mngr. /P&F; NRPA x2/CTRS/CPRP
XEROX COPIES	22		250		150	-	-100.0%	Professional copying; bulk copying
COMPUTER SUPPLIES	245		500		500	500	0.0%	Printer / cmptr supply replacement /etc
OFFICE SUPPLIES	744	1,739	1,500	326	1,025	472	-68.5%	Printer cartridges/pens/white out/paper/ misc. office supplies
FOOD & SERVING SUPPLIES	130	152	300	96	150	150	-50.0%	Staff training/commission
GASOLINE	2,694	2,594	3,500	1,367	3,500	3,500	0.0%	n/a
VEHICLE SUPPLIES, REPAIRS & MA	279	1,387	800	143	500	500	-37.5%	Oil change/maintenance
UNIFORMS & WEARING APPAREL	864	287	900		500	450	-50.0%	Staff shirts - frontline - $20 x 25 staff (uniform); volunteers
BOOKS & SUBSCRIPTIONS	95	394	250	20	200	150	-40.0%	P & R subscriptions
COMPUTER SOFTWARE			1,300	990	-	-	-100.0%	FY09 expenditure
PROMOTIONAL MATERIALS	745	167	1,000	449	900	810	-19.0%	Promotional materials - flyers, goodies, community fairs, etc
ADP EQUIPMENT	3,042				-	-	0.0%	
LEASED EQUIPMENT							0.0%	
Total	**197,295**	**219,973**	**231,431**	**147,562**	**242,072**	**238,543**	**3.1%**	
*****RECREATION PROGRAMS*****								
SALARIES & WAGES			31,908	16,461	30,389	30,389	-4.8%	Salary for Youth Program Coordinator
PART-TIME SALARIES & WAGES	59,387	97,530	3,000	2,852	6,000	6,000	100.0%	Adlt BB $2,000; Prschl $2,500; Yth BB $1,500
RELAY FOR LIFE SECURITY	950						0.0%	
PART-TIME BEFORE/AFTER SCHOOL			45,000	23,259	45,000	45,000	0.0%	$4,000 month (BS-5 pt staff; AS - 5 pt staff - max. $10.00 + cola)
PART-TIME SUMMER CAMP WAGES			22,000	34,501	35,000	35,000	59.1%	5 staff per site allows for 60 kids per site/2 sites x 40 hrs. wk each
PART-TIME COMMUNITY RENTALS WA			10,000	708	3,500	3,500	-65.0%	w/e; non custodial hrs at schools; qcc rentals if needed; 350 hrs of rentals
P/T OVERTIME-SUMMER CAMP				875	500	500	100.0%	Non planned OT - emergencies only
FICA/MEDICARE	4,614	7,490	8,562	6,018	9,211	9,211	7.6%	Benefits for Youth Program Coordinator and Part-time Workers
RETIREMENT - VRS			3,462	1,793	3,309	3,309	-4.4%	
HOSPITALIZATION/MEDICAL INSURA			4,884	2,849	5,470	5,400	10.6%	

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
GENERAL SERVICES								
GROUP LIFE INSURANCE			284	135	249	249	-12.3%	
WORKERS' COMPENSATION	1,029	1,628	2,529	2,217	3,455	3,455	36.6%	
PROGRAMS	200	1,533	2,500	994	1,500	1,500	-40.0%	Special events - children's festival/game nights; rqst to carry fwrd FY09 donation
CONTRACTED SERVICES	41,536	62,944	48,000	22,425	48,000	48,000	0.0%	Seasonal program contracting
CONTRACTED SERVICES-TRIPS			13,500	6,509	13,500	13,500	0.0%	Summer camp - $8,000; gas $2000; $3500 Adult Trips (note: participants $)
CONTRACTED SERVICES-OFFICIALS			15,000	4,447	15,000	15,000	0.0%	Adult BB; Fall/Spring Asftbl; Youth Soccer Fall/Spring; Youth BB; tournaments
ELECTRIC SERVICE	3,473	3,270		247	-	-	0.0%	
TELECOMMUNICATIONS	907	1,078	940	588	1,044	-	-100.0%	QCC Line to General Services
LEASE/RENT OF EQUIPMENT		548	1,500	871	1,500	1,500	0.0%	Portable toilets - CH fields; special events
TRAVEL (CONVENTION & EDUCATION			200	530	-	-	-100.0%	In 71100
SCHOLORSHIP PROGRAM		2,700	2,250		2,250	2,250	0.0%	Planned expenditures Fall 2009 - carry forward year to year
DUES & ASSOCIATION MEMBERSHIPS			70		70	70	0.0%	VRPS for Youth Programs Coordinator
FOOD & SERVING SUPPLIES	2,012	3,632	2,500	985	2,100	2,100	-16.0%	$700 x 3 events (winter/summer/fall)
FOOD & SERVING-AFTER SCHL PROG			6,000	2,076	5,000	5,000	-16.7%	$5,000 snack; $1,000 juice
JANITORIAL SUPPLIES		277	300	22	50	50	-83.3%	Program site supplies
RECREATIONAL SUPPLIES	19,845	25,842	2,000	1,178	500	500	-75.0%	General rec fund - misc. unforeseen purchases
REC SUPPLIES-ELTHAM BRIDGE 5K	10,657				-	-	0.0%	
REC. SUPPLIES-HABITAT 5K RUN	2,043				-	-	0.0%	
REC. SUPPLIES-PRE-SCHOOL			1,200	132	1,000	1,000	-16.7%	
REC. SUPPLIES-YOUTH			1,500	796	1,200	1,200	-20.0%	
REC.SUPPLIES-ADULT			1,500		1,200	1,200	-20.0%	
REC. SUPPLIES-SR. ADULT			1,200	603	1,200	1,200	0.0%	
REC. SUPPLES-SPORTS LEAGUES			15,000	11,026	15,000	15,000	0.0%	Awards YBB/Scr x2/t-shirts YBB/jerseys soccer/dodge ball
SPONSORSHIP FACILITY IMPROVEME		1,534	2,000	1,275	2,000	2,000	0.0%	
PROMOTIONAL SUPPLIES			750		-	-	-100.0%	
Total	**146,653**	**210,006**	**249,539**	**146,372**	**254,197**	**253,083**	**1.4%**	**Offset with $235,900 in Parks & Recreation Revenue for Program Fees and Rental of Facilities**
*****P & R-MERCHANDISE FOR RESAL**								
THEME PARK TICKET SALES	10,471	10,869	12,000	1,663	12,000	12,000	0.0%	Revenue Received for Sale of Theme Park Tickets is slightly higher than the expenditure incurred
Total	**10,471**	**10,869**	**12,000**	**1,663**	**12,000**	**12,000**	**0.0%**	**Offset 100% with Theme Park Ticket Sales Revenue or $12,000**
Grand Total	**1,771,648**	**1,944,777**	**2,568,680**	**1,344,767**	**2,485,983**	**2,373,237**	**-7.61%**	

Human Resources

Description of Services

The New Kent County Human Resources Department supports the business of government by providing services to over 250 employees in personnel related functions including payroll administration. It also oversees the assurance of compliance with all applicable employment & labor laws; recommendation, creation, and administration of employment practices, policies and procedures; and the negotiation & administration of employee benefit plans, workers compensation and risk management programs including safety & loss prevention.

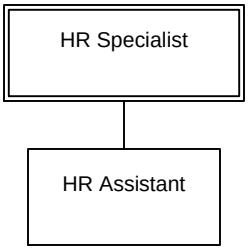
The department monitors and offers guidance in the administration of the employee performance and development system, which better links employee performance with organization mission and goals. It supports the County's Equal Employment Opportunity efforts and directives to ensure the County maintains a policy of extending fair and impartial treatment to all of its current and former employees and applicants, conducts investigations of employee EEO complaints and partners with departments to resolve issues at the lowest possible level. Furthermore, the department provides confidential assistance to all County sponsored employees and their significant others with work or personal related problems. Services include problem solving, support, and information & referral to appropriate resources.

The department additionally supports the classic Human Resources functions including but not limited to:

- Recruitment & Employment
- Job Classification & Compensation Systems
- Training & Development
- Health & Benefits Plans
- Employee Wellness Initiatives
- Employee Relations
- Safety at Work Programs
- Workers Compensation
- Risk Management

Staffing History
FY ’07 – 0
FY ’08 – 1
FY ’09 – 2
FY ’10 – 2

Department of Human Resources



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
HUMAN RESOURCES								
HUMAN RESOURCES								
SALARIES & WAGES		46,015	87,823	49,657	87,559	87,559	-0.3%	Salaries for Human Resource Specialist and Assistant
OVERTIME				56			0.0%	
PART-TIME SALARIES & WAGES				599			0.0%	
FICA/MEDICARE		3,186	6,719	3,641	6,698	6,698	-0.3%	
RETIREMENT-VSRS		6,368	9,528	5,408	9,535	9,535	0.1%	
HOSPITAL/MEDICAL PLANS		5,192	9,768	6,702	10,940	10,800	10.6%	Benefits for Human Resource Specialist and Assistant
GROUP LIFE INSURANCE		460	782	407	718	718	-8.2%	
WORKER'S COMPENSATION		55	141	123	178	178	26.2%	
CAREER DEVELOPMENT		1,580	4,500		2,500	2,250	-50.0%	Coursework in pursuit of degree and certification
PROFESSIONAL SERVICES		615	2,950	1,074	2,950	2,500	-15.3%	Drug testing($70), Background investigations ($175), Physicals ($75)
TECHNICAL SUPPORT						1,555	100.0%	BAI Technical Support - 1/7 of Annual Amount - Shared with Financial Services, Social Services, Treasurer, Commissioner of Revenue, Utilities and Building Development
MAINTENANCE SERVICE CONTRACTS		325					0.0%	
PRINTING & BINDING			500		500	500	0.0%	Printing manuals, Training items, etc.
ADVERTISING		9,379	10,000	4,670	10,000	5,000	-50.0%	Advertisements for positions
POSTAL SERVICES			1,000	9	800	800	-20.0%	Postage
TELECOMMUNICATIONS-CELLULAR		835	900	587	900	900	0.0%	Costs for Blackberry
TELECOMMUNICATIONS			360		360	-	-100.0%	Telephone line service
LEASE/RENT OF EQUIPMENT				637	2,760	2,760	100.0%	Maintenance service contract for Ricoh Printer/Scanner/Fax
MILEAGE			500	239	400	400	-20.0%	Travel costs for overnight conferences if pool car unavailable
TRAVEL (SUBSISTENCE & LODGING)		288	1,000	76	750	675	-32.5%	Lodging fees for out-of-town conferences
TRAVEL (CONVENTION & EDUCATION		324	2,300	865	2,300	2,070	-10.0%	$350 SHRM-Va Conference; $250 IPMA-HR Conf
DUES & ASSOC. MEMBERSHIPS		630	1,084	200	1,084	1,084	0.0%	$160 SHRM; $145 IPMA-HR; $300 Comp Survey; $50 IPMA-VA; $75 RASTD
XEROX COPIES			1,200		250	250	-79.2%	Bulk memos to employees, Informational fliers, Standard forms, etc.
OFFICE SUPPLIES		1,443	3,000	1,974	3,000	2,700	-10.0%	Personnel file folders; Employee welcome packet materials; General office supplies
FOOD & SERVING SUPPLIES		660	1,000	833	1,000	1,000	0.0%	Employee picnics, Retirements,etc.
UNIFORMS		12					0.0%	
BOOKS & SUBSCRIPTIONS		1,867	2,150	375	2,000	1,500	-30.2%	$300 RMIS Libraries; $160 SHRM; $645 HR-BLR subscription; misc books for training/evaluations/guidance
CO-WIDE EMPLOYEE EDUC. SUPPLIE		150	5,000		4,500	4,500	-10.0%	Various training items for County employees: materials, trainers, programs
EMPLOYEE INCENTIVES/AWARDS		277	1,500	278	1,500	500	-66.7%	Wellness program incentives/Flu shots/etc.
PROMOTIONAL ITEMS		1,620	3,000	985	2,500	2,250	-25.0%	Service awards, HR events for employees, etc.
FURNITURE & FIXTURES		3,642	2,800	291			-100.0%	
Total	**-**	**84,923**	**159,505**	**79,686**	**155,682**	**148,682**	**-6.8%**	

Information Technology

Description of Services

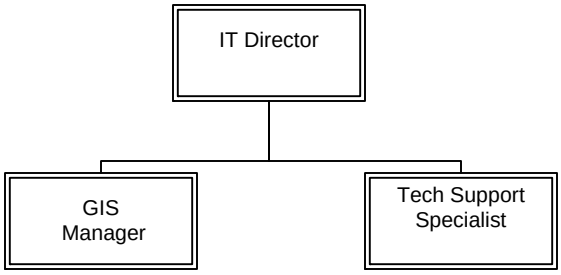
The New Kent County Information Technology (IT) Department serves as an internal resource for County departments. The department provides a wide range of IT services focusing on strengthening the enterprise infrastructure, providing high quality customer service to its customers, and delivering innovative and creative IT solutions that are aligned with New Kent's strategic goals. They strive to find new opportunities for leveraging technology investments that create long-term value, value resulting in more convenient, accessible, and affordable services for our citizens and businesses.

The IT Department installs and maintains the infrastructure for data and telecommunications services as well as provides telecommunications services to the Schools in addition to the County. The department is responsible for 11 remote locations and also provides service to 13 buildings, which are connected via county owned cabling. The IT department maintains an iSeries server, which runs Bright & Associates Municipal Software used by the offices of the Commissioner of Revenue, Treasurer, Financial Services, New Kent Schools, Social Services, Building Inspections, Utilities and other users who access data. Additionally, they currently maintain 14 Windows servers in addition to the servers, which handle the County's telecommunications. IT has installed Network Attached Storage and is working on transitioning to a virtual environment. They maintain a Windows Domain with approximately 220 users and 180 personal computers and support numerous software packages (i.e. Computer Assisted Mass Appraisal System). IT manages backups and monitors systems for problems as well as provides help desk support for users who are experiencing problems.

The IT Department also maintains the Geographic Information System for New Kent County. As changes occur (subdivisions, new roads, addresses) the base mapping data is updated by the GIS Manager. The GIS also supports the county's EAGLE mapping system, which is used in the E-911 center. Addresses, Centerlines and other GIS layers are used in the dispatch center's EAGLE mapping system. Many other layers are maintained for planning, economic and environmental decisions and analysis. IT also provides a server and the software to allow users to utilize this data. Much of this data is also made available to the public through our mapping website. IT also provides support to users who utilize this data as well as produce maps for all county departments including tax maps for the Commissioner of Revenue and the public as needed.

Staffing History
FY ’07 – 2
FY ’08 – 3
FY ’09 – 3
FY ’10 – 3

Information Technologies



INFORMATION TECHNOLOGIES

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
****INFORMATION TECHNOLOGIES**								
SALARIES & WAGES	94,522	139,194	172,920	119,050	169,658	169,658	-1.9%	Salaries for Director, GIS Manager and Technology Specialist - $10,000 of GIS Manager's Salary is covered in Fund 9 by an E-911 Wireless State Grant
OVERTIME	924	169	750		500	500	-33.3%	GIS Manager is eligible for overtime and these funds are included for overtime that we need him to work.
FICA	7,274	11,423	14,051	9,115	13,783	13,783	-1.9%	
VRS	13,555	20,649	19,847	12,964	19,565	19,565	-1.4%	
HOSPITAL/MEDICAL PLANS	17,890	23,973	22,956	15,304	25,711	25,380	10.6%	Benefits for Director, GIS Manager and Technology Specialist
GROUP LIFE INSURANCE	1,173	1,492	1,628	976	1,472	1,472	-9.6%	
WORKERS' COMPENSATION	112	176	294	243	366	366	24.5%	
PROFESSIONAL SERVICES	24,910	6,577	21,000	7,896	19,000	19,000	-9.5%	This will cover support calls on the phone system, in addition to other contracted services
COMPUTER OPERATIONS	29,980	35,204	47,500	16,212	43,000	24,000	-49.5%	iSeries Maintenance isn't included as we plan to purchase a new system (~$8,000). This item also includes networking supplies, upgrades and loading of new BAI releases. Also, Maintenance on the Forms Printer, network switches, Spam Filter, and other equipment. The GIS software agreement we now have cut the maintenance fees on ESRI products for the next two years.
PRINTING & BINDING	698		1,500		1,500	1,500	0.0%	Print map books and other mapping products most of these costs are recovered through the sale of the products.
ADVERTISING	99		500		-	-	-100.0%	
POSTAGE	69	50	150	22	150	100	-33.3%	These are funds for postal services.
TELECOMMUNICATION - CELLULAR	865	866	900	577	900	900	0.0%	Blackberry Service for Director
TELECOMMUNICATIONS	349	297	500	199	400	400	-20.0%	This is for telecommunications services, this includes a dial up line for testing and remote access.
INTERNET ACCESS	19,227	22,280	35,000	18,611	36,500	36,500	4.3%	Includes Internet Service at $1,500/month, website hosting fees for main site and the mapping site, and antivirus software for everyone on the network.
MILEAGE		34	100	44	100	100	0.0%	We do try to utilize pool cars when available, however there are times when we need to use our vehicles.
TRAVEL (SUBSISTENCE & LODGING)	15	289	750	171	750	675	-10.0%	We have two main conferences each year and this should cover the lodging for those.
TRAVEL (CONVENTION & EDUCATION	29	2,335	9,000	489	6,000	5,400	-40.0%	This is the training budget for three employees who need to keep up with the changes in technology.
DUES & ASSOCIATION MEMBERSHIPS		50			-		0.0%	
XEROX COPIES	161	4	250	7	100	100	-60.0%	Copies needed for operation of department
COMPUTER SUPPLIES	2,642	4,495	5,000	1,922	4,600	4,600	-8.0%	This includes paper and ribbons for the large impact printer, printing supplies for the IT office, backup media, and large format paper.
OFFICE SUPPLIES	187	129	200	60	200	180	-10.0%	Office supplies are necessary to run the office.
FURNITURE & FIXTURES	328	135			1,100	1,100	100.0%	Flat File storage
ADP EQUIPMENT	6,615	18,841					0.0%	
Total	**221,624**	**288,662**	**354,796**	**203,862**	**345,355**	**325,279**	**-8.3%**	**$10,000 of the GIS Manager's Salary is offset by funds received from the E-911 Wireless Grant. In addtion, there is $3,000 in revenue for the Sale of Maps, Surveys, etc. produced by the IT department.**

Juvenile & Domestic Court

Description of Services

The New Kent County Juvenile and Domestic Relations District Court serves as one of three judicial departments of New Kent County. The Supreme Court of Virginia provides the Court with specific criteria, based on the Code Section of Virginia, on how to provide services for the public. The Supreme Court of Virginia provides most equipment to the Court such as computers, forms, certain office supplies, and manuals. The Supreme Court also supplies the Court employees with salary, benefits and retirement although HB 1542, Chapter 804 was passed directing localities to provide district court employees with supplemental salaries. Pursuant to Virginia Code Section 16.1-69.50, "each county and city having a general district court or juvenile and domestic relations district court shall provide suitable quarters for such court and its clerk and social services staff and a suitable room or rooms for the sessions of that court at the places designated for such purpose, except that if the court of a county is held in a city or town, other than the county seat, such city or town shall provide a suitable place for the court to be held. Such county or city shall also provide all necessary furniture, filing cabinets, and other equipment necessary for the efficient operation of the court."

Currently, New Kent Juvenile and Domestic Relations District Court employs two full-time employees, the Clerk of Court and a Deputy Clerk. The Judge does not sit in New Kent County "full time". He presides over three jurisdictions – New Kent, Charles City and York County/City of Poquoson. The Juvenile and Domestic Relations Court holds court three times a month, and mediation services once a month. It works in conjunction with the Court Services Unit, Community Connections, CCC Adult Probation Program, Peaceful Pathways Mediation Services, Department of Social Services, Division of Child Support Enforcement, Quin Rivers, The Victim-Witness Program, Henrico/New Kent Mental Health and the Commonwealth's Attorney's Office.

The Juvenile and Domestic Relations District Court handles cases involving delinquents, juveniles accused of traffic violations (including providing juveniles with driver's licenses in a bi-monthly ceremony), children in need of services, children in need of supervision, children who have been subjected to abuse or neglect as well as family or household members who have been subjected to abuse. It also hears cases involving adults accused of child abuse or neglect or of offenses against members of their own family (juvenile or adult), adults involved in disputes concerning the support, visitation, parentage or custody of a child, abandonment of children, foster care and entrustment agreements, court-ordered rehabilitation services, and court consent for certain medical treatments. Juvenile and Domestic Relations Court files are considered confidential and are not open to the public.

Juvenile & Domestic Court

New Kent Juvenile and Domestic Relations Court had 1,038 new cases on the docket for 2008, pursuant to the Commonwealth of Virginia Caseload Statistics of the District Courts.

JUVENILE & DOMESTIC RELATIONS COURT

****JUVENILE & DOMESTIC DIST. CO**

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SALARIES & WAGES-SUPPLEMENT					22,914	-	100.0%	Counties may now supplement District Court Employee salaries. Per County Position Classifications.
PROFESSIONAL SERVICES			1,000			-	-100.0%	Please carry over from FY09, move to new courthouse
MEDIATION			1,000		-		-100.0%	Line Item no longer required. Mediation services are now paid by Supreme Court of VA
REPAIRS & MAINTENANCE			200	25	200		-100.0%	In case of maintenance or repair needs
MAINTENANCE SERVICE CONTRACTS	130	201	500	90	400		-100.0%	Diamond Springs water contract
POSTAGE	593	1,447	75	1018	75	75	0.0%	Rental of P.O. Box
TELECOMMUNICATIONS-CELLULAR	397	401	500	267	500	500	0.0%	Payment of Cell Phone for J&DR Court Clerk
TELECOMMUNICATIONS	137	97	300	9	-		-100.0%	Payment of Telephone services for J&DR Court - Original request was for $300, but no longer need, AT&T will be charged to Central Purchasing
TELECOMMUNICATION-EQUIPMENT	37						0.0%	
MILEAGE			500		300	150	-70.0%	For travel not covered by Supreme Court of Virginia
TRAVEL (CONVENTION & EDUCATION	180	531	2,000		1,500	1,350	-32.5%	Travel for Judge and Clerk not covered by Supreme Court of VA.
DUES & ASSOCIATION MEMBERSHIPS	35	230	300	235	300	300	0.0%	Dues to Judge and Clerk associations
OFFICE SUPPLIES	1,667	1,067	2,000	861	1,500	1,350	-32.5%	For Office Supplies not covered by Supreme Court of VA
BOOKS & SUBSCRIPTIONS	203	299	500	299	500	375	-25.0%	Subscription to Virginia Lawyer's Weekly for Judge.
LEASE OF EQUIPMENT	662	662	2,500	871	2,300	2,300	-8.0%	Lease for fax machine ($800.00) and copier ($1500.00)
FURNITURE & FIXTURES	402	2,452			7,226		0.0%	Request for two additional rolling files $2551.00.00; Move to New Courthouse $4675.00 (approximate) However, I would still request these monies as Modern Environments does not know if they will be able to accommodate filing systems. It may be possible that J&DR Court will need to purchase a different filing system.
COMMUNICATION EQUIPMENT			250				-100.0%	Line item no longer required after FY09.
Total	**4,443**	**7,387**	**11,625**	**3,675**	**37,715**	**6,400**	**-44.9%**	

Registrar

Description of Services

The New Kent County Voter Registration and Elections Department serves all New Kent citizens and voters by providing all voter registration and election related services, including absentee voting and the conduct of all federal, state and local elections. Administrative responsibilities of the appointed Electoral Board are primarily carried out by the General Registrar.

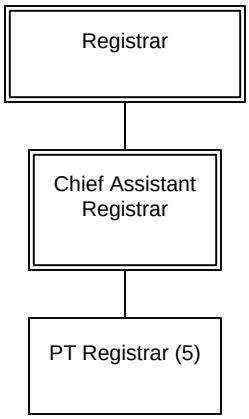
In addition to providing all voter registration services, including an annual visit to New Kent High School to register to vote all qualified students, the General Registrar and Assistant Registrar(s) maintain the Voter Registration Office and the Virginia Election and Registration Information System. In addition they respond to requests from prospective local office candidates, citizens and voters, administer all campaign finance laws, prepare annual Officer of Election appointment notices, prepare meeting agendas and record meeting minutes for the Electoral Board and maintain a database of all voting equipment owned by the County. The General Registrar and the Assistant Registrar(s) also prepare all election day forms, conduct Officer of Election training sessions prior to every election, proof and order ballots and voting equipment programming, prepare the departmental budget, send rental agreements to all New Kent County polling places and perform other duties delegated by the Electoral Board.

Duties and responsibilities performed by the Electoral Board include the appointment of a general registrar (every fourth year), the appointment of Officers of Election (annually), notification to the local governing body of any needed changes to polling places and methods of voting. The Electoral Board also tests all voting equipment prior to each election, provides voting equipment demonstrations, ascertains all election results, ensures all polling places are adequately staffed and set up properly on each election day, and monitors the security of the voting equipment storage area.

The General Registrar, Assistant Registrar(s) and Electoral Board work closely with the State Board of Elections, elected and appointed officials, other voter registration and election officials and other county departments.

Staffing History
FY ’07 – 2
FY ’08 – 2
FY ’09 – 2
FY ’10 – 2

Registrar



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
REGISTRAR								
****ELECTORAL BOARD****								
PART-TIME SALARIES & WAGES	5,690	5,917	6,112	4,009	6,135	6,014	-1.6%	Includes possible 2% increase 07/01/09
MILEAGE	58	351	1,100	199	800	800	-27.3%	No increase requested
TRAVEL (CONVENTION & EDUCATION	22	584	1,000		1,000	900	-10.0%	No increase requested - flat funding
Total	**5,770**	**6,852**	**8,212**	**4,208**	**7,935**	**7,714**	**-6.1%**	
****REGISTRAR****								
SALARIES AND WAGES	45,485	78,839	82,781	55,329	82,994	82,994	0.3%	Salaries for Registrar and Assistant Registrar
PART-TIME SALARIES & WAGES	19,734	5,500	8,081	6,878	5,581	5,581	-30.9%	Decrease - no additional part-time help requested
FICA/MEDICARE	5,002	6,133	6,951	4,561	6,776	6,776	-2.5%	
RETIREMENT - VSRS	5,924	10,911	8,982	6,025	9,038	9,038	0.6%	
HOSPITAL/MEDICAL PLANS	8,945	14,800	13,920	9,280	15,590	15,396	10.6%	Benefits for Registrar and Assistant Registrar
GROUP LIFE INSURANCE	514	788	737	454	680	680	-7.7%	
WORKERS' COMPENSATION	70	100	145	127	180	180	24.1%	
PROFESSIONAL SERVICES			1,000		-	-	-100.0%	One time moving expense
PROGRAMMING COSTS	3,953	4,187	5,995	2,688	5,995	5,995	0.0%	No increase requested - flat funding - two elections, funds will be needed to provide for longer ballots
REPAIRS & MAINTENANCE	1,460	25	200		-	-	-100.0%	Reduced request - will not have funding if repairs needed at any polling place
MAINTENANCE SERVICE CONTRACTS	5,846	6,289	6,610	293	6,840	6,840	3.5%	Voting Equipment Vendor - automatic 5% annual increase, removed water contract (Diamond Springs)
ADVERTISING	538	394	500	297	500	500	0.0%	Required publications - two elections & registration site
POSTAGE	1,271	1,618	2,000	1,531	2,000	2,000	0.0%	No increase requested - flat funding - two elections (absentee ballots), voter cards, routine correspondence
TELECOMMUNICATIONS	70	42	200	23	39	39	-80.5%	Reduced request - GR email account
LEASE/RENT OF EQUIPMENT	372	258	350	-	2,000	2,000	471.4%	Copier lease for VR Office due to office move (estimate)
LEASE/RENT OF BUILDINGS	2,370	2,300	2,450	1,100	2,450	2,450	0.0%	Polling Places - two elections
MILEAGE	877	1,080	1,400	593	950	950	-32.1%	Officers, custodians, technician, GR and Asst.
MEETING COMPENSATION	14,255	16,620	16,450	13,715	17,030	17,030	3.5%	Increase due to growth and need for add'l Officers - 2 elections (will be using minimum number of Officers to cover Election Day positions)
TRAVEL (CONVENTION & EDUCATION	434		900	658	800	320	-64.4%	GR only, VRAV Annual Meeting & SBE Training, GR & Asst.
OFFICERS TRAINING	2,590	3,299	3,760	3,119	3,540	3,540	-5.9%	Reduction - will train Chiefs & Assts. only for a primary
DUES & ASSOCIATION MEMBERSHIPS	115	210	150	200	200	200	33.3%	VRAV & VEBA (increase in VEBA dues)
XEROX COPIES	44	168	200		100	100	-50.0%	Decrease due to info. provided by Co. that dept. eligible to use Co. copy paper
COMPUTER SUPPLIES		150	300		200	200	-33.3%	Reduced request
OFFICE SUPPLIES	1,532	1,048	1,200	620	1,000	900	-25.0%	Reduced request
BOOKS & SUBSCRIPTIONS	91	98	100	57	-	-	-100.0%	Discontinue RTD subscription - will borrow newspaper from another dept.
OTHER OPERATING SUPPLIES				459	350	350	100.0%	Election related supplies (signs, seals, etc.)
BALLOTS	540	757	1,500	1,570	2,115	2,115	41.0%	Increase due to add'l. ballot pct.
FURNITURE & FIXTURES	1,077		200		200	-	-100.0%	No increase requested - replacement fax machine, if needed
ADP EQUIPMENT	35				-	-	0.0%	See CIP Budget
VOTING EQUIPMENT	4,695	468			-	-	0.0%	See CIP Budget
Total	**127,839**	**156,082**	**167,062**	**109,577**	**167,148**	**166,174**	**-0.5%**	
Grand Total	**133,609**	**162,934**	**175,274**	**113,785**	**175,083**	**173,888**	**-0.8%**	**Approximately 33.2% or $42,650 of the Salary and Benefits for the Registrar's Office and Electoral Board are reimbursed to the County by the State Board of Elections**

Sheriff's Office

Description of Services

The New Kent County Sheriff's Office serves as the County's primary law enforcement agency. The Sheriff's Office provides service to the County's approximately 18,000 residents and the traveling public visiting our county. It enforces all state and local laws and ordinances to include all criminal and traffic codes as well as develops policies, programs, legislative initiatives and standards in collaboration with other County department personnel, civic/community organizations, and other governmental agencies. These efforts are designed to identify, assess, and address organizational and community needs. The Sheriff's Office consists of the following functional areas – Administration, Patrol, Investigations, Courts, Civil Process, Communications, and Animal Control. There are specialized teams within some of the functional areas to include the Emergency Response Team, the Marine Patrol, The Motor Unit, the Crime Scene Unit, the Honor Guard, Project Lifesaver, the Animal Adoption Program, and the Bike Patrol.

The administrative section is charged with maintaining all of the records and documentation required of a law enforcement agency by local, state and federal mandates. The section also seeks, administers, monitors and manages any and all grants available to law enforcement entities to include forfeited assets. The development of and fiscal management of the agency budget is one of the duties of this section. Policy and procedure formulation is also a function of this section.

The patrol section responds to citizen reports of crimes, citizen requests/calls for service, criminal cases initiated by law enforcement employees, non-criminal cases initiated by law enforcement employees, incidents resulting in custodial arrests, and incidents resulting in the issuing of summonses. This section provides for the enforcement of traffic laws to include traffic accident investigations, the preliminary investigation of criminal activity, the service of criminal warrants, conducts the majority of the requested watch orders and directed patrols.

The investigative section handles all major case investigations, acts as liaison with other local, state and federal agencies. This section manages crime scenes within the County and assists other counties as requested. The investigation section has three members who are members of the Twin Rivers Regional Narcotics Task Force and are also sworn as special state police agents. This section is responsible for the management of the evidence and property function of this agency as well as the agency's surveillance equipment.

The Courts/Civil Process section handles all prisoner transports to and from court, and any special hearings that may be required. The courts personnel are responsible for the courthouse/courtroom security function to include all court dates and during the normal business hours of the other courthouse offices. The civil process personnel are

responsible for receiving, recording, tracking and the service and return of all civil process documents as well as served criminal warrants. This section assists the patrol section with the performance of mental health commitments and transports.

The communications section handles the receipt of all citizen reports of crimes, citizen requests/calls for service, criminal cases initiated by law enforcement employees, non-criminal cases initiated by law enforcement employees, incidents resulting in custodial arrests, incidents resulting in the issuing of summonses, citizen reports of accident/injury, citizen report of fire and communications with other jurisdictions, resources, etc. The personnel of this section answer all business (non-emergency) and emergency telephone calls (E911 and wireless 911) within the County. They document all calls for service requests, manage and maintain all records regarding emergency calls and responses and act as the first line of communications for all emergency responders in the County. The communications personnel conduct the STAR program and act as the points of contact for the citizens this program serves. This center serves the Sheriff's Office, New Kent Fire/EMS, Providence Forge Volunteer Rescue Squad, the Virginia State Police, the Virginia Game Commission, and other County offices in their off hours.

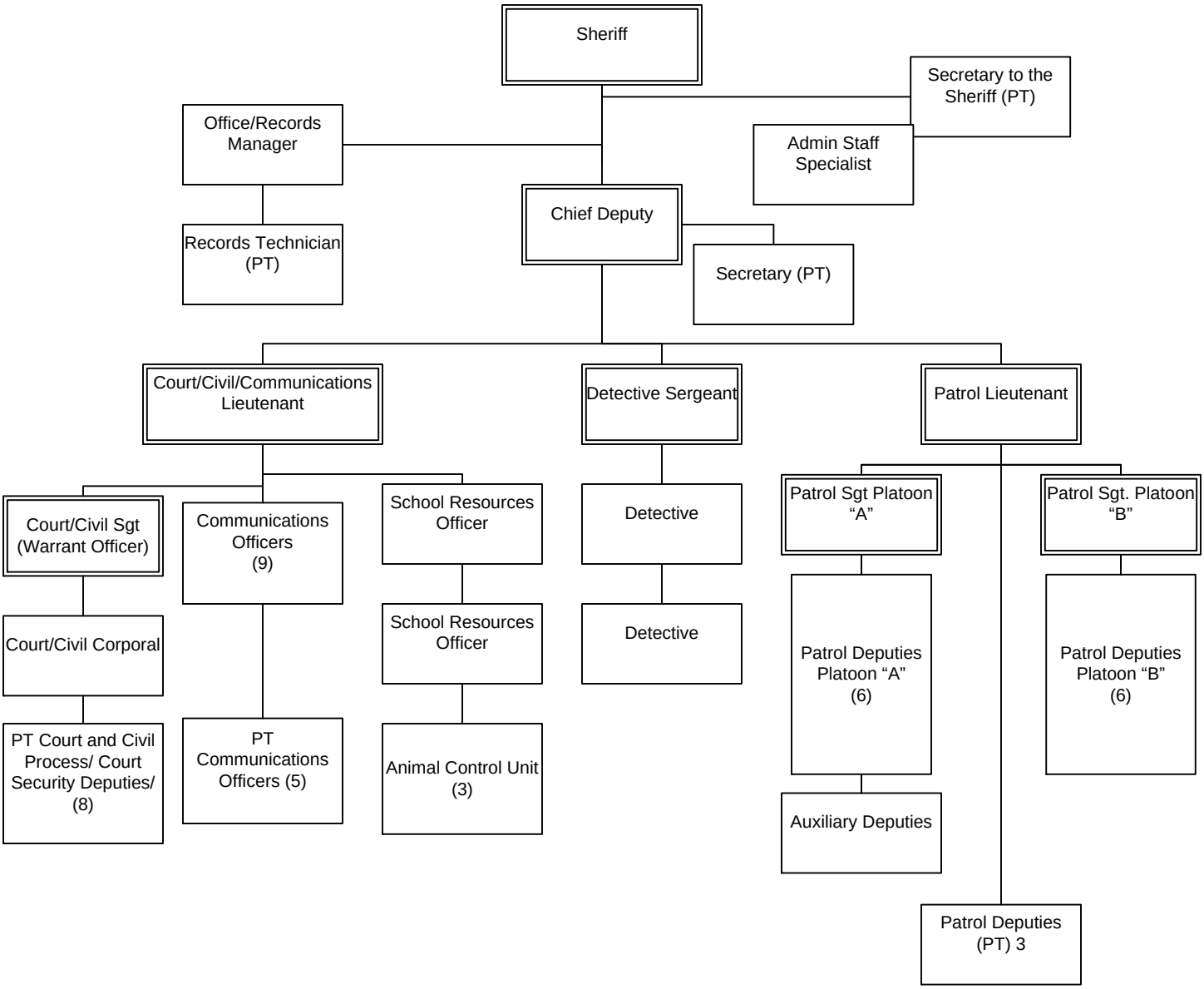
The animal control unit is responsible for and responses to animal attacks/bites, reports of the abuse of domestic animals, reports of annoying/roaming-at-large animals, investigates complaints of unlicensed/unvaccinated animals and is responsible for the maintenance of the pound. The personnel in this section have established and manage a model animal adoption program and a highly-rated pound. The members of this section annually sponsor a County rabies clinic and on a daily basis assist residents with referrals regarding domestic animals. This section also responses to calls from citizens regarding wild animals or varmint animals in or around their homes.

Other programs offered by the New Kent Sheriff's Office include but are not limited to:

- Fingerprinting for employment or volunteer (citizens, school system, Parks & Recreation, County Government)
- Crime prevention services
- Safety seat inspections
- Home security surveys
- Business security surveys
- A speakers bureau
- Meals on Wheels

Staffing History
FY ’07 – 39
FY ’08 – 39
FY ’09 – 39
FY ’10 – 39

Sheriff’s Office



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SHERIFF								
SHERIFF								
SALARIES & WAGES	1,059,035	975,967	1,006,354	646,157	998,094	998,094	-0.8%	Salaries for Sheriff, Chief Deputy, three Investigators, one Lieutenant, 50% of one Corporal, two Sergeants, two Administrative Assistants and eleven Deputies
SALARIES & WAGES - OVERTIME	34,464	41,421	35,000	40,784	54,000	54,000	54.3%	Payday average $2,249.70 x 24 = $53,992.85
PART-TIME SALARIES & WAGES	43,683	76,797	102,088	69,794	125,302	125,302	22.7%	Four part-time office staff with payday totals combined $1,151.44 x 24 = $59,874.62 and $3,390.60; Three part-time deputies worked in FY09 a combined total of $61,911.12; total of $125,301.72
SELECTIVE ENFORCEMENT	53,160	63,000	75,000	46,743	75,000	75,000	0.0%	This is a revenue generating line item - pays off duty deputies to patrol areas with reported traffic concerns and to write summons. Same as FY 09
SALARIES-SUPPLEMENTAL ACTIVITI		8,326		8,381			0.0%	
SPECIAL POLICE							0.0%	
EXTRA DUTY - COLONIAL DOWNS	53,942	50,267		33,263			0.0%	
EXTRA SECURITY DETAIL	3,369	6,007		5,006			0.0%	
OVERTIME/SHERIFF DEPT.		2,272	4,000	1,864	4,955	4,955	23.9%	Payday average of $206.48 x 24 = $4,955.44
VACANCY EXPENSE			45,000				-100.0%	
FICA/MEDICARE	88,300	84,872	97,115	58,954	96,226	96,226	-0.9%	Benefits for Sheriff, Chief Deputy, three Investigators, one Lieutenant, 50% of one Corporal, two Sergeants, two Administrative Assistants and eleven Deputies
RETIREMENT - VSRS	133,112	131,558	109,188	70,230	108,696	108,696	-0.5%	
HOSPITAL/MEDICAL PLANS	106,020	115,454	109,158	71,551	126,906	120,696	10.6%	
GROUP LIFE INSURANCE	11,534	9,506	8,958	5,288	8,183	8,183	-8.7%	
WORKERS' COMPENSATION	12,341	17,350	27,587	25,984	36,155	36,155	31.1%	
CAREER DEVELOPMENT	1,416	1,761	3,600		1,000	900	-75.0%	Educational reimbursement for college classes - employees approved.
MEDICAL EXAMINATIONS	69	228	500	164	250	250	-50.0%	Based on last FY usage - cut by 50%
APPLICANT INVESTIGATION		180	500		250	250	-50.0%	Based on last FY usage - cut by 50%
PROFESSIONAL SERVICES	1,274	1,259	1,260	860	1,266	1,266	0.5%	Standard fixed charge of $105.50/month x 12 = $1,266.00. This is a tool for Law Enforcement to conduct investigations and to locate individuals.
VLEPSC EXPENSES	1,934	1,265	2,000	1,448	1,000	1,000	-50.0%	Office supplies for VLEPSC 700.00; conference travel money $500.00; Monthly dues $200.00; Printing of SOP manuals/ $350.00 -this line item is used to maintain sheriffs office accreditation.
REPAIRS & MAINTENANCE	3,221	2,971	3,300	3,240	1,650	1,650	-50.0%	Based on FY09 expenditure to date - cut by 50%
MAINTENANCE SERVICE CONTRACTS	3,661	10,032	4,956	1,958	1,980	1,980	-60.0%	ID networks $1,550.00; maintenance on copier in deputies office $430.00;
TOWING SERVICE	145	225	400	570	400	400	0.0%	Towing of sheriffs office vehicles and of vehicles seized by sheriffs office - based on FY expenditure to date.
POSTAGE	1,360	1,231	1,374	230	1,295	1,295	-5.7%	Based on past FY expenditures and averaged out.
TELECOMMUNICATIONS-CELLULAR	5,597	5,896	7,784	4,501	7,520	7,520	-3.4%	Cell phones for 7 supervisors averaging $562.66/month x 12 = $6,751.92; On Star minutes for Sheriff Howard - $128 x 6 = $768.00 for a total of $7,519.92
TELECOMMUNICATIONS	3,746	3,285	3,800	1,180	1,800	1,800	-52.6%	Based on FY09 expenditure
PAGER	3,364	3,478	3,467	971	609	609	-82.4%	$50.74/month x 12 = $608.88 - have been able to almost eliminate this line item as most employees are receiving text messaging on phones as opposed to pagers.
TELECOMMUNICATION EQUIPMENT	157	160	400	284	250	250	-37.5%	Cell phone equipment to replace in case of damage or loss
COMMUNICATIONS - INTERNET	625	541	400	306	350	350	-12.5%	AOL at $24.95/month x 12 = $299.40; MSN $21.95 x 12 = $263.40
COMMUNIC-MOBILE DATA TERM. AIR	8,932	11,860	15,838	7,523	15,838	15,838	0.0%	Contract fee through Verizon GSA - for mobile terminals for deputies -
MOTOR VEHICLE INSURANCE	21,421	23,820	26,660	26,759	26,700	26,700	0.2%	Determined by county - 30 vehicles @ $890 = $26, 700
OTHER INSURANCE	735	735	772	735	735	735	-4.8%	Based on FY09
LEASE - EQUIPMENT	344	3,914	4,346	2,461	4,158	3,823	-12.0%	Copier lease in Sheriffs office of $275.70/month x 12 = $3,308.40; diamond springs @ $27.94 x 12 = $335.28; Pitney Bowes postage lease @ $164.31; copier overages ex. Color copies 350. for total of $4,158.
LEASE/RENT OFFICE EQUIPMENT	3,001						0.0%	No longer using line item see above
MILEAGE	884	601	500	527	500	500	0.0%	Based on last FY usage - mileage for personal veh. If no county vehicle available.
TRAVEL (SUBSISTENCE & LODGING)	9,517	6,414	4,000	6,333	3,000	2,700	-32.5%	Meals for employees while training or at conference
TRAVEL (CONVENTION & EDUCATION	3,357	2,366	7,185	1,140	4,500	4,050	-43.6%	Convention and educational expenses for employees
DUES & ASSOCIATION MEMBERSHIPS	2,374	2,456	2,395	2,354	2,063	2,063	-13.9%	Dues for Va. Sheriffs Association = $1,633.55; Sams club dues $35.00; National association Chiefs of police $50.00; International Association Chiefs Police $120.00;Va. Gang $25.00; APCO membership $220.00;
INSURANCE DAMAGES/RECOVERIES	16,707	8,656	2,500	3,958	2,500	2,500	0.0%	Based on FY09
XEROX COPIES	168	36	100	94	100	100	0.0%	Copies outside of office for forms. Based on FY09
BIKE PATROL PROGRAM	264	393	400	56	400	400	0.0%	Six bikes and yearly maintenance on each bike at $50.00 x 6 = $300; bike equipment and clothing.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SHERIFF								
OFFICE SUPPLIES	10,960	8,768	8,750	6,698	8,750	7,875	-10.0%	Based on FY 09 Expenditures - spent to date $4,517.28 /5 months = $903.46 x 12 = $10,841.52
OSHA COMPLIANCE EXPENSE	1,852	1,756	1,880	1,220	1,750	1,750	-6.9%	Protective suits, shoe covers, latex gloves, face shields respirators, biohazard tape, goggles, bleach, carry bags, plastic syringe tubes biohard material pickup. This line item is designated to meet the safety needs of the agency.
GASOLINE	82,750	99,304	95,000	63,059	123,897	123,897	30.4%	Based on average usage of $10,741.48/month x 12 = $128,897.76, but cut $5,000.00
VEHICLE SUPPLIES, REPAIRS & MA	36,210	35,062	34,225	25,481	34,225	34,225	0.0%	Based on FY09 budget spent to date.
POLICE SUPPLIES	13,003	44,309	19,650	15,311	19,650	16,850	-14.2%	Based on FY09 budget spent to date.
UNIFORMS & WEARING APPAREL	12,388	13,093	11,750	9,423	11,750	10,575	-10.0%	Based on FY09 budget spent to date $7,197/5 = $1,439.40 x 12 = $17,272.80. But only asking for $15,000.00
BOOKS & SUBSCRIPTIONS	1,231	357	1,530	803	368	276	-82.0%	Richmond Times Dispatch $200.00; Search and Seizure bulletins $168.00
OTHER OPERATING SUPPLIES	484	282	740	673	740	740	0.0%	For miscellaneous supplies from hardware store
HONOR GUARD SUPPLIES		1,870		140	-	-	0.0%	Funded by donations
K-9 MATERIALS & SUPPLIES			250		250	250	0.0%	Used for contracting for search dogs
FORENSICS (CRIME SCENE)	2,248	1,222	1,940	1,402	1,000	1,000	-48.5%	Various supplies for crime scene to include Barrier tape 50.; fingerprint brushes 50; Latent lift fingerprint tape 200; Fingerprint gloves 150.00; microsill 75.00; evidence tape 150.00; paper/plastic evidence packaging 225.00;evidence envelopes, markers and latent backing cards 140.00; labels 60.00; Rigid containers for firearms and sharps 250.00; fingerprint kits 100; evidence carrying kits 75.00
FORENSIC SUPPLIES	1,635	1,771	1,500	633	1,000	1,000	-33.3%	Court required drug testing kits $600.00; Polaroid film $100.00; Carrying cases and digital film paper $300.00; two GPS devices for vehicles $200.00
MARINE PATROL	1,255	5,834	1,300	1,306	1,300	1,300	0.0%	Repairs for three operational boats $1,500.00; We anticipate obtaining a jet ski for FY10 on loan and we supply the trailer for this as well. The three vessels are operational year round requiring scheduled and unscheduled maintenance.
GREAT SUPPLS(GANG RESIS ED.&TR	899	300	1,000	307	250	250	-75.0%	Used to teach to Alive at 25 program to New Kent High School students wishing to take the class. This is a reduction from previous years.
I.D., BOOKING AND RECORD	550	635	2,000	2,074	2,000	2,000	0.0%	To maintain two lives can units - replacement pads are $150. per unit x 2 = $300 - these replaced once a year; ink toners for printers are $390 per unit x 2 units = $780 x 2 = $1,560.00 (replaced twice a year); print cards - $140.00.
AUXILIARY	721	2,532	2,000	310	500	500	-75.0%	Based on FY09 expenditure - for new uniforms.
TWIN RIVERS TASK FORCE-COLONIAL	4,256	1,300	1,300	1,300	1,300	1,300	0.0%	ROCIC membership $300.00 and Twin Rivers task force membership $1,000.00
INVESTIGATIVE SERVICES	650	650	650		650	650	0.0%	This is for paying informants and making controlled buys
SHERIFF AUCTION			150		-	-	-100.0%	
LAW ENFORCEMENT TRAINING	1,073	1,316	3,500	1,515	1,750	1,750	-50.0%	Based on FY09 expenditure to date - cut by 50%
CRIME PREVENTION	83	1,000	1,250	193	800	800	-36.0%	To purchase neighborhood watch signs, pamphlets and books and fingerprint kits for children.
BODY RECOVERY/MEDICAL EXAMINER	1,316	653	900	701	900	900	0.0%	Body removal of deceased residents based on FY09
CRATER CRIMINAL JUSTICE ACADEMY	11,395	11,592	13,370	12,670	13,370	13,370	0.0%	Set by Crater Criminal Justice Academy for training of deputies and dispatchers
CHAPLIN PROGRAM		65	500		250	250	-50.0%	Cut 50% not used to date this year and only used $65.00 in FY08
PUBLIC RELATIONS			600		200	180	-70.0%	Cut to $200.00 based on FY 09 - not used
REIMBURSABLE-MARENGO/STRAWB HI	25,705	29,250					0.0%	
PUBLIC RELATIONS	561				-	-	0.0%	
MACHINERY & EQUIPMENT	16,788	27,755	9,673	9,588	4,900	4,900	-49.3%	For one new in car camera for new vehicle - cost of camera at $4,900.00. Cameras for new vehicles not budgeted for in CIP
FURNITURE & FIXTURES	106				-	-	0.0%	
COMMUNICATIONS EQUIPMENT	4,621	2,070	2,000	1,590	1,550	1,550	-22.5%	One portable radio at $800.00 and one mobile radio at $700 and one antenna for approximately $50.00
ADP EQUIPMENT	5,545	1,055	2,300	362	-	-	-100.0%	
Total	**1,931,518**	**1,970,361**	**1,937,593**	**1,308,410**	**1,946,731**	**1,934,374**	**-0.2%**	

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SHERIFF								
****CONFINEMENT OF PRISONERS****								
PURCHASE OF JAIL SPACE	488,005	339,675	532,500	60,200	460,180	460,180	-13.6%	Prisoner confinement based on previous fiscal years and expected to rise this year as State money become unavailable
JAIL EMERGENCY RESPONSE/HENRICO	250	32,649	25,000	5,607	15,000	15,000	-40.0%	ERT supplies based on past fiscal year expenditures and anticipating recruiting two new members
TRAVEL (EXTRADITION/PRISONERS)	17	261	2,500		1,000	1,000	-60.0%	This line item is for extradition of prisoners out of state and is reimbursable through the state after the expenditure.
Total	**488,272**	**372,585**	**560,000**	**65,807**	**476,180**	**476,180**	**-15.0%**	
*****SHERIFF COURTS*****								
SALARIES & WAGES	149,339	149,928	158,488	103,637	158,564	158,564	0.0%	Salaries for one Lieutenant, one Deputy and one Sergeant
SALARIES & WAGES - OVERTIME	3,841	1,511		3290	1,000	1,000	100.0%	Court Construction ongoing and we need to allow for two of the full-time employees to be able to work in case part-time is not available.
PART-TIME SALARIES & WAGES	186,582	203,321	193,027	126,054	195,744	195,744	1.4%	Payday average is $7,948.91 x 24 = $190,773.84; need to allow an additional $5,000. for part-time employees to cover for construction.
OVERTIME	9,896	13,378	13,053	9,654	12,210	12,210	-6.5%	Payday average is $508.74 x 24 = $12,209.71
FICA/MEDICARE	26,113	27,495	27,891	18,155	28,116	28,116	0.8%	
RETIREMENT - VSRS	18,610	20,750	17,196	11,286	17,268	17,268	0.4%	
HEALTH INSURANCE	14,452	15,576	14,652	9,565	16,410	16,200	10.6%	Benefits for one Lieutenant, one Deputy and one Sergeant
GROUP LIFE INSURANCE	1,614	1,499	1,411	850	1,300	1,300	-7.9%	
WORKERS' COMPENSATION	3,884	5,195	8,712	7,548	11,149	11,149	28.0%	
EMPLOYEE MEDICAL EXAMS	25	30	500	-	250	250	-50.0%	Based on FY09 have not used cut by 50%
REPAIRS & MAINTENANCE	194		500		500	500	0.0%	For repair of radar unit and maintenance of metal detectors
MAINTENANCE SERVICE CONTRACTS	218	243			1,109	1,109	100.0%	Maintenance on copier in civil process $859.00 ID # AO916 and maintenance on Fax machine $250.00/ year
TOWING SERVICE	45		200	150	100	100	-50.0%	Based on past use in this line item we cut by 50% but still need this amount - in case of emergency towing because vehicles do travel out of the jurisdiction by several hundred miles.
ADVERTISING	49	65					0.0%	No longer use this line item HR takes care of
POSTAGE	1,456	923	2,200	906	1,500	1,500	-31.8%	Postage at $100.00 per month average x 12 = $1,200; $300 in additional UPS costs.
TELECOMMUNICATIONS-CELLULAR	2,189						0.0%	
TELECOMMUNICATION CELLULAR	75	2,188	2,550	1,486	2,412	2,412	-5.4%	Cell phone usage for 5 civil process employees at $184.35 /month x 12 = $2,212.20 and $200. 00 for overage
TELECOMMUNICATIONS							0.0%	Not used
PAGER	806	1,035	1,292	441	147	147	-88.6%	$12.22/month x 12 = $146.64 pagers are being replaced by text messaging on cell phones.
TELECOMMUNICATIONS EQUIPMENT		75		37	-	-	0.0%	
VIDEO CONFERENCING	2,223	1,799	2,050	2,079	2,050	2,050	0.0%	For video conference for arraignments for court - based on FY09
COMMUN.-MOBILE DATA TERM.AIRTI							0.0%	
VEHICLE INSURANCE	5,170	7,146	8,600	8,090	7,120	7,120	-17.2%	County Determines - 8 veh. @$ 890 = $7,120
LEASE/RENT OF EQUIPMENT			4,291	3,666	3,200	3,200	-25.4%	Copier lease through Stones $231.46 x 12= $2,777.52; allow for overage of $422.00
TRAVEL (SUBSISTENCE & LODGING	457	594	750	380	750	675	-10.0%	Based on FY09 - hard to determine what civil process will use depending on when they travel out of the county - will be using for an Advance Civil process class.
TRAVEL (CONVENTION & EDUCATION		475	750	17	500	450	-40.0%	Planning on one course to Advance Civil Process, 4 day class
INSURANCE DAMAGES/RECOVERIES			1,000	4,248	1,000	1,000	0.0%	County Determines
XEROX COPIES	72		100	93	100	100	0.0%	For copies outside of office ex. Kwik Copy, based on FY 09
OFFICE SUPPLIES	1,324	1,273	1,400	1,163	1,400	1,260	-10.0%	Based on FY 09 expenditures
OSHA COMPLIANCE EXPENSE	136		400	22	200	200	-50.0%	Based on FY09 expenditures cut by 50%
OTHER COURT COSTS	244		750		500	500	-33.3%	Used in case of sequestered Jury and we do not know when that would come up. Used for Meals and motel stay if needed.
GASOLINE	13,472	19,489	19,920	10,452	22,774	22,774	14.3%	Based on average of last 4 months $1,897.86/month x 12 = $22,774.32
VEHICLE SUPPLIES, REPAIRS & MA	7,160	5,805	6,516	2,974	6,500	6,500	-0.2%	Based on past FY use for vehicle repairs.
POLICE SUPPLIES	1,920	4,952	3,560	2,492	3,160	3,160	-11.2%	Need to purchase tazer at $1,000.00; Ammo $1,275 ; need handcuffs, leg irons waist restraints and a gun box for $855.00
UNIFORMS & WEARING APPAREL	3,338	6,136	3,254	2,578	1,254	1,129	-65.3%	Uniforms for new employees and to replace old uniforms for existing employees
BOOKS & SUBSCRIPTIONS	350		350		75	56	-84.0%	Cut by 50% based on FY09
OTHER OPERATING SUPPLIES	369	371	500	216	410	-	-100.0%	spent $168.52/5 months = $33.70 per month x 12 = $404.40- allowed an extra $6.00 for cups

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SHERIFF								
I. D.,BOOKING AND RECORD	78		950		400	400	-57.9%	For Livescan at courthouse; booking supplies
SHERIFF AUCTION			250		100	100	-60.0%	To be able to post and advertise court notices for auctions of items that have a levy on them. To pay for storage of levied items and to pay auctioneer.
CRATER CRIMINAL JUSTICE ACADEME	2,849	2,849	3,667	3,167	3,667	3,667	0.0%	Crater sets this price for training of deputies and dispatchers
MACHINERY & EQUIPMENT	3,258	1,107			-	-	0.0%	
FURNITURE & FIXTURES			714	529	-	-	-100.0%	
COMMUNICATION EQUIPMENT	113				-	-	0.0%	
Total	**461,921**	**495,208**	**501,444**	**335,225**	**502,939**	**501,910**	**0.1%**	**Funds for FY10 are expected as revenue for Courthouse Security and Courthouse Maintenance totaling $95,000**
****SHERIFF HIGH SCHOOL SRO*****								
SALARIES & WAGES	37,798	38,985	41,211	26,948	41,230	41,230	0.0%	Salary for High School Resource Officer
SCHOOL RESOURCE OFFICER - OVER	306	1,342	2,000	938	1,500	1,500	-25.0%	Based on past FY expenditures expected to use more overtime for schools this year
FICA/MEDICARE	2,916	3,087	3,306	2,135	3,269	3,269	-1.1%	
RETIREMENT - VSRS	4,814	5,396	4,471	2,935	4,490	4,490	0.4%	Benefits for High School Resource Officer
HOSPITAL/MEDICAL PLANS	4,131	5,192	4,884	3,256	5,470	5,400	10.6%	
GROUP LIFE INSURANCE	428	390	367	221	338	338	-7.9%	County Determines
WORKERS' COMPENSATION	644	630	1,033	891	1,297	1,297	25.6%	This line item cut by $100.00 but have left it in case of travel with schools
VEHICLE INSURANCE	739	794	850	809	890	890	4.7%	County Determines
TRAVEL (SUBSISTENCE & LODGING)	23	122	700		600	540	-22.9%	This line item cut by $100.00 but have left it in case of travel with schools
TRAINING			700		600	540	-22.9%	This line item cut by $100.00 but have left it in case of travel with schools
VEHICLE SUPPLIES, REPAIRS & MA	863	685	1,500	74	1,000	1,000	-33.3%	For repair of vehicles for SRO officers
POLICE SUPPLIES		658			-	-	0.0%	
UNIFORMS & WEARING APPAREL	259	326	375	116	300	270	-28.0%	For uniforms for SRO officers as need replacing
Total	**52,921**	**57,607**	**61,397**	**38,323**	**60,984**	**60,764**	**-1.0%**	**Previously 88.1% or $53,581 Offset by Revenue from the Schools - from FY10 forward this budget will not have offsetting revenue**
*****SHERIFF MIDDLE SCHOOL SRO****								
SALARIES & WAGES	36,843	38,411	40,603	26,551	40,624	40,624	0.1%	Salary for Middle School Resource Officer
SALARIES & WAGES - OVERTIME	218	374	2,000		1,500	1,500	-25.0%	Based on past FY expenditures expected to use more overtime for schools this year
FICA/MEDICARE	2,837	2,969	3,259	2,033	3,223	3,223	-1.1%	
RETIREMENT - VSRS	4,801	5,316	4,405	2,892	4,424	4,424	0.4%	Benefits for Middle School Resource Officer
HOSPITAL/MEDICAL PLANS	4,835	5,192	4,884	3,256	5,470	5,400	10.6%	
GROUP LIFE INSURANCE	416	384	361	218	333	333	-7.8%	
WORKERS' COMPENSATION	465	621	1,018	879	1,279	1,279	25.6%	
VEHICLE INSURANCE	739	794	850	809	890	890	4.7%	County Determines
TRAVEL (SUBSISTENCE & LODGING)			700		600	540	-22.9%	This line item cut by $100.00 but have left it in case of travel with schools
TRAINING			700		600	540	-22.9%	This line item cut by $100.00 but have left it in case of travel with schools
VEHICLE SUPPLIES, REPAIRS & MA	251		1,500	534	1,000	1,000	-33.3%	for repair of vehicles for SRO officers
UNIFORMS & WEARING APPAREL	347	225	375		300	270	-28.0%	For uniforms for SRO officers as need replacing
Total	**51,752**	**54,286**	**60,655**	**37,172**	**60,243**	**60,023**	**-1.0%**	**Previously 88.1% or $52,935 Offset by Revenue from the Schools - from FY10 forward this budget will not have offsetting revenue**
*****E-911 SYSTEM*****								
SALARIES & WAGES		236,262	253,709	153,642	254,141	254,141	0.2%	Salaries for Eight Dispatchers
OVERTIME - SALARIED		8,849	5,093	10,890	14,966	14,966	193.9%	Payday average of $623.56 x 24 = $14,965.51 - Trying to maintain 3 people during peak times
PART-TIME SALARIES		44,357	56,000	30,008	61,812	61,812	10.4%	Payday average of $2,575.50 x 24 = $61,811.95 - trying to maintain 3 people during peak times
OVERTIME-PART-TIME		1,178	4,200	1379	3,781	3,781	-10.0%	Payday average of $157.55 x 24 = $3,781.20 - trying to maintain 3 people during peak times
FICA/MEDICARE		22,077	24,404	14,727	25,604	25,604	4.9%	
RETIREMENT-VRS		32,085	27,529	16,652	27,675	27,675	0.5%	
HOSPITAL/MEDICAL PLANS		40,625	39,072	24,827	43,760	43,200	10.6%	Benefits for Eight Dispatchers
GROUP LIFE INSURANCE		2,274	2,555	1254	2,086	2,086	-18.4%	
WORKER'S COMPENSATION		367	494	457	680	680	37.7%	

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SHERIFF								
CAD SYSTEM		37	13,326	9,750	10,826	10,826	-18.8%	Dapro Maintenance - $7,300.00 - crime analysis/Livescan/field reporting $3,487.50; Gentronics (annual fee of $37.44).
REPAIRS & MAINT. - TOWERS			7,690	1,229	7,690	7,690	0.0%	Tower maintenance flat funded
MAINTENANCE SERVICE CONTRACTS		28,099	36,086	22,634	36,086	36,086	0.0%	Unisys yearly maintenance fee - service contract $22,783, $2,298.63 (for router); Live scan main - $2073.73; MSAG mapping 6950.00; MSAG Maint $7,428.00; Logger recorder maint - $2,550.00 (applied digital solutions); MSAG GIS support - $3,425.00; maint for DaPro Serv
TOWER MAINTENANCE SERVICE CONT		50,394	58,340	47,829	58,340	58,340	0.0%	Covers repairs on handheld radios mobiles
911 SYSTEM AND DATABASE		18,032	29,123	11,198	16,584	16,584	-43.1%	Foreign language interpreter serv ($4.50 per minute) - $700.00; Other Figures Ran by Kathy/Jonathan for FY09 past expenditures.
UNINTERRUPTED POWER SUPPLY		1,645	2,140	1,645	2,140	2,140	0.0%	UPS maintenance $1,840.00 and Battery replacement $300.00
POSTAGE		37	150		50	50	-66.7%	Only used $37.00 in FY 08 - based on that expenditure
TELECOMMUNICATIONS-CELLULAR		149		99	-	-	0.0%	Not used
TELECOMMUNICATIONS		163	472	109	163	163	-65.5%	Based on figures ran by Kathy and Jonathan
FREQUENCY CHANNELS		16,353	19,500	9,537	19,500	19,500	0.0%	Based on FY09 verizon lines
LEASE/RENT OF EQUIPMENT		12,777	14,367	11,248	16,485	16,485	14.7%	Crown castle lease ($955 + $110.84) $1097.82 x 12 = $13,173.00; copier in dispatch $276 x 12 = $3312.
TRAVEL (CONVENTION & EDUCATION		3,809	3,500	233	2,000	1,800	-48.6%	APCO Conferences, and dispatch training, and lodging.
XEROX COPIES		207	100		50	50	-50.0%	No used in FY09 cut in half
OFFICE SUPPLIES		4,059	4,375	1,973	3,096	2,786	-36.3%	Based on FY09 expenditures to date $1290.22/5 months = $258.04 x 12 = $3096.48
STREET SIGNS-REPAIR AND REPLACE		8,493	7,500	3,732	7,500	7,500	0.0%	County determines
MAP BOOK AND MAP UPDATES		320	1,500	1,316	1,500	1,500	0.0%	County determines
NEW STREET SIGNS (REIMBURSABLE			1,700		1,700	1,700	0.0%	County determines
COMMUNICATION EQUIPMENT			250	697	560	560	124.0%	Cost to replace existing headsets at $112.00 per headset we can replace 5 headsets. They are used 24/7 365 days of the year - high wear out on these.
ADP EQUIPMENT		1,515					0.0%	
Total	**-**	**534,163**	**613,175**	**377,065**	**618,775**	**617,705**	**0.7%**	**Previously, these expenditures were captured in a separate fund and offset with an E-911 tax that was collected locally. This tax has now been diverted to the State and is distributed to localities. It includes both the E-911 tax and a Consumer Tax on landlines as well as wireless devices. The total expected for this revenue in FY10 is $637,500.**
****ANIMAL PROTECTION*****								
SALARIES & WAGES	115,090	121,187	128,247	47,350	129,788	129,788	1.2%	Salaries for 50% of a Corporal, Two Animal Wardens and One Shelter Attendant
SALARIES & WAGES - OVERTIME	5,403	3,617	8,500	1,484	4,800	4,800	-43.5%	Payday average of $198.45 x 24 = $4,762.80
FICA/MEDICARE	8,898	9,205	10,461	3,631	10,295	10,295	-1.6%	
RETIREMENT - VSRS	14,790	16,772	15,091	4,267	14,135	14,135	-6.3%	
HOSPITAL/MEDICAL PLANS	17,323	18,164	17,094	5,291	19,145	18,900	10.6%	Benefits for 50% of One Corporal, Two Animal Wardens and One Shelter Attendant
GROUP LIFE INSURANCE	1,283	1,212	1,245	321	1,063	1,063	-14.6%	
WORKERS' COMPENSATION	1,016	1,263	1,950	1,682	2,447	2,447	25.5%	
MEDICAL EXAMINATIONS		31	250	40	125	125	-50.0%	Based on current and past FY expenditures we cut this item,
COMPUTER SUPPLIES							0.0%	
VETERINARIAN SERVICES	609	3,613		2,055			0.0%	Funded by donations
Euthanasia					4,920	4,920	100.0%	This line item will have to be used in FY10 for euthanasia of pound animals, people who provided this service are no longer providing service. The charge for this is $45.00 per trip with two trips a month needed = $90.00; $16.00 per animal put down with an
EQUIPMENT REPAIR		90	250		125	125	-50.0%	Cut by 50% not used in FY09
TOWING SERVICE			85		85	85	0.0%	Towing left at $85.00 for emergency
ADVERTISEMENTS		100					0.0%	Human Resources has
TELECOMMUNICATIONS-CELLULAR	1,584						0.0%	This line item not used.
TELECOMMUNICATIONS-CELLULAR	37	1,868	2,245	669	2,070	2,070	-7.8%	Cell phone usage 4 employees at $172.43 per month x 12 = $2,069.16
TELECOMMUNICATIONS	2,313	4,061	4,490	1,014	4,056	4,056	-9.7%	Line into pound for internet $337.93 x 12 = $4,055.16
PAGER	465	456	645	121	122	122	-81.1%	$10.15 x 12 = $121.80 - most are getting text on cell phones
TELECOMMUNICATIONS EQUIPMENT		331	200	20	150	150	-25.0%	Equipment for replacement of cell phones based on FY09 expenditure - if we had to replace 4 animal control phones in the year.
MOTOR VEHICLE INSURANCE	1,477	2,382	3,440	3,236	3,560	3,560	3.5%	County Determines - 4 veh @$890 = $3,560

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SHERIFF								
LEASE - EQUIPMENT	333	357	348	131	348	-	-100.0%	Diamond spring water rental
MILEAGE	336		50		50	50	0.0%	Mileage for personal vehicle if county veh. Not available.
SUBSISTENCE & LODGING	46	53	300		150	135	-55.0%	Based on FY09 budget and not used to date so cut by 50%
TRAVEL (CONVENTION & EDUCATION	130		1,000		500	450	-55.0%	Based on F09 budget and not used to date
DUES & ASSOCIATION MEMBERSHIPS	30	30	90	30	90	90	0.0%	Dues for three animal control officers
CLAIMS & BOUNTIES	646	125	700		700	700	0.0%	This line item has not been used since FY07 but needs to be available in case domestic animals attack livestock - it is a replace cost for livestock.
XEROX COPIES	98		100		50	50	-50.0%	Based on FY09 - have not used cut by 50%
DOG & CAT STERILIZATION FUND	352	370					0.0%	
OFFICE SUPPLIES	538	509	600	5	300	270	-55.0%	Based on FY09 expenditures cut by 50%
FOOD SUPPLIES	201	558	600	595	700	700	16.7%	Based on FY09 expenditures increased by $100.00
OSHA COMPLIANCE EXPENSE	23	1,292	800	630	800	800	0.0%	for Safety needs of agency - based on FY09 expenditure
REPAIR & MAINTENANCE SUPPLIES	2,775	340	3,500		2,000	2,000	-42.9%	Based on FY09 have not used -
GASOLINE	9,281	11,095	15,146	3,095	12,252	12,252	-19.1%	Average of gas 4 months = $4,083.84/4 = $1,020.96 x 12 = $1,251.52
VEHICLE SUPPLIES, REPAIRS & MA	6,861	6,859	7,945	2,341	6,900	6,900	-13.2%	Maintenance on Vehicles based on Previous FY
POLICE SUPPLIES	921	1,662	2,750	264	2,000	2,000	-27.3%	Based upon past FY expenditures
UNIFORMS & WEARING APPAREL	1,010	478	3,000	485	2,000	1,800	-40.0%	Based on past FY expenditures
OTHER OPERATING SUPPLIES	252	663	500	385	500	500	0.0%	Based on past FY expenditures
RECORD BOOKS		58	80		60	60	-25.0%	Based on FY 08 Expenditure and not spent in FY09
DOG TAGS	1,002	1,221	1,022	1,322	1,322	1,322	29.4%	County Determines
COMMUNICATION EQUIPMENT	21				-	-	0.0%	
SHELTER IMPROVEMENTS	2,275		1,500		-	-	-100.0%	Older building and we need to have money available in case of emergency repairs.
Total	**197,419**	**210,022**	**234,224**	**80,464**	**227,608**	**226,720**	**-3.2%**	**Various Donations are received throughout the year for the Animal Shelter. These funds are appropriated as they are received and are put into the Veterinarian Services expenditure line item. Additionally, there is $3,200 in Animal Protection revenue that is received for the Boarding of Animals at the Animal Shelter.**
***** VA WIRELESS E-911 FUND EXP**								
SALARIES & WAGES	32,195	29,834	31,009	17,853	30,517	30,517	-1.6%	Portion of Salary for One Dispatcher and $10,000 for GIS Manager
FULL-TIME OVERTIME				463			0.0%	
FICA/MEDICARE	2,463	1,517	1,607	1,401	1,570	1,570	-2.3%	
RETIREMENT - VSRS	3,001	2,745	2,279	1,944	2,234	2,234	-2.0%	
HOSPITAL/MEDICAL PLANS	4,835	5,192	4,884	3,256	5,470	5,470	12.0%	Portion of Benefits for One Dispatcher
GROUP LIFE INSURANCE	258	242	187	146	168	168	-10.2%	
WORKERS' COMPENSATION	21	32	34	30	41	41	20.6%	
EQUIPMENT	17,808	1,458					0.0%	
GRANT-NEW E-911 CENTER		150,000		100,123			0.0%	
Total	**60,581**	**191,020**	**40,000**	**125,216**	**40,000**	**40,000**	**0.0%**	**100% Offset with E-911 Wireless Grant Revenue of the same Amount- $40,000**
Grand Total	**3,244,384**	**3,885,252**	**4,008,488**	**2,367,682**	**3,933,460**	**3,917,676**	**-2.3%**	**Approximately 36.6% or $915,400 of the Salary and Benefits for the Sheriff, Sheriff Courts and E-911 Offices are reimbursed to the County by the State Compensation Board. Additionally, funds are received as revenue for Sheriff Fees $878 and Local Confinement of Prisoners $3,000**

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
MAGISTRATE								
****MAGISTRATES****								
POSTAGE	26	36					100.0%	
TELECOMMUNICATION - CELLULAR	1,097	1,053	1,152	505	1,152	1,152	0.0%	Based on FY 09 expenditures
PAGER	281	316	400	182	400	400	0.0%	Based on FY 09 expenditures
MILEAGE	11,638	11,942	14,000	6,395	500	500	-96.4%	Per Magistrate Heath - no longer need this line item; leaving some in there just in case.
DUES & SUBSCRIPTIONS	212		50	25	50	50	0.0%	Based on FY 09 expenditures to date
OFFICE SUPPLIES	117	104	300	1,412	700	630	110.0%	Based on FY 09 and past fiscal year - although not even half of office supplies have been split in previous fiscal years - they do have new printer at the Jail and they have printer at Sheriffs courts and will have to buy toner for both machines. Since based at the jail may need some extra supplies.
Total	**13,371**	**13,451**	**15,902**	**8,519**	**2,802**	**2,732**	**-82.8%**	

Social Services

Description of Services

The New Kent Department of Social Services (NKDSS or local social services department) under the auspices of the Virginia Department of Social Services (VDSS or Social Services) provides assistance to the citizens of County of New Kent. Social Services also helps citizens live their best lives and triumph over poverty, abuse and neglect, achieve self-sufficiency and shape strong futures for themselves, their families and their communities.

Social Services and many of its programs and services fall under Title 63.2 of the Code of Virginia. Under the Law, the VDSS assumes administrative responsibilities for a local statewide system known as Local Departments of Social Services such as NKDSS; specifically created under §63.2-324 of the Code of Virginia. This system allows local departments to administer certain programs under Federal and State Law or Regulation.

The NKDSS consists of 14 employees and up to three social work student interns per semester. Under §63.2-325 of the Code of Virginia, the Director, administrative head of the agency, is appointed by the local governing body and directly supervised by the County Administrator in partnership with the VDSS. The Director is trained and experienced in social services administration and has general management and control of NKDSS, including the making of rules consistent with that of Federal and State Law and Regulation.

The employees of the NKDSS are charged with administering and delivering benefits and services to adults, families and children of New Kent County. The following are some of those benefits and services:

- Food Stamps (Electronic Benefits Transfer (EBT))
- Food Stamp Employment Training
- Medical Assistance (Medicaid)
- Family Access to Medical Insurance Security (FAMIS)
- State & Local Hospitalization
- Self Sufficiency: Temporary Assistance for Needy Families (TANF) and Virginia Initiative for Employment not Welfare (VIEW)
- Energy Assistance (Heating, Cooling and Crisis)
- Fraud and Recovery

Family Services Programs and Child Care and Development Programs include:

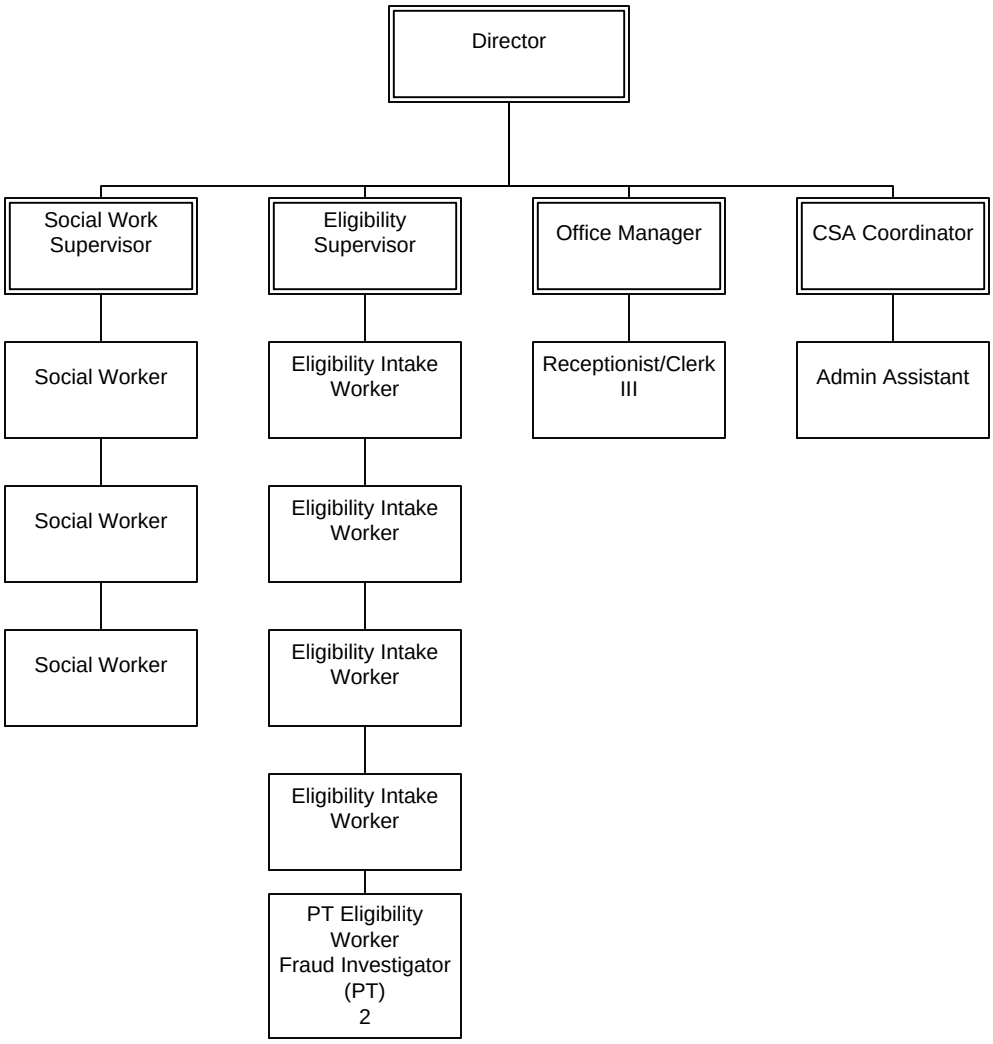
- Permanency (Foster Care and Adoptions)
- Child Protective Services
- Adult Protective Services

- Auxiliary Grants
- Adult Services
- Emergency Services
- Child Care Subsidy
- Head Start
- Child Care Quality Initiative

NKDSS also maintains extensive partnerships with local and state law enforcement, court services, mental health services, medical providers, community action agencies, schools, churches, non-profit organizations, health departments, local fire and rescue, etc.

Staffing History
FY '07 –12
FY '08 – 13
FY '09 – 14
FY '10 – 14

Department of Social Services



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SOCIAL SERVICES								
SOCIAL SERVICES								
ELIGIBILITY ADMIN. PASS THRU	16,846	182	178,348		244,002	244,002	36.8%	Federal pass-thru requested. Costs are reasonable and necessary to support agency functions. NOTE: increase in budget request reflects increase in rent costs for new Human Services Building. Local match rate is 51.50%
SERVICE ADMINISTRATION PASS-TH	500		18,947		80,920	80,920	327.1%	Federal pass-thru requested. Costs are reasonable and necessary to support agency functions. NOTE: increase in budget request reflects increase in rent costs for new Human Services Building. Local match rate is 89.00%
FUEL AND CRISIS ADMINISTRATION	3,554	2,370		1,805			0.0%	
FRAUD FREE STANDARD PROGRAM	6,310	4,022	5,769	2,714			-100.0%	
SALARIES & WAGES	400,359	406,101	228,800	292,649	313,360	313,360	37.0%	Balance of operational funds entered to correctly calculate and illustrate pass-thru request. One Director, one Office Manager, one eligibility supervisor, one social work supervisor, one administrative assistant, four eligibility workers and three social workers
WELFARE ADMINISTRATION -LOCAL	74						0.0%	
FICA/MEDICARE	30,302	30,145	37,578	21,588			-100.0%	
RETIREMENT - VSRS	51,376	53,339	50,763	30,981			-100.0%	
HOSPITAL/MEDICAL PLANS	54,460	61,784	66,912	40,284			-100.0%	
GROUP LIFE INSURANCE	4,427	4,037	4,165	2,333			-100.0%	
WORKERS' COMPENSATION	1,048	1,291	1,880	1,650			-100.0%	
PROFESSIONAL SERVICES	416				-	-	0.0%	Funding for this line item not requested.
REPAIRS & MAINTENANCE		742	2,300		2,162	-	-100.0%	Funding for this line item not requested per Budget Committee mtg. 1/13/09.
MAINTENANCE SERVICE CONTRACTS	2,000	1,067	4,000	269	-	-	-100.0%	Previous expenditures in this line item transferred to 5412.
TECHNICAL SUPPORT	1,645	1,727	2,000	2,547	2,576	2,688	34.4%	$650 yearly for Thomas Brothers; $200 estimated additional cost for Thomas Brothers program updates; $1726 for BAI support yearly plus $112 per Budget Committee mtg. 1/13/09
ADVERTISEMENTS	2,263		1,000		1,000	1,000	0.0%	Same as previous year. Newspaper advertisements for community outreach, Senior Fair, position advertisements and publication of new Human Services building opening.
POSTAGE	2,070	2,445	2,500	651	2,500	2,500	0.0%	Same as previous year. Budget request reflects postage increase. Used for daily mailings to clients, providers, and community partners. Included is $240 quarterly postage machine lease payments
TELEPHONE SERVICES	6,588	1,410	8,500	806	2,500	2,500	-70.6%	Verizon $1300 yearly - phone service; AT&T long distance $10 monthly; budget for unanticipated costs in new building
TELECOMMUNICATIONS-CELLULAR	1,327	1,525	2,376	1,165	2,000	2,000	-15.8%	Monthly service fee for 3 social workers cell phones @ $33.20 each monthly plus Director's Blackberry @ $65.20 monthly. Budget for service price increase.
TELECOMMUNICATION EQUIPMENT	37	1,640	65		-	-	-100.0%	Line item no longer used.
TELECOMMUNICATIONS MAINTENANCE			800		800	800	0.0%	Same as previous year. Smartnet maintenance on CICSO equipment.
LEASED WAN LINES		1,710	2,280	1,520	2,280	2,280	0.0%	$190/month to Cox Communications; fee subject to change in new building
MOTOR VEHICLE INSURANCE	2,126	2,100	2,360	1,855	2,050	2,050	-13.1%	Estimate per meeting with Finance 12/8/08
SURETY BONDS			650	500	650	650	0.0%	Same as previous year unless county receives notification of increase.
LIABILITY INSURANCE	816	816	949	816	949	949	0.0%	Same as previous year unless county receives notification of increase.
OFFICE SUPPLIES	5,098	5,571	5,500	3,041	5,500	4,950	-10.0%	Same as previous year. Budget request reflects consistency in past 2 FY spending. Used for supplies needed to conduct agency business.
LEASE/RENT OF OFFICE SPACE	23,316	25,648	83,708	20,198	129,000	76,178	-9.0%	Rent of new building @ $10,750 monthly based on 8,498 square feet @ $15.19/sq. ft. CSA share is $7,138.
BOOKS & SUBSCRIPTIONS	311	310	600	207	300	225	-62.5%	NADA $80 yearly subscription; Virginia Code book updates
LEASE/RENTAL OF EQUIPMENT				350	930	930	100.0%	Xerox copier lease payment $77.50 monthly
GENERAL SERVICE SUPPLIES	330	2,883	2,500		2,500	2,500	0.0%	Budget for unanticipated expenses possible in FY10 as agency moves into new Human Services Building.
TRAVEL & MILEAGE	193	807	2,500	2,885	2,500	2,500	0.0%	Travel for mileage reimbursement for attendance at training and meetings.
TRAVEL (SUBSISTENCE & LODGING)				205	1,000	900	100.0%	New line item for expenses related to travel for client transport and out of County meeting attendance.
TRAVEL (CONVENTION & EDUCATION)	2,831	5,861	8,600	3,492	7,600	6,840	-20.5%	$450 BPRO conference fees; PAIV conference $230; UCOWF $235 fee plus $1000 travel; $220 VASWP conference fee; miscellaneous training costs requested for continuing education and professional development
DUES & ASSOCIATION MEMBERSHIPS	596	764	1,350	731	1,200	1,200	-11.1%	$300 VLSSE; $400 VEC; $150 BPRO (6 EW's); $30 POSSESS (2); $40 PAIV (2); $50 UCOWF (2); $80 VASWP; $150 VCPEA;

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SOCIAL SERVICES								
GASOLINE	2,802	2,518	3,000	1,413	3,000	3,000	0.0%	Same as previous year. FY08 data shows average monthly usage of $233; budget request reflects increase in gas prices as well as additional social worker in FY10
VEHICLE & POWERED EQUIP. SUPPL	879	541	1,200	552	1,200	1,200	0.0%	Same as previous year. Aging fleet vehicles require regular maintenance.
FURNITURE & FIXTURES - CAP. OU		26,201	2,000		2,000		-100.0%	Funding for this line item not requested per Budget Committee mtg. 1/13/09.
BEEPER RENTAL SERVICE	(6)				-		0.0%	Line item no longer used.
MOTOR VEHICLES			13,000		30,000	30,000	130.8%	Vehicle request included in CIP.
RELOCATION OF OFFICE			4,000		4,000		-100.0%	Funding for this line item not requested per Budget Committee mtg. 1/13/09.
Total	**624,894**	**649,557**	**750,900**	**437,207**	**848,479**	**786,122**	**4.7%**	
PROGRAMS								
VIEW JOBS PRCH SVCS/ADMN 87201	7,276	10,185	10,192	2,714	4,533	4,533	-55.5%	Budget request based on FY09 allocation. Mandated program with 15.5% local match required
ADULT PROTECTIVE SVCS 89501 (3	6,461	950	6,461	3,000	6,461	6,461	0.0%	Budget request based on FY09 allocation. Mandated program with 15.5% local match required
NON-VIEW DAYCARE 88102 (521)	16,719	(72)	2,006		23,474	23,474	1070.2%	Budget request based on FY09 allocation. 10% local match required. FY09 budget request does not include hold-back amount so 1070% increase inaccurate.
VIEW WORK. & TRANS DCARE 87101	8,482	6,885			-	-	0.0%	Line item no longer used.
VIEW TRANSTNAL DAYCARE 87102 (	24,974	(396)			-	-	0.0%	Line item no longer used.
HEADSTART TRNSN TO WORK 87801	19,671	11,782	11,708	1,940	11,708	11,708	0.0%	Budget request based on FY09 allocation. **No** local match required
NON-VIEW DAYCARE 100%FED 88302	25,682	10,878	30,346	22,187	34,664	34,664	14.2%	Budget request based on FY09 allocation. **No** local match required
CDC QUALITY INITIATIVE 89001 (			6,600		6,600	6,600	0.0%	Budget request based on FY09 allocation. 15.5% local match required
PROGRAM IMPROVEMENT PLAN (801)	6,540				-	-	0.0%	Line item no longer used.
ILP EDUCATION & TRAINING PROGR		5,000	958		1,412	1,412	47.4%	Budget request based on FY09 allocation. **No** local match required
FICA/MEDICARE	548	550	1,200	293			-100.0%	Line item no longer used.
AUXILIARY GRANTS-AGED 80404 (6	12,778	15,096	15,600	5,059	15,600	15,600	0.0%	Budget request based on FY09 allocation. Mandated program with 20% local match required
AUXILILARY GRANTS-DSABLD 80406	35,948	33,896	36,715	22,611	36,415	36,415	-0.8%	Budget request based on FY09 allocation. Mandated program with 20% local match required
AFDC FOSTER CARE 81102 (604)	4,625	34,264	3,359	18,833	20,709	20,709	516.5%	Budget request based on FY09 allocation. **No** local match required
CHILD PROTECT SRVCS-PS 82402 (	4,721	143	3,721	698	4,721	4,721	26.9%	Budget request based on FY09 allocation. 20% local match required
HOME BASED COMPANION-PS 82423			1,000		-	-	-100.0%	Line item no longer used.
ADULT SERVICES 83304 (340)	7,187	7,193	8,863	5,155	10,063	12,563	41.7%	Budget request based on FY09 allocation. 20% local match required
FAMILY PRSRVTION SSBG 82905 (3	1,133	1,163	1,133		1,133	1,133	0.0%	Budget request based on FY09 allocation. 15.5% local match required
VIEW WORKING & TRANS DAY CARE	31,922	58,349	70,970	36,587	70,970	70,970	0.0%	Budget request based on FY09 allocation. Mandated program with 10% local match required.
TANF MANUAL CHECKS 80801 (603			500		500	500	0.0%	Budget request based on FY09 allocation. **No** local match required
INDEP. LIVING-PS ADMIN 86201	2,379	1,046	1,576	4,833	1,965	1,965	24.7%	Budget request based on FY09 allocation. **No** local match required
LOCAL ONLY PROGRAMS	8,791	5,000	5,000	970	5,000	5,000	0.0%	Budget request based on FY09 allocation. 100% local money. Purchase of services for local Emergency Services program and other expenses as needed.
IV-E ADOPTION SUBSIDY(812)	19,199	21,494	22,000	18,810	28,548	28,548	29.8%	100% federally funded program; 3 ongoing cases @ $628 monthly and 1 @ $495 monthly**. No** local match required.
SAFE & STABLE FAMILIES			18,814		18,360	18,360	-2.4%	FY10-14 grant amount approved. Will be transferred to Salaries and Wages to fund social worker's salary. Mandated program with 15.5% local match required.
SPECIAL NEEDS ADOPTION-PURCHASE	17,796	17,006	27,466	12,942	19,536	19,536	-28.9%	100% federally funded program; 2 ongoing cases @ $500 monthly and 1 @ $628 monthly. **No** local match required.
Total	**262,832**	**240,412**	**286,188**	**156,632**	**322,372**	**324,872**	**13.5%**	
Grand Total	**887,726**	**889,969**	**1,037,088**	**593,839**	**1,170,851**	**1,110,994**	**7.1%**	**Offset with $ $838,681 in State Revenue; a transfer of $252,794 from the General Fund and a Transfer from the Capital Fund for $19,519**

Treasurer

Description of Services

The Treasurer serves the citizens of New Kent County and works with other departments in many areas, in particular the Commissioner of the Revenue's Office and Financial Services.

The Treasurer's Office generates the mailing of and processes all Real-Estate and Personal Property tax bills, using the Code of Virginia as the guide in structuring the layout of New Kent County's tax bills. Office staff answers all questions regarding Real-Estate and Personal property via phone, e-mail or in person. Every effort is made to make payment arrangements for residents under financial strain as well.

The Treasurer's Office also processes additional taxes and payments including:

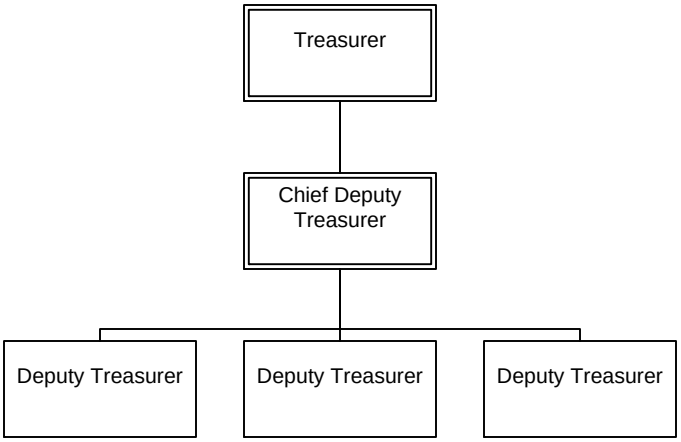
- Meals Tax
- Occupancy Tax
- Business Licenses
- Dog Tags
- Kennel Tags
- Utility payments
- Building Permits
- Zoning Permits
- ACH, payments
- State Estimated Tax

Another main function of the Treasurer's Office is reconciliation of all bank accounts each month to ensure accuracy and that every dollar is accounted for as well as the proper interest earned and posted. We track all interest yearly for Certificate of Deposits (CDs).

The Treasurer's Office tracks investments monthly by reviewing bank statements making sure all interest is accrued as agreed by the bank. It is also in charge of releasing Soil & Erosion bonds upon request of the Community Development Department. The Treasurer also tracks interest on a yearly basis and currently oversees approximately 151 accounts.

Staffing History
FY ’07 – 4
FY ’08 – 4
FY ’09 – 5
FY ’10 – 5

Treasurer’s Office



TREASURER

****TREASURER****

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
SALARIES & WAGES	168,286	174,541	212,995	138,019	213,078	213,078	0.0%	Salaries for Treasurer, Chief Deputy and Three Deputies
PART-TIME SALARIES & WAGES	5,590	2,885	5,000	-	-	-	-100.0%	We do not need
OVERTIME	4,153	5,876	4,500	4,758	4,500	4,500	0.0%	Overtime during busiest months - November through February
FICA/MEDICARE	13,454	13,771	17,020	10,723	16,644	16,644	-2.2%	
RETIREMENT - VSRS	21,946	24,156	23,110	14,304	23,204	23,204	0.4%	
HOSPITAL/MEDICAL PLANS	27,960	29,600	32,724	21,816	36,651	36,180	10.6%	Benefits for Treasurer, Chief Deputy and Three Deputies
GROUP LIFE INSURANCE	1,902	1,746	1,896	1,077	1,747	1,747	-7.9%	
WORKERS' COMPENSATION	174	218	357	310	442	442	23.8%	
PROFESSIONAL SERVICES	5,918	5,562	6,500	5,699	3,200	-	-100.0%	Mrs. Arlene can only come in 12 times 5hrs @ 50.00 per hour
TAX COLLECTIONS						5,000	100.0%	Moved from County Attorney's Budget; Used for Legal fees for Mr. Elliott for collection of delinquent taxes.
TECHNICAL SUPPORT	1,645	1,727	3,730	5,327	7,330	5,364	43.8%	BAI.net & BAI annual maintenance fees
REPAIRS & MAINTENANCE		237		248	-	-	0.0%	
MAINTENANCE SERVICE CONTRACTS	585	1,016	460	142	460	285	-38.0%	
ADVERTISING	920	778	2,500	751	2,000	1,500	-40.0%	Once tax season is over we will not advertise anything else
DATA PROCESSING	2,280	3,066	1,640	91	1,500	1,500	-8.5%	DMV, VITA, internet hosting
POSTAGE	15,398	16,318	15,000	16,582	15,000	15,500	3.3%	We should initiate a campaign to email tax bills vs. USPS; to promote this will increase advertising costs in the short run. Need to check with BAI to see if there is an option to query people who pay bills online, however.
TELECOMMUNICATIONS - CELLULAR	600	600	600		-	-	-100.0%	We do not need
TELECOMMUNICATIONS	94	1	250		-	-	-100.0%	
VEHICLE INSURANCE						410	100.0%	Insurance for one vehicle to be used primarily to transport deposits to the Bank
MILEAGE	2,915	2,804	3,000	1,145	3,000	1,000	-66.7%	Mileage reimbursements if departmental vehicle is not available due to another employee using
TRAVEL (SUBSISTENCE & LODGING)	1,945	3,996	2,500	2,168	1,000	900	-64.0%	For Annual Conference Only
TRAVEL (CONVENTION & EDUCATION	1,374	2,125	3,000	2,837	1,000	900	-70.0%	For Annual Conference Only
DUES & ASSOCIATION MEMBERSHIPS	775	1,274	1,000	1,170	1,005	1,005	0.5%	To cover dues that already exist
XEROX COPIES	39	3		174	100	200	100.0%	For larger jobs not suited for office copier
CHARGE CARD FEES/PROCESSING	551	7,268	3,000	8,532	5,000	5,000	66.7%	Credit card fees
OFFICE SUPPLIES	6,492	7,640	6,500	5,311	5,000	4,500	-30.8%	We will recycle books etc.
VEHICLE SUPPLIES, REPAIRS & MAINT.				59		1,000	100.0%	In case repairs needed for vehicle assigned to department; Maintenance includes oil changes/tires
BOOKS & SUBSCRIPTIONS	389	672	750	766	800	600	-20.0%	Subscriptions
FORMS PRINTER SUPPLIES	4,976	2,733	5,500	8,047	8,000	8,000	45.5%	Tax bills
COUNTY LICENSE TAGS	4,129	4,747	5,000		5,000	5,000	0.0%	Vehicle decals
ADP EQUIPMENT	1,702				-	-	0.0%	
FURNITURE & FIXTURES	2,017				-	-	0.0%	
RELOCATION OF STORAGE AREA	491				-	-	0.0%	
BAI.NET ONLINE PACKAGE		21,271			-	-	0.0%	
Total	**298,700**	**336,631**	**358,532**	**250,056**	**355,661**	**353,459**	**-1.4%**	**Approximately 35.2% or $104,200 of the Salary and Benefits for the Treasurer's Office are reimbursed to the County by the State Compensation Board.**

New Kent
COUNTY
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Section E

Agency Expenditures

Agency Expenditures

The County funds agencies in order for residents to receive social services, health and transportation services that general government would not otherwise provide.

Non-mandated services have effectively been reduced by 10% across the board for all non-profit agencies. During the budget process, the Board directed restoration of funding for Meals on Wheels and the Heritage Public Library to FY09 levels.

Court Services Unit

Description of Services

The mission of the Virginia Department of Juvenile Justice - 9th District Court Service Unit is to protect the public through a balanced approach of comprehensive services that prevent and reduce juvenile delinquency through partnerships with families, schools, communities, law enforcement, and other agencies, while providing the opportunity for delinquent youth to develop into responsible and productive citizens. In addition, all matters which have to be tried in the Juvenile and Domestic Relations Court have to be screened and processed by the 9th District Court Service Unit and the District Office supervises the probation staff who perform the following:

Investigations and Reports – Social histories make up the majority of the reports that CSU personnel complete. These court-ordered investigations describe the social adjustment of the youth before the court and provide timely, relevant, and accurate data. This information helps the court select the most appropriate disposition for the case and provides the basis for the CSU to develop appropriate services for the juvenile and the family. Other reports and investigations completed by CSU personnel include case summaries to the Family Assessment and Planning Teams, commitment packets for the Reception and Diagnostic Center, interstate compact reports, transfer reports, parole transition reports, ongoing case documentation, and transitional services referral packets.

Domestic Relations – In addition to handling delinquency and Child in Need of Service/Supervision complaints, CSUs provide intake services for domestic relations complaints. These complaints include non-support, family abuse, adjudication of custody (permanent and temporary), abuse and neglect, termination of parental rights, visitation rights, paternity, and emancipation. In some CSUs, services such as treatment referral, supervision, and counseling are provided in adult cases of domestic violence.

Probation – The most frequently used disposition for those juveniles adjudicated guilty of a charge filed against them is probation supervision. Virginia juvenile probation strives to achieve a "balanced approach." This approach focuses on the principles of community protection (public safety), accountability, and competency development.

Parole Services – Upon release from the Department's JCCs or private placement, offenders are provided parole services to assist in the transition back to the community. Parole officers are assigned to offenders to provide case management services, broker appropriate transitional services, and monitor the offender's adjustment to the communities. Juveniles may receive family and

individual counseling, referral to other community services, vocational services, or specialized educational services.

Health Department

Description of Services

The New Kent Health Department is part of the Virginia Department of Health and the Chickahominy Health District, which also includes Charles City, Goochland, and Hanover counties.

Under the Center for Disease Control (CDC) grant, the Chickahominy Health District's Epidemiologist provides surveillance of diseases and the Chickahominy Health District will provide the necessary public health nurses and environmental health specialists for an outbreak of a disease if needed. The New Kent Health Department's Public Health Nurse and support staff provide additional education, sampling, and referral for treatment of the patient if needed due to an outbreak.

Programs for communicable disease services include:

- Immunizations for school entry and Vaccine For Children (VFC) Program
- Sexually transmitted disease screening, diagnosis, treatment, and surveillance
- HIV/AIDS screening, diagnosis, treatment, and surveillance, investigation, and prevalence survey
- Tuberculosis control; screening, diagnosis, treatment, and surveillance
- Other communicable diseases; tracking, education and referral

The New Kent Health Department provides direct maternal health and family planning services free of charge to the medically indigent as determined by the Board of Health and provides a sliding scale fee depending on income eligibility guidelines.

The New Kent Health Department also provides a Multi-Service Clinic for pregnancy testing and counseling, HIV testing and counseling, blood pressure checks, childhood immunizations, and TB screening. On certain days of the month, the District's clinician is on site to provide services for Maternal Health and Family Planning patients.

Prenatal and post partum care for low risk and intermediate risk women, Women, Infant, and Children (WIC) supplemental nutrition services for eligible parents as well as family planning services are provided through the department. A district-supported, grant-funded WIC team is in the New Kent Health Department twice a month. This team and local staff provide the needed nutritional resources to the WIC eligible community.
In addition, Child Health Services are provided by the New Kent Health Department:

- Screening for genetic traits and inborn errors of metabolism, and provision of dietary supplements

- Early and Periodic Screening, Diagnosis and Treatment Program (EPSDT) for Medicaid eligible patients
- Blood lead level screenings for Early and Periodic Screening, Diagnosis and Treatment Program (EPSDT) for Medicaid and WIC eligible clients
- Pre-school physicals for school entry for medically indigent patients
- Resource Mothers program

The New Kent Health Department's Environmental staff ensures the groundwater is protected and safe food handling is practiced by enforcing the Onsite Sewage Handling and Disposal, Authorized Onsite Sewage Evaluator, Alternative Discharging Sewage Treatment, Food, and Private Well Regulations. Other regulations in which the environmental section of the Health Department are responsible for are Hotels, Summer Camps, Campgrounds, Tourist Establishment Swimming Pools and other Public Pools, and Construction and Maintenance of Migrant Labor Camps.

Other Environmental Health Services provided are:

- Marina inspections
- Permit and monitor alternative discharging sewage systems
- Single home sewage discharge system
- Rabies control
- Restaurant/eating establishment inspections
- Initial well inspection
- Juvenile Justice institutions - food inspection only
- Radon – (education only)

The Chickahominy Health District's Emergency Planner is funded under the CDC grant. Services provided under the Planner include:

- Nuclear power plant emergencies and events
- Emergency Preparedness and Response

With a team based organizational approach, the Chickahominy Health District is able to provide these services efficiently and effectively to our communities.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
AGENCIES								
****AMBULANCE & RESCUE SERVICE****								
PROVIDENCE FORGE VOL. RESCUE S	77,500	80,000	80,000	60,000	75,000	72,000	-10.0%	Funds will be used for maintenance of ambulances and medical equipment, fuel for the units, medical supplies and maintenance of the building. We will continue to provide emergency medical service (both Advanced Life Support and Basic Life Support) to the citizens of New Kent County. We plan to continue providing stand-by coverage for all NKHS varsity football home games. We plan to continue offering an EMT class once a year free of charge, with each student purchasing his/her own textbook.
JAMES CITY COUNTY VOL RESCUE	10,000						0.0%	
MED-FLIGHT	2,200	2,400	2,400	2,400	2,400	2,160	-10.0%	Request from Fire Chief was $2,255; Request from Agency was for $2,400 This contribution will help offset some of the expenses associated with the seven paramedics that are solely dedicated to the Med-Flight program.
Total	**89,700**	**82,400**	**82,400**	**62,400**	**77,400**	**74,160**	**-10.0%**	
****FOREST FIRE SERVICES****								
STATE FORESTER(PURCHASE OF SER	4,694	4,694	8,449	6,571	8,449	8,449	0.0%	Based on request from Agency - Mandated by a certain amount per acreage. These funds will be used mainly to help ensure the Department of Forestry have personnel available to respond to wildfires but it can also cover infrastructure such as heavy equipment, radio and other communication, plus operating costs such as fuel for the responding vehicles.
Total	**4,694**	**4,694**	**8,449**	**6,571**	**8,449**	**8,449**	**0.0%**	
****FIRE & EMERGENCY MANAGEMENT***								
WEST POINT VFD & RESCUE SQUAD	17,500	17,500	17,500	8,750	17,500	15,750	-10.0%	To provide Fire & EMS protection to the portion of New Kent County that WPVFDRS responds to plus anywhere they may need to respond - 85 Calls for Service for 2008; WPVFDRS does not just serve citizens of New Kenty County, they also serve guests of the County
JAMES CITY-BRUTON VOL. FIRE DE	5,000						0.0%	No Longer Funded
JAMES CITY COUNTY (FIRE)	6,650						0.0%	No Longer Funded
Total	**29,150**	**17,500**	**17,500**	**8,750**	**17,500**	**15,750**	**-10.0%**	
****CORRECTION & DETENTION****								
COMMUNITY CRIMINAL JUSTICE BOA	9,096	9,528	9,694	9,694	9,694	8,725	-10.0%	Colonial Community Corrections' Mission: To enhance public safety, empower our clients, and improve the quality of our community by providing judicial alternatives to adult incarceration, transitional services, and criminal justice planning to the localities we serve. Colonial Community Criminal Justice Board's Mission: To enhance and promote the safety and well being of our citizens through effective, efficient administration of criminal and juvenile justice services. Values include: Collaboration of criminal and juvenile justice services within our community; communication among CCCJB members and our community; and, conservation and reduction of service duplication. To share the cost of the following operational costs for Colonial Community Corrections: telecommunications, office rent, and drug screening supplies (please see attached itemized request.) Also, funding will support the Criminal Justice Planner, sole staff to the Colonial Comm. Criminal Justice Board, in providing comprehensive planning, research, implementation and coordination of criminal justice services with the goal of improving the local criminal justice system.
Total	**9,096**	**9,528**	**9,694**	**9,694**	**9,694**	**8,725**	**-10.0%**	
****COURT SERVICES UNIT****								
PROFESSIONAL SERVICES			1,000				-100.0%	
MAINTENANCE SERVICE CONTRACTS	107	107	700	45	650		-100.0%	To cover maintenance Service Contracts

FY10 Adopted Agency Budgets

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
AGENCIES								
SECURE DETENTION - MERRIMAC CT	125,100	129,350	110,000	14,872	103,645	103,645	-5.8%	Costs for Detained Juveniles in Merrimac Detention Center. In order to comply with the recent directive to cut 6% from our budget, it should be noted all of our costs are fixed and detention is so volatile, it is not prudent that we submit a budget 6% lower in this area.
NON-SECURE DETENTION ELECT MON	25,571	51,090	35,000	2,690	32,900	32,900	-6.0%	Costs for Electronic Monitoring, Outreach, etc. for Non-Secure Detained Juveniles. In order to comply with the recent directive to cut 6% from our budget, it should be noted all of our costs are fixed and detention is so volatile, it is not prudent that we submit a budget 6% lower in this area.
POSTAGE			35		65	65	85.7%	Yearly Rental Cost for Post Office Box for new office address
TELECOMMUNICATIONS (LOCAL)			1,744		1,258	1,258	-27.9%	County Costs for proposed FAX Line Analog Converter plus maintenance fee added due to CSU move to HR Building
TELECOMMUNICATIONS (UPGRADED)	291		1,000		1,000	1,000	0.0%	Upgraded telecommunication costs related to CSU move to HR Building
LEASE/RENT BUILDINGS (LOCAL)			3,600		3,600	3,600	0.0%	Costs billed to Charles City for Rental of the Branch Office
LEASE/RENT BUILDINGS(DISTRICT	16,090	16,838	18,800	5,108	19,600	19,600	4.3%	District Office Costs for lease, utilities, maintenance, telecommunications, etc.
TRAVEL (CONVENTION & EDUCATION		256	800		750	675	-15.6%	Training Costs for Staff
OFFICE SUPPLIES	229	320	250	103	250	225	-10.0%	Office Supplies for Branch Office
FURNITURE & FIXTURES		138	3,900		2,500		-100.0%	Furniture Needs for the CSU Office to be located in the new Courthouse Building for use by the CSU Staff: Executive Desk Chair $350; Work Station Setup with Mobil Pedestals and under desk keyboard setup @ $2,150
Total	**167,388**	**198,099**	**176,829**	**22,818**	**166,218**	**162,968**	**-7.8%**	
****SUPPLEMENT TO HEALTH DEPARTM**								
PAYMENT TO LOCAL HEALTH DEPART	146,687	165,491	183,214	127,166	183,214	164,893	-10.0%	The district is committed to improving our community's health and environment by providing education and quality service in an efficient, consistent and caring manner. To support facilities and personnel providing clinical, environment, emergency preparedness, death certificate, WIC and other public health services as outlined in the annual local agency agreement. This budget request is level with FY09. There may be further decreases in available state funds due to current state and national economic conditions. This request is subject to the approval of the Virginia Governor and General Assembly with final funding authority unknown until May 2009. If state funding falls below the respective cooperative match percentage, the agency requests that the unmatched local funds be designated as 100% local monies to be used for New Kent County local health needs.
Total	**146,687**	**165,491**	**183,214**	**127,166**	**183,214**	**164,893**	**-10.0%**	
****CHAPTER 10 BOARD****								
PAYMENT TO MENTAL HEALTH SERVI	102,266	105,334	108,494	81,371	108,494	97,645	-10.0%	To provide community based mental health, mental retardation, substance abuse and early intervention services to the residents of Henrico, Charles City and New Kent Counties under the direction of the Henrico Area Mental Health and Retardation Services Board. Our agency will continue to provide mental health, mental retardation,substance abuse and early intervention services to New Kent County residents. We will comply with state quality standards for prescreening and emergency response. Protect ground water, reduce food borne illnesses, respond to health emergencies, reduce STD's and other communicable diseases, reduce unplanned teen and adult pregnancies, etc.
Total	**102,266**	**105,334**	**108,494**	**81,371**	**108,494**	**97,645**	**-10.0%**	
*****SOCIAL AGENCIES*****								
STATE AND LOCAL HOSPITALIZATIO	417	62	652	1,161	-	-	-100.0%	No longer funded
Total	**417**	**62**	**652**	**1,161**	**-**	**-**	**-100.0%**	

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
AGENCIES								
****AREA AGENCY ON AGING****								
CAPITAL AREA AGENCY ON AGING	3,180	4,360	4,537	4,537	4,265	4,083	-10.0%	Our total budget request for FY 2010 is $4,264.78. This amount is based on a base request of $3,645.60 ($1.05 for each County Resident over the age 60). There is a slight increase in the population of older adults age 60 and over. For 2010, the projected population of persons age 60+ in New Kent is 3,472. We are also requesting $619.18 to help meet critical services needs and salary support cost of the part-time Care Coordinator. The Care Coordinator arranges services for seniors and ensures that their needs are met. She also collaborates with other County agencies to address the needs of older adults and caregivers.
Total	**3,180**	**4,360**	**4,537**	**4,537**	**4,265**	**4,083**	**-10.0%**	
**** MEALS ON WHEELS ****								
MEALS ON WHEELS	3,090	3,500	3,500	3,500	3,290	3,500	0.0%	The requested amount of $3,290 will provide 940 meals (meals cost approximately $3.50 each) to New Kent County residents for FY10. Currently, we are projecting serving 6,500 meals to clients in New Kent County in FY09. This funding will provide approximately 14% of the cost of feeding low-income New Kent County neighbors in need (total meal cost estimates at $22,750). **Restored to $3,500 during the Budget Work Sessions.**
CENTRAL VA FOOD BANK					1,000	-	0.0%	To help acquire and distribute food to those in need.
Total	**3,090**	**3,500**	**3,500**	**3,500**	**4,290**	**3,500**	**0.0%**	
****TRANSPORTATION FOR ELDERLY****								
GASOLINE	2,154		3,000	-	-	-	-100.0%	No longer funded
Total	**2,154**	**-**	**3,000**	**-**	**-**	**-**	**-100.0%**	
*****LEGAL AID SOCIETIES*****								
CENTRAL VA LEGAL AID SOCIETY	500	1,000	1,000	1,000	-	-	-100.0%	No request received
Total	**500**	**1,000**	**1,000**	**1,000**	**-**	**-**	**-100.0%**	
*****AGENCY DONATIONS*****								
PUBLIC TRANSIT SERV.(BAY TRANS	53,850	54,900	58,425	43,819	54,919	52,582	-10.0%	Bay Transit provides public transportation for all people of all ages for all reasons. Estimated ridership for NK citizens in FY10 is 3,952.
QUINN RIVER AGENCY	21,857	22,500	25,000	18,750	29,000	22,500	-10.0%	Quin Rivers' mission is "Strengthening Individual, Family, and Community Development". In the next three years, we will grow Quin Rivers, Inc. into a "local" non-profit organization with annual funding and income of $5MM. As part of community enterprises, we will continually facilitate the development and provision of services for citizens of low-income and low-wealth to create "healthy" families and communities. Services targeted and available through Quin Rivers within the next three years will be: Affordable, safe housing; Job development, training, and placement; Financial education and asset development; Impact and advocate for respectful and equal relationships; Microenterprise development. All of our programs are funded through various federal and state grants. On-going grants remain level-funded while needs only increase. County contributions are used to match the federal and state funds, and defray operational costs not covered by program funds. The submitted budget reflects that utilization.
CAPITAL AREA TRAINING CONSORTI	5,000	5,000	5,000	5,000	5,000	5,000	0.0%	Funds will be used to support the fiscal agent/grant recipient activities of the Capital Region Workforce Partnership, the newly formed organization reflecting the merger of the Capital Area and the City of Richmond workforce investment areas. Although the organizations have merged, the City of Richmond and Capital Area resources will remain separate and accounted for separately based on an agreement among the eight jurisdictions. Capital Area staff is responsible for the fiscal and programmatic support of both organizations.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
AGENCIES								
CENTRAL HEALTH PLANNING	1,845	1,878	1,911	1,911	1,944	1,720	-10.0%	Health and human services data & information for planning and grant and other resource development; resources to improve financial access to health services(listings, with contact information of hospital & health providers with charity care conditions and primary care providers with free or sliding fee scale services; consumer brochure to assist patients in paying their health care bills and finding resources for help); and advocacy for residents' health care needs. We provide data resources and analysis to New Kent organizations, such as the Department of Social Services on educational and other indicators.
SALVATION ARMY	3,000	5,000	5,000	5,000	10,000	4,500	-10.0%	At any given moment The Salvation Army in Central Virginia is open during the whole year, 24 hours a day, providing services to all individuals who are homeless or on the brink of homelessness. The social services that are provided by our organization include the following: Rent/mortgage and utility assistance; Food supplies from the Food Pantry and utility assistance. For those who have lost their homes and need immediate assistance we provide: emergency shelter for single individuals and families with children; daily hygiene supplies, and basic needs; social work or case management support, and resources so that they can find a permanent or transitional home.
Total	**85,552**	**89,278**	**95,336**	**74,480**	**100,863**	**86,302**	**-9.5%**	
COMMUNITY COLLEGES								
RAPPAHANNOCK COMMUNITY COLLEGE	3,635	3,824	3,916	3,916	4,130	3,524	-10.0%	Grounds, parking and roadway maintenance; security enhancements; water & sewer utility maintenance; graduation; college events
Total	**3,635**	**3,824**	**3,916**	**3,916**	**4,130**	**3,524**	**-10.0%**	
FINE ARTS								
FINE ARTS CENTER	10,000	10,000	10,000	10,000	9,400	9,000	-10.0%	Arts Alive, Inc.is a non-profit art organization incorporated in June 2003 whose mission is to support and promote the visual and performing arts in the counties of King and Queen, King William, New Kent and the Town of West Point. Arts Alive provides core programming to these communities including a season series showcasing performing artists, exhibitions, art lectures and workshops, and children's activities. Arts Alive, Inc. intends to provide diverse, educational visual and performing art opportunities to children, adults and seniors.
Total	**10,000**	**10,000**	**10,000**	**10,000**	**9,400**	**9,000**	**-10.0%**	**Offset with $4,500 in State Grant Revenue**
LIBRARY APPROPRIATION								
HERITAGE LIBRARY FOUNDATION	111,550	155,950	164,530	123,398	175,428	164,530	0.0%	The New Kent allocation will fund the day-to-day operation of the library at the New Kent location. This includes personnel costs, supplies, utilities, that portion of the rent not subsidized by the county, publicity, annual audit, etc. Our mission is to provide library materials and services to help the citizens of New Kent and Charles City counties meet their educational, informational, and recreational needs. We provide books, reference materials and service, internet and Wi-Fi access, recorded books, movies, programs, copier and fax, and meeting room space. Originally funding was recommended with a 10% decrease to the operational allocation ($$148,077). After the FY10 Budget Public Hearings the allocation to Heritage Library was increased to FY09 levels.
HERITAGE LIBR.-GODSPEED FEST C		585					0.0%	
COUNTY CONTRIBUTION - LEASE PA		8,333	20,000	15,000	20,000	20,000	0.0%	
Total	**111,550**	**164,868**	**184,530**	**138,398**	**195,428**	**184,530**	**0.0%**	
PLANNING COMMISSION								
RICHMOND REGIONAL PLANNING COM	9,420	9,839	10,300	10,253	10,440	10,440	1.4%	Annual membership dues determined by RRPDC on a per capita basis
Total	**9,420**	**9,839**	**10,300**	**10,253**	**10,440**	**10,440**	**1.4%**	

FY10 Adopted Agency Budgets

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
AGENCIES								
***SOIL AND WATER CONSERVATION								
COLONIAL SOIL WATER CONSERVATI	13,630	14,312	15,028	11,271	15,779	13,525	-10.0%	Soil and Water Conservation Districts are political subdivisions of the state, which rely on local and state funding to promote water quality and the conservation of natural resources. Last year the Colonial SWCD returned approximately $20 for every locally funded dollar in the form of services. All services are provided with the goal of implementation of Best Management Practices (BMP's) at the local level to maximize local tax dollar investment. The SWCD has promoted technologies and provided financial assistance to install BMP's that will credit non-point pollution reductions for the localities within the SWCD.
Total	**13,630**	**14,312**	**15,028**	**11,271**	**15,779**	**13,525**	**-10.0%**	
ECONOMIC DEVELOPMENT								
JAMES RIVER CERT DEVELOPMENT	2,750	2,750	2,750	2,750	2,750	-	-100.0%	James River Development Corporation was acquired by Business Finance Group out of Fairfax and said they will no longer be requiring local allocations. At the time we discussed agency funding, we had not received an actual request from James River Development yet. But we decided to put the funds in there because in previous years we had received a pretty nice yearly dividend. JRDC is refunding all of the reserves after their audit in May or June and New Kent will be receiving between **eleven and thirteen thousand dollars**. The total reserve amount that they have is about $160,000 and New Kent (which is one of nine locations) has about a 7.5% share in this. The $2,750 in the FY10 proposed budget will be removed and put it into Contingency.
METRO RICHMOND VISITORS BUREAU	10,000	10,000	10,000	7,500	9,400	9,000	-10.0%	
Total	**12,750**	**12,750**	**12,750**	**10,250**	**12,150**	**9,000**	**-29.4%**	
EXTENSION PROGRAM								
JAMESTOWN 4-H CENTER	1,000	1,000	1,000	1,000	1,000	900	-10.0%	
COUNTY FAIR	7,500	7,500	7,500	7,500	1,500	6,750	-10.0%	Reduce County Fair Amount to have PT Horticulture Coordinator
Total	**8,500**	**8,500**	**8,500**	**8,500**	**2,500**	**7,650**	**-10.0%**	
VA JUVENILE CRIME CONTROL								
VA JUVENILE CRIME CONTROL ACT	7,500	7,500	7,500	7,500	7,500	6,750	-10.0%	We would like to respectfully request continued funding of $7500.00 from New Kent County to support VJCCCA programs for Juvenile Court sanctions. VJCCCA funding is a combination of state funds and local non-secure detention expenses. The *Community Connection Program* has provided services through various court diversion programs utilizing VJCCCA funding since 1995. The direct services that the Community Connection provides, assists in keeping CSA costs down by supplying a local alternative to more restrictive sanctions and residential care, at approximately $164.00 per day. In FY2008, 393 juveniles were referred to our programs.
Total	**7,500**	**7,500**	**7,500**	**7,500**	**7,500**	**6,750**	**-10.0%**	
Grand Total	**820,859**	**912,839**	**947,129**	**603,536**	**937,714**	**870,894**	**-8.0%**	

New Kent
COUNTY
VIRGINIA

Section F

Schools

Schools

Schools Fund

Outlined below is the adopted County funding being allocated to the Schools.

Revenue Summary:

	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Local Contribution - **Operations**	10,498,595	9,404,556	(1,094,039)	-10.4%
Local Contribution - **Debt Service**	3,641,010	4,237,030	596,020	16.4%
Local Contribution – **Capital Projects**	234,110	370,345	136,235	58.1%
Total	14,373,715	14,011,931	(361,784)	-2.5%

Budget Comments:

This has been a very difficult budget year for the School Board as they struggle to cover shortfalls in revenue and increased expenditures. The School Board is challenged not only by the significant loss of state education funding due to the economy, but also, by their recognized increase of $480,000 in health insurance and other costs.

Description of Services

New Kent County Public Schools provides a comprehensive educational program that serves 2,700 students. The school division consists of one high school, one middle school, and two elementary schools. All schools are fully accredited by the State of Virginia based on student achievement on the Standards of Learning tests that are given annually. The regular education program serves students from Kindergarten through Grade 12. Services for students, age 2 to 21, with special education needs, according to the mandates of the Federal government, are also provided. In addition, the Schools offer programs for gifted students. The New Kent school division prepares students to pursue, upon graduation, a college education or a technical career.

The New Kent County Public Schools is the County's largest employer. The division has 449 full-time staff members, including 229 teachers. The school facilities are in excellent shape. The high school, which opened in Fall 2008, received the Virginia School Boards Association's Peoples Choice Award in November, as the state's best new educational facility. The present middle school originally served as a high school and opened in 1989. George W.

Schools

Watkins Elementary School and New Kent Elementary School were both recently expanded and renovated.

New Kent County Public Schools is governed by a five-member school board, which is elected and serves a four-year term. The school board's goal is to provide an excellent educational program for our students and to operate efficiently, as well as meet the mandates and expectations of the State and Federal governments. The school board recognizes the important role parents and the community play in the education of our students. Accordingly, the board has a systematic process for working with parents and the community to improve education. This effort includes working with each school's Parent Teacher Organization, and Parent Advisory Councils, such as school health, safety, special education, gifted, vocational, etc.

The school board also engages the community during the Six-Year Planning process, which is updated biannually, and develops goals and strategies for enhancing our services to the students and community. The school board appoints the Directors of the New Kent Educational Foundation, which has played a vital role in enhancing our educational services through scholarships, innovative instructional grants for teachers, expansion of our elementary schools' library collections, and improving technology.

Schools Food Fund

The Schools Food Fund was established in FY 1998 to separately track revenues and expenses of this special revenue fund. Revenues include sales of breakfasts and lunches, a State allocation, and a Federal grant. Expenses include personnel, food and supplies, and maintenance costs.

Revenue Summary:

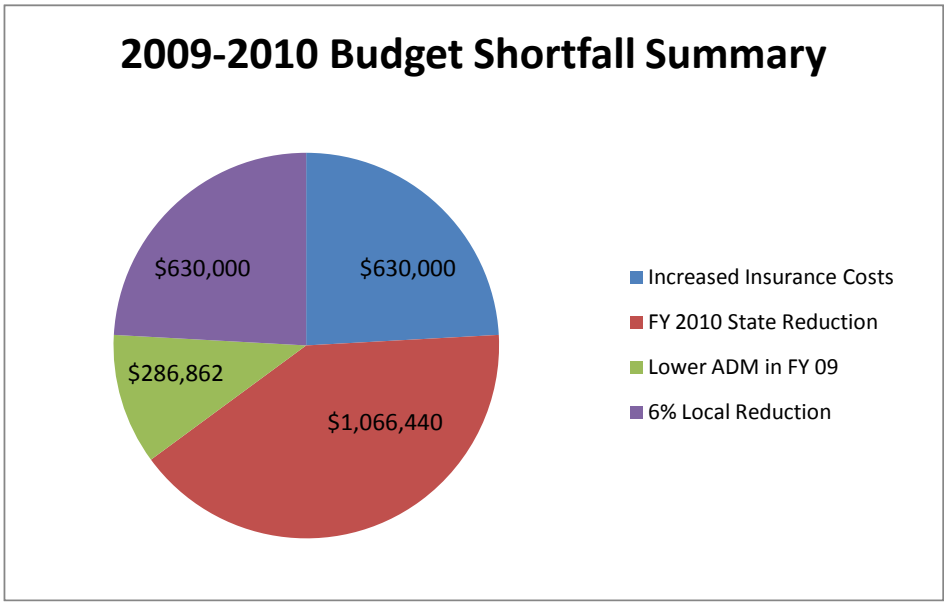
	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Local – Charges for Services	650,000	650,000	0	0.0%
State	9,730	13,354	3,624	37.2%
Federal	150,000	150,000	0	0.0%
Total	809,730	813,354	3,624	.4%

Budget Comments:

The expenditures related to this revenue can be found in the Schools Food Fund.

2009-2010 Budget Shortfall Summary

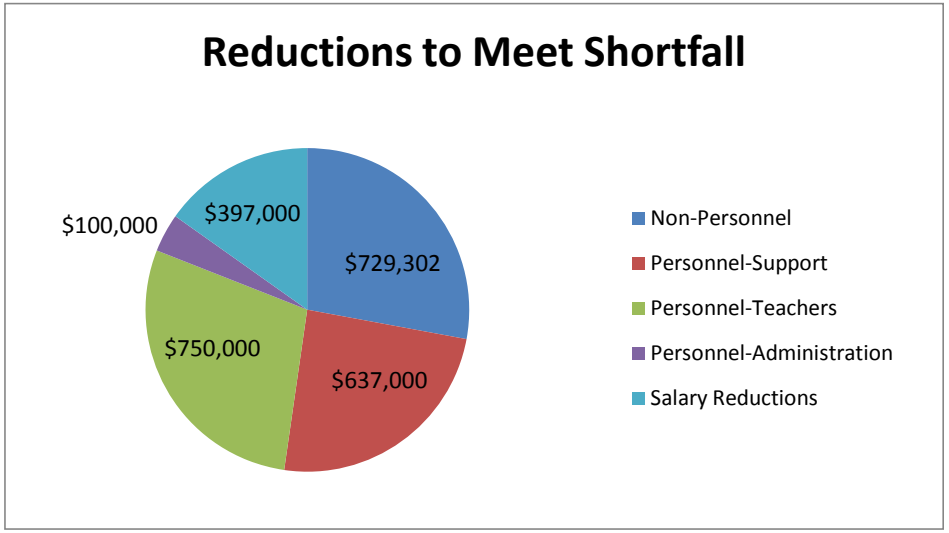
Category	$ Amount
Increased Insurance Costs	$630,000
FY 2010 State Reduction	$1,066,440
Lower ADM in FY 09	$286,862
6% Local Reduction	$630,000
TOTAL	$2,613,302



Reductions to Meet Revenue Shortfall

Category	$ Amount	# Positions
Non-Personnel	$729,302	
Personnel-Support	$637,000	39*
Personnel-Teachers	$750,000	15
Personnel-Administration	$100,000	?
Salary Reductions	$397,000	
TOTAL	$2,613,302	54+

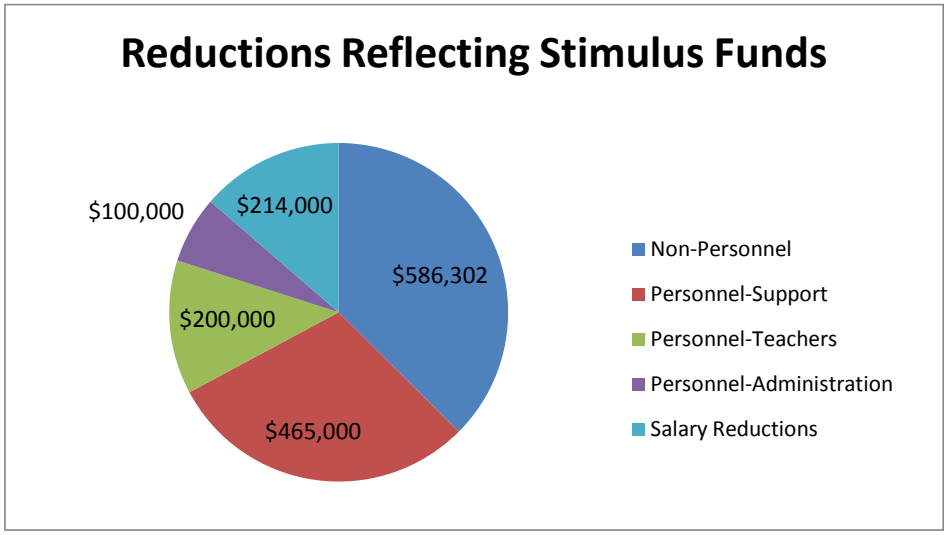
*includes outsourcing of 18 custodial positions



Reductions Reflecting Stimulus Funds

Category	$ Amount	# Positions
Non-Personnel	$586,302	
Personnel-Support	$465,000	31.5*
Personnel-Teachers	$200,000	4
Personnel-Administration	$100,000	?
Salary Reductions	$214,000	
TOTAL	$1,565,302	35.5+

*includes outsourcing of 18 custodial positions



New Kent
COUNTY
VIRGINIA

Section G

Public Utilities
Enterprise Fund

Public Utilities Enterprise Fund

The Department of Public Utilities is committed to meeting the present and future water and sewer needs of New Kent County by providing quality public utility services at reasonable costs while meeting and/or exceeding all federal, state, and local regulations with regard to water quality. At the end of May 2009, the department provided water service to 1,899 accounts and sewer service to 717 accounts.

In April 2004, the Board created the Bottoms Bridge Service District as a financing mechanism to allow the utility users to pay for the utilities through an ad valorem tax surcharge in addition to traditional connection and user charges. The Board also decided to run the sewer utility main line along Interstate I-64 through the Routes 106 and 155 intersections to the Chickahominy Wastewater Treatment Plant.

All of the funds needed for the Bottoms Bridge Service District utilities and the sewer utility main line have been financed through borrowings by the county from the Virginia Resource Authority. These loans will be repaid through a $0.10 ad valorem surcharge on the real estate values in Bottoms Bridge. The revenues reflect the $0.10 ad valorem, Bottom's Bridge water and sewer connection fees and a transfer from Utilities Fund (Fund 98) to provide the necessary additional funds to pay the Utility Fund debt service.

Revenue Summary:

Source	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
UTILITY FUND				
Interest on Investments	10,000	7,000	(3,000)	-30.0%
Water & Sewer Fund Balance	5,888,813	21,942,458	16,053,645	272.6%
Interest Income – CDA Bonds	180,000	180,000	0	0.0%
Water Service	1,325,896	1,400,000	74,104	5.6%
Other Revenues - Water	35,500	108,200	72,700	205.0%
Reimbursement from Henrico	461,238	567,755	106,517	23.1%
Sewer Service	380,000	585,000	205,000	53.9%
Connection and Availability Fees	765,000	883,560	118,560	15.5%
Other Misc. Revenue	0	14,750	14,750	100.0%
Proceeds from Loan	10,000,000	12,277,745	2,277,745	22.8%
BOTTOMS BRIDGE				
Real Estate Tax Ad Valorem	50,000.	95,500	45,500	91.0%
Bottoms Bridge Connection Fees	300,000	416,640	116,640	38.9%
Transfer from Utility Fund	767,107	610,220	(156,887)	-20.5%
Total	20,163,554	39,088,828	18,925,274	93.9%

Public Utilities Enterprise Fund

Budget Comments:

The Utilities Fund operates as an enterprise fund. As such, it is completely supported by the users who receive these services. No General Fund money supports the fund.

The budget for the Utility Fund excluding the transfer is $38,478,608, which represents an increase of 98.4%. This increase is almost entirely due to the need to borrow funds and the use of fund balance to complete several Utility projects: most notably the Parham Landing Wastewater Treatment Plant. A new borrowing in the amount of $12.3 million is budgeted for FY10 to finish up the Wastewater Treatment Plant Expansion project and to build a Reuse Water Main. However, between the time the budget was advertised and adopted, a federal stimulus grant was awarded in the amount of $6.75 million that will reduce the amount borrowed for the Reuse Water Main.

As an enterprise fund, revenues from services provided to its customers should primarily fund the Department of Public Utilities. Unfortunately, being a small system and in the expansion mode, this has proved challenging, and connection fees have been used to fund current expenditures. Each year a pro-forma for the Utility Fund is updated and reviewed. After the FY10 update and review, it was determined that the utility rates and fees need to be increased by 8% in order for the system to continue to be self-supporting.

Description of Services

The New Kent County Department of Public Utilities provides safe drinking water to approximately 1,900 homes and businesses and provides wastewater collection, transmission and treatment for approximately 720 homes and businesses. Water customers are served by 13 water systems stretching from Bottoms Bridge to the Colonies and Route 33 at Parham Landing. Sewer customers begin at Bottoms Bridge and end at Route 33 at Parham Landing serving key developed areas in between.

Drinking water for the County is obtained from groundwater. Since the County is located within Virginia's Groundwater Management Area, much work has to be completed to continue pumping the necessary water for these systems. Groundwater withdrawal permits are renewed every 10 years for the larger systems including Bottoms Bridge, Woods Edge, Kenwood/Greenwood, Farms of New Kent, The Courthouse, The Colonial Downs area, The Colonies and Route 33. The re-permitting process can take up to two years of research, permit application, justifications on the water needs, service area delineation, and future

growth projects. Many meetings with the Department of Environmental Quality (DEQ) are required to get the final permit.

The operation of the water system requires certified water treatment operators to be employed to run the systems, to ensure the drinking water is safe to drink and meets all state and federal standards. Maintenance is necessary to ensure the continued operation of the system including well maintenance, chemical feed system repairs, well control system maintenance, line break repairs, fire hydrant maintenance, and line location for other utilities construction, along with many other functions to ensure the continued operations and minimal interruption of service to the customer.

Wastewater collection, transportation and treatment are also functions of the Department of Public Utilities. The County operates two wastewater treatment plants. The Chickahominy Wastewater Treatment Plant is located next to Colonial Downs racetrack, and the other is located off Route 33 at Parham Landing. Both plants are staffed by state certified operators and treat a combined wastewater of 220,000 gallons each day. With the proper infrastructure in place, the County will close down the Chickahominy Plant by 2010 transporting the waste to the Parham Landing Wastewater Treatment Plant. Construction will begin soon to upgrade the Parham Landing Wastewater Treatment Plant to meet the more stringent regulations as required by the Chesapeake Bay Act.

Customer service is a vital function of the department. Utility billing for water and wastewater service is necessary to keep the department self-sufficient and not pass on any cost to the non-users of the systems. Customer service functions include meter reading, leak checks for customers, bill explanation, new service setup, water conservation measures, and any other questions of customers.

It is vital that this department operates as efficiently as possible while still meeting the increasing regulations being imposed by both the state and federal governments. The continual monitoring and updating of County water and sewer standards aid in our goal of meeting these future regulations. Plan review and approval is an integral part of the efficiencies included in the future planning of the department to ensure uninterrupted service, safe drinking water and reliable wastewater treatment for the customers of the system and continued positive growth for the County.

New Kent
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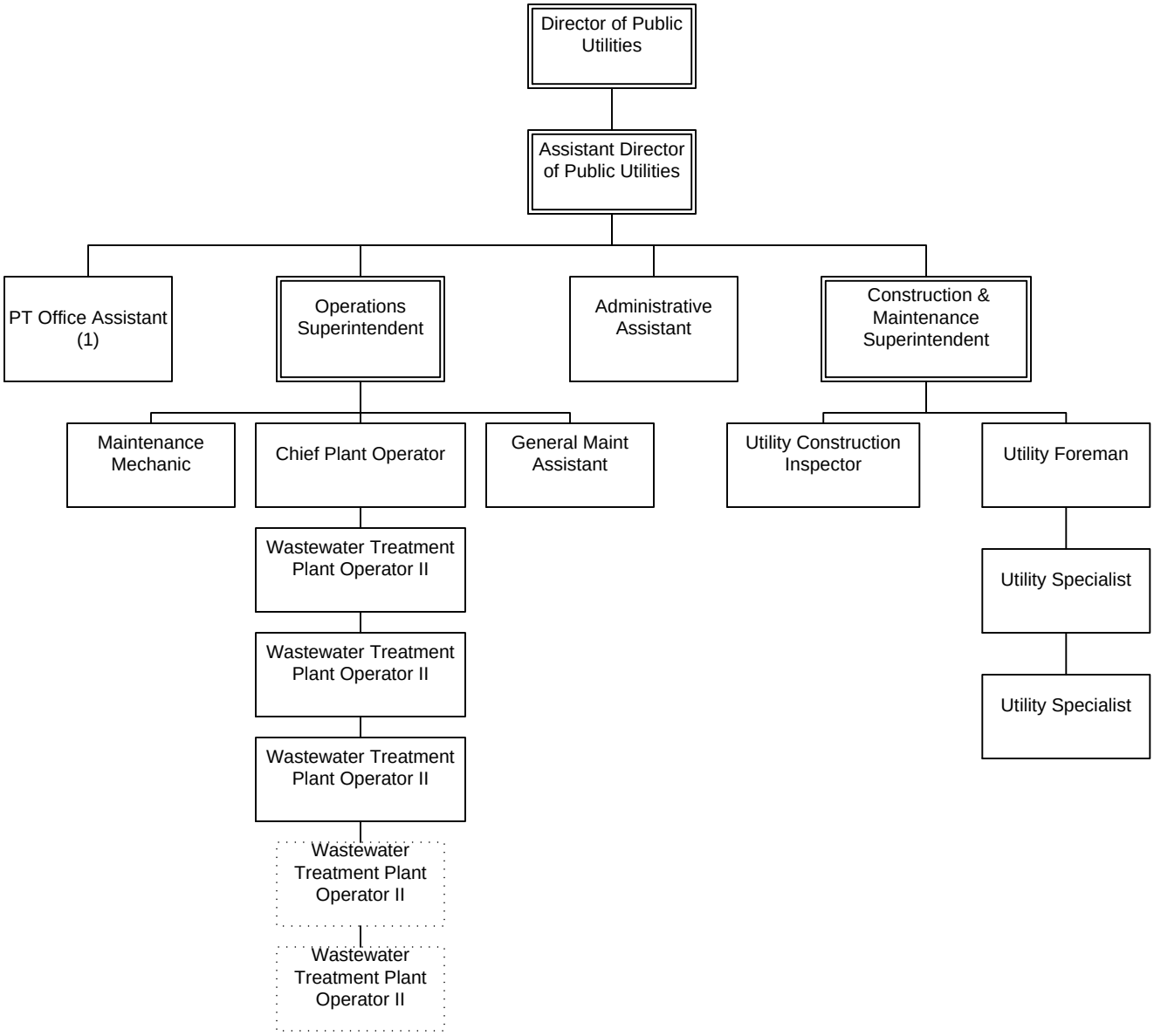
Department of Public Utilities



Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
UTILITY ADMINISTRATION								
SALARIES & WAGES			239,490	171,466	240,099	240,099	0.3%	Salaries for Director, Assistant Director, Administrative Assistant and Finance Assistant
OVERTIME				57			0.0%	
PART-TIME SALARIES & WAGES			34,354	4,365	7,280	7,280	-78.8%	Part-time File Clerk
FICA/MEDICARE			20,950	13,115	18,925	18,925	-9.7%	Benefits for Director, Assistant Director, Administrative Assistant and Finance Assistant
VRS/RETIREMENT			25,985	18,629	26,146	26,146	0.6%	
HOSPITAL/MEDICAL PLANS			27,840	21,409	31,181	30,780	10.6%	
VRS-GROUP LIFE			2,132	1,403	1,969	1,969	-7.6%	
WORKER'S COMPENSATION			2,320	2,319	3,375	3,375	45.5%	
LEGAL PROFESSIONAL SERVICES			5,000		1,500	1,500	-70.0%	To pay for legal services
CONTRACT SERVICES			1,836	4,059	4,601	4,601	150.6%	SDI $605, iWorq $1656, Computer Plus $2340
PROGRAMMING CONSULTANT			2,500		2,500	2,500	0.0%	$1500 misc SCADA charges for new system $1000 for service contract Reams Document for Laserfiche
TECHNICAL SUPPORT			4,728	3,047	3,170	2,887	-38.9%	Sensus support for billing meter readers ($1320) Bright Technical Support $1,850)
REPAIRS & MAINTENANCE			10,000	8,042	13,500	13,500	35.0%	To fix necessary repairs at the utility building, asphalt parking area where new pipe had to be installed, fix numerous repairs needed.
ADVERTISING			500		500	500	0.0%	Misc. advertising that may be needed
ELECTRIC SERVICES			19,200	2,821	19,200	10,000	-47.9%	To pay for electricity for the building
HEATING SERVICES				1,750	2,500	2,500	100.0%	For propane to heat the building and emergency generator
POSTAGE			2,500	11	500	500	-80.0%	Misc. postage needed to mail packages
POSTAGE-BILLING			4,013	1,906	12,500	12,500	211.5%	28,560 mailings a year at .43 each for monthly billing
TELECOMMUNICATIONS-CELLULAR				452	5,756	5,756	100.0%	Cellular services for Larry, Mike, Dave, Philip, Jen, Jeff, utility specialist, utility foreman,
TELECOMMUNICATIONS				93	1,000	400	100.0%	
TELECOMMUNICATION EQUIPMENT			650	20	260	260	-60.0%	130 x 2 to replace blackberry
LEASED WAN LINES			4,200	2,720	4,200	4,200	0.0%	T-1 line to VDOT building @ 350 a month
INSURANCE-FIRE/PROPERTY			2,098	1,087	1,196	1,196	-43.0%	VDOT Building & Contents estimate (10% over actual for FY09)
VEHICLE INSURANCE			2,300	1,855	2,050	2,050	-10.9%	410x5 (director, assistant director, two inspectors, runner vehicle)
LEASE/RENT OF EQUIPMENT			4,400	1,902	27,347	27,347	521.5%	Ricoh copier $3747, Pitney Bowes $684, Diamond Springs $336; International 7500 SBA Tandem Dump Truck $ 22,580
MILEAGE			100	21	100	100	0.0%	For travel charges if needed for director, assistant director, administrative assistant, two inspectors
TRAVEL (SUBSISTENCE & LODGING)			1,000		1,000	900	-10.0%	For food and lodging charges if needed for director, assistant director, administrative assistant, two inspectors
TRAVEL (CONVENTION & EDUCATION			2,500	549	3,500	3,150	26.0%	VA Rural water association conference $180 per person x 4, $500 classes for Admin Assist., 1000 for misc classes for the new director and assistant director
TRAVEL(CONVENTION & EDUC.)-BIL			2,000		2,400	2,160	8.0%	Per Melanie on 12-8-08 to make changes to bright for billing
DUES & SUBSCRIPTIONS			700	664	700	525	-25.0%	150 for water environment federation, AWWA 300, misc for new director and assistant director
INSURANCE DAMAGES/RECOVERIES			500	3,899	500	500	0.0%	To cover deductible for insurance claim at new building if needed
XEROX COPIES-BILLING			500		-	-	-100.0%	Per Melanie on 11-25-08 do not need
OFFICE SUPPLIES			4,050	2,405	4,800	4,320	6.7%	Copier paper $150 per carton x 12, filing system 10 folders per pack @ 42.90 each x 25, 10 folders per pack @52.40 each x 25, 5 folders per pack @ $30 x25, Envelopes 9x12 @$34 a box x2, 10x13 @$38 x2, regular #10 @ $20 x2, Posit it Easel pads 4 pack @$150, CD's & cases $100, supplies for the scanner/printer $800
OFFICE SUPPLIES-BILLING			500	231	500	450	-10.0%	To cover office supplies for utility billing clerk
REPAIRS & MAINTENANCE SUPPLIES			1,000	2,198	2,200	2,200	120.0%	To cover repair supplies that may be needed at the new building
GASOLINE			30,000	25,649	50,000	50,000	66.7%	To cover fuel costs to fill 10,000 gallon tank at utility office. This fuel will cover director, assistant director, two inspectors, 2 water operators, 1 water supervisor, 2 Utility Specialist, 1 Utility Foreman, 4 wastewater operators, runner vehicle for the utility department.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
DIESEL FUEL			30,000	4,896	10,000	10,000	-66.7%	To cover fuel costs to fill 10,000 gallon tank at new site once a year. This fuel will cover fuel for all generators for the department, tractors, etc.
VEHICLE & POWERED EQUIPMENT SU			2,000	1,493	2,500	2,500	25.0%	Director, Assistant Director, two inspectors and runner vehicle for oil, filters, tires, etc.
UNIFORMS & WEARING APPAREL			3,000	360	2,000	1,800	-40.0%	Director, Assistant Director, two inspectors (shirts, pants, boots, jackets, etc.)
FORMS PRINTER SUPPLIES-BILLING			1,700	830	6,400	6,400	276.5%	24 boxes of forms due to monthly billing
MACHINERY & EQUIPMENT					9,800	9,800	100.0%	Zero Turn Lawnmower with Trailer
MOTOR VEHICLES					25,000	25,000	100.0%	In CIP
ADP EQUIPMENT			2,500		5,500	5,500	120.0%	In CIP - Director, Larry Dame and Engineer, Dave Estis
Total	**-**	**-**	**499,046**	**305,723**	**558,155**	**546,076**	**9.4%**	
UTILITY FUND-WATER								
SALARIES & WAGES	181,977	229,348	154,444	87,383	167,053	167,053	8.2%	Salaries for General Maintenance Assistant, 50% of Utility Mechanic, 50% of Utility Foremen, 50% of Construction & Maintenance Supervisor, 50% of two Utility Specialists, 50% of Construction Inspector
PART-TIME SALARIES & WAGES	1,831	1,906					0.0%	
OVERTIME	1,088	1,731	1,050	1,325	4,800	3,000	185.7%	Utility Maintenance Mechanic, Utility Foreman, Utility Specialists
ON-CALL PAY	7,089	6,287	6,979	3,756	6,979	6,979	0.0%	Utility Maintenance Mechanic, Utility Foreman, Utility Specialists
FICA/MEDICARE	14,407	17,560	12,429	6,574	13,681	13,543	9.0%	
RETIREMENT - VSRS	23,800	30,239	16,758	9,406	18,192	18,192	8.6%	Benefits for General Maintenance Assistant, 50% of Utility Mechanic, 50% of Utility
HOSPITAL/MEDICAL PLANS	24,019	28,427	19,170	10,379	21,880	21,600	12.7%	Foremen, 50% of Construction & Maintenance Supervisor, 50% of two Utility
VRS-GROUP LIFE	2,048	2,190	1,374	708	1,371	1,371	-0.2%	Specialists, 50% of Construction Inspector
WORKERS' COMPENSATION	3,100	4,329	5,100	5,092	5,812	5,750	12.7%	
COMPENSATED ABSENCES	11,902	4,333	18,000		10,000	10,000	-44.4%	Expenditure recorded for liability due as of 6/30/10
PROFESSIONAL SERVICES	23,948	50,099	25,000	4,084	25,000	25,000	0.0%	Engineer and Design of repairs and maintenance that is required on water system.
FARMS CDA LEGAL	25,982	3,468					0.0%	
FNK-TANK CONSTR. INSPECTIONS	47,307	18,589					0.0%	
CONTRACT SERVICES	2,527	3,026					0.0%	
PROGRAMMING CONSULTANT	4,350	445					0.0%	
WATER/SEWER TESTING	7,987	7,414	11,740	5,731	11,000	11,000	-6.3%	Delmarva Properties 40.50 x 4 and 196.50 x4, Sherwood Estates 40.50 x 4, Whitehouse Farms 58.50 x4, Minitree Glen 40.50 x 4, Kenwood Farms 94.50 x 4, Colonies 481.50 x 4, Woods Edge 446.50 x 4, New Kent Crossing 449.50 x 4, New Kent Courthouse 481.50 x4, Quinton Estates 232.50 x4, Quinton Park 196.50 x 4 this is just the lead and copper test that are required to be done quarterly for the state of Virginia for a total of $9,740. However we do not know how much will be charged for Bottoms Bridge, the new courthouse wells, etc. so therefore we have added and extra $3000 for those expenses. We are also adding 2 wells @the FONK.
TECHNICAL SUPPORT	2,095	2,927					0.0%	
INSPECTION SERVICES	20						0.0%	
IRRIGATION METER CONSTRUCTION	38,158	10,165	15,000	3,970	5,450	5,450	-63.7%	JVS charges the county $545 for each irrigation box that is put in. We are estimating that we will need another 10 meters in Brickshire
DOMESTIC METER SUPPLY		15,500	10,000	16,300	63,500	63,500	535.0%	To cover cost of meters to be installed. This is also a fee that is collected when the customer applies for new service. Approx 150 meters for FONK and the OAKS and Brickshire. Valve boxes, risers, marking poles,Misc. For a one 1", 1 1/2" and 2" meter. $3000 is from new meter line item 8000 that is no longer in existence.
REPAIRS & MAINTENANCE	18,776	84,165	50,000	22,861	60,000	60,000	20.0%	Replace/upgrade electrical controls @ two well houses (17,000) $50,000 general repairs and replace doors and frames. Increase due to more water lines in the ground. Older subdivisions are beginning to show wear and need replacing
MAINTENANCE SERVICE CONTRACTS	16,950	13,520	20,000				-100.0%	We do not have a current contract for tank maintenance. We are hopeful that in FY11 we will have a new contract.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
GENERATOR MAINTENANCE	3,323	6,365	14,000	5,571	6,825	6,825	-51.3%	Equipment & Machinery contract additional request is for 4 more generators ($400 each) that have come on-line during FY09 for a total of $6,325. Adding two well houses at FONK. We will assume generator maintenance on the generators at FONK in January 2010.
WELL PUMP MAINTENANCE	35,655	27,788	30,000		34,000	34,000	13.3%	Pull well pump and video tape well function per contract with Sydnor (Quinton Park, Woods Edge 1 & 2)
PERMIT RENEWALS	12,000	15,170	15,000		12,500	12,500	-16.7%	This is for ground water withdrawn permits for DEQ. At this point in time this is only and estimate of what might be needed to renew permits. This is an on going project at this time.
PRINTING & BINDING	477	1,826	3,000	150	3,000	3,000	0.0%	Increase due to number of utility customers that are on public water/sewer. Each year the state requires that a consumer confidence report is mailed out for each subdivision. This amount will cover cost of sending these reports.
ADVERTISING	4,079	5,706	6,500	2,250	1,000	1,000	-84.6%	Advertising for maintenance contracts, RFP's, employment positions, etc.
ELECTRIC SERVICE	50,912	68,287	80,000	56,371	65,000	65,000	-18.8%	To cover the costs of providing electricity to 27 wells at this time. During this coming FY we will have 2 more wells coming on line. Please note that five lakes wells have been moved to 91035 because they are now part of Bottoms Bridge service district
HEATING		1,173					0.0%	
POSTAGE	4,021	1,431	500	23			-100.0%	
POSTAL SERVICE - BILLING		3,633			-	-	0.0%	
TELECOMMUNICATIONS-CELLULAR	2,350	3,889	2,300	2,288	2,300	2,300	0.0%	To cover costs for cell phones for Harold and Ken
TELECOMMUNICATIONS	3,837	4,392	4,000	3,145	4,000	4,800	20.0%	To cover the costs of providing telephones to 27 wells at this time. During this coming FY we will have 2 more wells coming on line.
PAGER	318	389	273	293	-	-	-100.0%	
TELECOMMUNICATION EQUIPMENT	78	276	100	40	-	-	-100.0%	To cover costs for replacing cell phones and blackberry.
TELECOMMUNICATIONS MAINTENANCE		421	805	453	805	805	0.0%	Jonathon
LEASED WAN LINES		1,775			-	-	0.0%	This is budgeted for in 91020
INSURANCE-FIRE/PROPERTY	6,359	11,339	15,271	5,375	5,913	5,913	-61.3%	Property insurance
VEHICLE INSURANCE	1,276	1,680	1,380	928	1,025	1,025	-25.7%	Vehicle insurance (2.5 Vehicles @$410/each)
STATE ASSESSMENT	3,142	4,340	5,000	4,024	5,000	5,000	0.0%	That is for the permit that is required by the health department to run a central water supply system. Currently we have 27 systems and will soon have 29.
LEASE/RENT EQUIPMENT	1,093	1,873					0.0%	
TRAVEL (SUBSISTENCE & LODGING)	1,085	437	1,000		1,000	900	-10.0%	To cover food and lodging to operators if needed
TRAVEL (CONVENTION & EDUCATION	3,439	3,426	4,040	930	2,020	1,818	-55.0%	For education credits that are required to keep licenses (example 180 VRWA x3) Training for@ short school to get for water licenses is $1000 each x3.
MISS UTILITY	3,992	4,347	5,000	2,771	5,500	5,500	10.0%	To cover costs for Miss Utility tickets. Miss Utility is a free service for residents. However each month the county is billed depending on how many tickets were called by residents.
SUBSCRIPTION & DUES	1,409	742	300	80	300	225	-25.0%	Renewal of water licenses for 3 operators @ 100 each.
INSURANCE DAMAGES/RECOVERIES		887	2,000		2,000	2,000	0.0%	To cover costs of deductibles for insurance claims. During the summer months we have lightning strikes to our wells and they need fixing.
XEROX COPIES	188						0.0%	
COMPUTER SUPPLIES	388						0.0%	
OFFICE SUPPLIES	3,806	4,008	400	345	400	360	-10.0%	Sharpies 4 dozen @ 67.00, Pens, highlighters, pencils, rulers, etc. $100, Legal pads 3 packs @ 35 each, folders 2 boxes @ 25 each, clip boards 3 @ 5 each, misc 63.
OFFICE SUPPLIES-BILLING		13					0.0%	
SAFETY EQUIPMENT		443	250	1,662	2,500	2,500	900.0%	To provide safety equipment when doing maintenance/repairs to equipment to keep our operators safe. Hard hats, fire suppression equipment, goggles, masks, gloves, safety glasses, etc. upgrade of first-aid kits and eye wash stations at wellhouses, and training. THis is for the supplies that are needed to replace what is used.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
REPAIRS & MAINTENANCE SUPPLIES	5,358	4,664	7,500	5,977	22,000	22,000	193.3%	Increasing due to the amount of repairs that we are doing to wells sites. This is for nuts, bolts, belts, electrical equipment, well pumps, etc. Anything that is needed to complete the repair at the well sites or water systems. Some well houses are well over 30 yrs old. Some rehab work and supplies are needed. $6,000 is for piping to replace lines when they break.
GASOLINE	12,378	16,844					0.0%	Moved to 91020
VEHICLE & POWERED EQUIP SUPPLI	1,556	827	2,500	920	2,000	2,000	-20.0%	To cover tires, oil, oil filters, blades, etc. for the vehicles. Pipe rack for utility truck to hold necessary supplies for repairs to water lines.
UNIFORMS & WEARING APPAREL	1,190	1,462	2,450	1,793	2,450	2,205	-10.0%	Shirts pants, jackets, etc. for operators, adding additional employees.
CHEMICALS	3,251	4,061	5,500	2,500	7,768	7,768	41.2%	Chemicals needed to maintain safe drinking water, adding new well houses and/or tanks at FONK.
FORMS PRINTER SUPPLIES	1,557	1,015					0.0%	
GENERATOR FUEL	2,699	514	7,500	1,283	6,000	6,000	-20.0%	To fill generators needed for the well houses to run when power goes out
MACHINERY & EQUIPMENT	5,372	23,978	20,000	1,165	31,950	31,950	59.8%	Replacement of one motor,one booster pump and motor,electrical costs for replacement, chemical feed pump and replacement of various valves at well houses. $3500 air compressors and $2860 is for a line locator for Miss Utility.
NEW METERS	1,674	184	3,000	2,703			-100.0%	Moved to 3171
FURNITURE & FIXTURES		576					0.0%	
MOTOR VEHICLES	10,221	58,367					0.0%	
EDP EQUIPMENT	14,861	4,856					0.0%	
DOCUMENT IMAGING SYSTEM	11,565						0.0%	
RELOCATION OF OFFICES	3,822						0.0%	
UTILITIES MASTER PLAN	18,919	5,873					0.0%	
DEPRECIATION	350,703	388,902					0.0%	
Total	**1,047,714**	**1,223,847**	**606,613**	**280,609**	**641,974**	**639,832**	**5.5%**	
*****BOTTOMS BRIDGE WATER*****								
WATER/SEWER TESTING		100	2,000	122	2,500	2,500	25.0%	Increased testing due to five lakes in Bottoms Bridge service district.
REPAIRS & MAINTENANCE			2,400	617	2,400	2,400	0.0%	1 well house is out of warranty as of June 08. Therefore any costs to repair equipment will need to be paid out of this budget. Since this is a new system we are not exactly sure what will need to be replaced if anything.
ELECTRIC SERVICE			9,000		20,000	20,000	122.2%	Five Lakes wells ($5,000) are now part of Bottoms Bridge Service District and the new water tank is comparable to the Colonial Downs well that used $15,000 for last year.
INSURANCE-FIRE/PROPERTY	2,027	1,836	2,474	1,785	1,964	1,964	-20.6%	This is to have insurance on this system. 10% Increase from FY09 Actual
VEHICLE INSURANCE	425						0.0%	
CHEMICALS			1,500		2,500	2,500	66.7%	We will need to have chlorine for disinfection of the water system that is required by the state of Virginia, increase in water demand.
GENERATOR FUEL			500		500	500	0.0%	To cover 2 fill ups of a 500 gallon tank at 2.85 a gallon.
MACHINERY & EQUIPMENT			500		1,000	1,000	100.0%	Replacing booster pump motor in five lakes
Total	**2,452**	**1,936**	**18,374**	**2,524**	**30,864**	**30,864**	**68.0%**	
*****PARHAM LANDING WATER*****								
SALARIES & WAGES	37,701	41,299	46,015	17,663	38,214	38,214	-17.0%	Salaries for 50% of a Utility Mechanic and 50% of a Utility Foreman
OVERTIME	283	329	525	355	525	525	0.0%	Overtime for Utility Mechanic and Utility Foreman
ON-CALL PAY	2,355	1,726	2,908	1030	2,908	2,908	0.0%	On-Call pay for Utility Mechanic and Utility Foreman
FICA/MEDICARE	3,075	3,150	3,782	1278	3,185	3,185	-15.8%	
RETIREMENT - VSRS	5,007	5,712	4,992	1927	4,161	4,161	-16.6%	
HOSPITAL/MEDICAL PLANS	4,436	4,490	4,884	2442	5,470	5,400	10.6%	Benefits for 50% of a Utility Mechanic and 50% of a Utility Foreman
GROUP LIFE INSURANCE	426	413	495	145	314	314	-36.6%	
WORKERS' COMPENSATION	1,012	1,166	1,360	1,188	1,455	1,455	7.0%	
CONTRACT SERVICES	3,734	38,160	47,500	39,685	30,000	30,000	-36.8%	These monies are to install two level transducers in each well, and electrical cost involved. Due to DEQ requirements, pumps were raised, and aquifer levels continue to decline. These controls will provide pump protection.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
WATER/SEWER TESTING	421	158	306	117	400	400	30.7%	Parham Landing 76.50 x 4 for testing that is required by the state of Virginia to be done quarterly.
REPAIRS & MAINTENANCE	925		23,000	2,811	23,000	23,000	0.0%	Doors are needed at both well houses @ Approx 4500. Electrical Maintenance, replacement of chem feed pumps, 3000.00 and rebuild one motor
GENERATOR MAINTENANCE					500	500	100.0%	Generator maintenance needed to keep generators running
TANK MAINTENANCE CONTRACT	7,290	7,290	10,000				-100.0%	
PERMIT RENEWALS	6,000	12,294	5,000		2,500	2,500	-50.0%	This is for ground water withdrawn permits for DEQ. At this point in time this is only and estimate of what might be needed to renew permits. This is an on going project at this time.
ADVERTISING			850		500	500	-41.2%	Advertising for maintenance contracts, RFP's, employment positions, permit advertising etc.
ELECTRIC SERVICE	9,615	10,554	10,700	10,270	10,700	14,000	30.8%	Electrical cost for 2 wells
POSTAGE	81						0.0%	Delete
TELECOMMUNICATIONS-CELLULAR	1,236	1,607	1,512	396	1,512	1,512	0.0%	David 34 a month and Harold (1/2 is in 91030) 92 a month
TELECOMMUNICATIONS	1,530	1,517	1,750	989	1,750	1,750	0.0%	Phones lines to wells
PAGER	173	205	140	132			-100.0%	
COMMUNICATION EQUIPMENT	101	20					0.0%	
INSURANCE-FIRE/PROPERTY	1,499	455	501	141	155	155	-69.0%	10% Increase over actual
MOTOR VEHICLE INSURANCE	213	420	690	557	615	615	-10.9%	1.5 Vehicles @ $410 each (10% Increase from FY09 Actual)
TRAVEL (SUBSISTENCE AND LODGING			500		500	450	-10.0%	For food and lodging when operators go to class
TRAVEL (CONVENTION & EDUCATION	485	426	1,500	480	1,500	1,350	-10.0%	For education credits that are required to keep licenses (example 180 VRWA x2)
DUES & ASSOCIATION MEMBERSHIPS	101		550	80	550	412	-25.1%	Dues associated with licenses
INSURANCE DAMAGES/RECOVERIES		887	500		500	500	0.0%	To cover deductible should we have an insurance claim
OFFICE SUPPLIES	149	81	225	21	225	202	-10.2%	To cover costs of pens $50, folders $25, sharpies $20, clip boards $10, rulers $10, legal pads $35, misc. office supplies $75 etc.
SAFETY EQUIPMENT		293	150	179	300	300	100.0%	To provide safety equipment when doing maintenance/repairs to equipment to keep our operators safe. Hard hats, fire suppression equipment, goggles, masks, gloves, safety glasses, etc. First aid kits
REPAIRS & MAINTENANCE SUPPLIES	11	40	2,500	3,540	3,000	3,000	20.0%	Increasing due to the amount of repairs that we are doing to wells sites. This is for nuts, bolts, belts, electrical equipment, well pumps, etc. Anything that is needed to complete the repair at the well sites or water systems.
GASOLINE	4,402	5,242	2,500				-100.0%	Moved to 91020
VEHICLE & POWERED EQUIP. SUPPL	513	434	1,000	797	1,000	1,000	0.0%	Tires, oil, oil filters, wiper blades, etc. needed for trucks
UNIFORMS & WEARING APPAREL	417	455	1,600	196	1,000	900	-43.8%	Shirts, pants, jackets, etc for David
CHEMICALS	935		2,500	175	3,500	3,500	40.0%	Chemicals needed to maintain safe drinking water, additional poly phosphate being added.
GENERATOR FUEL			1,000		1,000	1,000	0.0%	This might be moved to 91020. We are still in the process of deciding whether or not this will go to 91020.
Easement Clearing					5,000	5,000	100.0%	New line item for clearing easements at Parham landing
MOTOR VEHICLES	9,936	11,767					0.0%	
EDP EQUIPMENT	5,306	175					0.0%	
Total	**109,368**	**150,765**	**181,435**	**86,594**	**145,939**	**148,708**	**-18.0%**	
******PARHAM LANDING SEWER******								
SALARIES & WAGES	108,804	114,275	143,316	82,093	145,156	123,251	-14.0%	Salaries for 50% of Operations Superintendent, Chief Plant Operator and Treatment Plant Operator II
OVERTIME	6,352	7,290	3,938	6,913	8,000	8,000	103.1%	Overtime for Chief Plant Operator and Treatment Plant Operator II
ON-CALL PAY	5,949	5,924	7,269	4,275	7,269	7,269	0.0%	On-Call Pay for Chief Plant Operator and Treatment Plant Operator II
FICA/MEDICARE	8,898	9,399	11,822	6,934	12,273	10,597	-10.4%	Benefits for 50% of Operations Superintendent, Chief Plant Operator and Treatment Plant Operator II
RETIREMENT - VSRS	14,171	15,816	15,550	8,940	15,808	13,422	-13.7%	
HOSPITAL/MEDICAL PLANS	12,088	12,977	14,652	8,140	16,410	13,500	-7.9%	
GROUP LIFE INSURANCE	1,230	1,143	1,748	673	1,191	1,011	-42.2%	
WORKERS' COMPENSATION	1,767	2,491	3,724	3,237	4,909	4,239	13.8%	
PROFESSIONAL SERVICES			1,700				-100.0%	
DEQ REPORTS	16,531						0.0%	

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
CONTRACT SERVICES	32,576	25,832	50,000	20,506	50,000	50,000	0.0%	Pumping digester approx. 12 times a year as normal operations @ $1,980 each time, pumping wet wells approx 6 times a year @ $700 each, possible emergency 8000 at pump station, $13,500 pumping digester down in case of an emergency at the plant based upon plant history and improvement to plant performance and efficiency it is expected that there will be an increase in sludge production for digesters therefore an increase in sludge hauling
PROFESSIONAL SERVICES	2,200	346			2,040	2,040	100.0%	Empty dumpsters 8 times a year @ 1200, pest control at plant all building and two pump stations @840.00
WATER/SEWER TESTING	23,897	27,433	24,000	20,660	36,000	36,000	50.0%	HRSD testing required by state the cost is 3000 per month due to design testing along with testing more inf data.
REPAIRS & MAINTENANCE	66,627	45,652	69,500	15,538	40,600	40,600	-41.6%	Work on Oxidation ditch replacing 3 valves @ $750 each and 3 stainless steal stims @ 500, repairs to two oxidation motors at $2500 each, parts for gear box replacement $500 for parts and rental equipment aprox $2000, replacement of floats 6 @ $2500 each, electrical repairs including, general electrical repairs at plant pump stations and 2 outside plant pump stations$12,000 (scum pump station, effluent pump station and plant drain pump station and 1 pump station outside of the plant) fuses $200.00, pump repairs (submergibles) $12,000, materials for repairs small Godwin pump $1500 & hose, pipe & fittings $3000. Lab chemical disposal, 1000.00. Work on lawn equipment. 600.00
MAINTENANCE SERVICE CONTRACTS	1,108	1,477	2,000	1,213	2,000	2,000	0.0%	Equipment & Machinery Service contract - generators Jail East Sewer Pump Station @425, Route 33 Sewer pump Station @ 400, Eltham Industrial Park Sewer Pump Station @ 425, Parham Landing WWTP @ 750
ADVERTISING	4,484		3,500		1,000	1,000	-71.4%	RFP's that need to be done for the plant, advertising for part time positions
DISCHARGE PERMITS	1,500	1,500	1,500	1,500			-100.0%	
ELECTRIC SERVICE	35,256	38,711	55,000	31,927	45,000	45,000	-18.2%	This is for the Parham wastewater treatment plant and three pump stations
POSTAGE	13	11	300		300	300	0.0%	For monthly mailings and ups charges for packages to be sent for repairs
TELECOMMUNICATIONS-CELLULAR	1,140	1,439	1,400	1,289	1,700	1,700	21.4%	Rick Callis $34 a month, Buddy Alter $68 a month and 1/2 of on call cell phone.
TELECOMMUNICATIONS	3,737	2,598	2,500	1,716	2,500	2,500	0.0%	This is for the Parham wastewater treatment plant and three pump stations
PAGER	532	444	360	266			-100.0%	Pagers are to be eliminated, replaced by one cell phone
TELECOMMUNICATION EQUIPMENT		90	150				-100.0%	
TELECOMMUNICATION MAINTENANCE		421					0.0%	
LEASE WAN LINES	760	2,280	2,300	1,520	2,300	2,300	0.0%	Cox LAN Service
INSURANCE-FIRE/PROPERTY	3,661	1,417	3,600	3,558	3,914	3,914	8.7%	10% Increase from FY09 Actual
MOTOR VEHICLE INSURANCE	1,063	840	920	742	820	820	-10.9%	2 Vehicles @$410/each - 10% Increase from actual for FY10
TRAVEL (SUBSISTENCE & LODGING)	199		250		250	225	-10.0%	Training this year is close to us so there will be not lodging needed however when we do attend class we will have to purchase our meals
TRAVEL (CONVENTION & EDUCATION	289	909	2,500	580	1,800	1,620	-35.2%	Classes that are needed to keep licenses.$90.00 per license per 2.5 operators
DUES & ASSOCIATION MEMBERSHIPS			1,000	1,080	1,200	900	-10.0%	Yearly subscription to Va WW Assoc. 288, Licenses 2 1/2 people $200, VAMWA, WVRA, AWWA. Increased dues.
DUES & ASSOCIATION MEMBERSHIPS	322	823					0.0%	
INSURANCE DAMAGES/RECOVERIES		3,609	500		500	500	0.0%	
XEROX COPIES	14						0.0%	
OFFICE SUPPLIES	481	492	700	411	700	630	-10.0%	Ink cartridges $320, carton of paper 150, file folders 30, sharpies 67, pens 30, misc 103
SAFETY SUPPLIES		934	1,000	1,480	2,200	2,200	120.0%	To provide safety equipment that is needed during the year for the operators at the plant. PPE which includes bags for ppe, tyvex suits, chemical gloves, goggles, masks, hard hats, safety belts, rubber boots, first aid supplies, etc. 3,000. keeping first aid kits supplied for this area,for PS and Trucks
LAB SUPPLIES			4,000	3,346	3,500	4,000	0.0%	For lab supplies needed for testing at the plant. This includes membranes and solutions, standards for cl2 and ph, buffers, DI water filters, gloves, soaps, nhs reagent, tp reagent, nn reagent, ph strips, storage solutions, cod reagents, cl2 dpd reagents, etc. to run the lab and in-house testing of samples. price increase on supplies also purchase of jar tester.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
REPAIR & MAINTENANCE SUPPLIES	4,225	6,313	7,500	4,989	12,500	12,500	66.7%	Increase due to preventative maintenance and age of equipment (filters, tubing, nuts & bolts, etc.) Pipe repair supplies
GASOLINE	4,520	5,269	5,000				-100.0%	
VEHICLE & POWERED EQUIP SUPPLI	857	1,392	2,500	297	2,500	2,500	0.0%	2 1/2 trucks share this budget this amount is needed for tires, oil, filters, blades and any repairs that are needed for the vehicles.
UNIFORMS & WEARING APPAREL	1,014	994	2,650	988	2,500	2,250	-15.1%	Pants, shirts, jackets etc for 3 operators. Boot allowance to 130.00 per operator.
CHEMICALS	8,797	11,198	22,500	13,521	22,500	22,500	0.0%	Chemicals are needed to run the plant. We purchase sodium bisulfate, enzymes when needed.
GENERATOR FUEL	717	203	2,500		2,500	2,500	0.0%	This might be moved to 91020. We are still in the process of deciding whether or not this will go to 91020.
EASEMENT CLEARING			1,500		2,000	2,000	33.3%	To keep easements clear of debris so that access to the pump stations are possible and all manholes and air releases
MACHINERY & EQUIPMENT	30,707	15,765	66,500	224	31,500	31,500	-52.6%	Replacement of 1 waste pump $8k, lab equipment new and replacement of aging equipment $4,500, VFD drive at pump station $15,000, general replacement of pumps $4k
FURNITURE & FIXTURES	512	200					0.0%	
COMMUNICATION EQUIPMENT	6,639		200		200		-100.0%	Replacement of blackberry for Harold, replacement of cell phone is one is dropped or lost. Because of the places that the operators must go they can sometimes drop the cell phone into the sludge, influent of sludge, etc.
MOTOR VEHICLES	20,317						0.0%	
EDP EQUIPMENT	5,641	175					0.0%	
Total	**439,595**	**368,082**	**541,549**	**248,556**	**485,540**	**455,288**	**-15.9%**	
***CHICKAHOMINY WASTEWATER**								
SALARIES & WAGES	195,838	246,796	216,063	127,224	237,124	215,218	-0.4%	Salaries for two Treatment Plant Operator II's, 50% of two Utility Specialists, 50% of Construction Inspector, 50% of Construction & Maintenance Supervisor and 50% of Operations Superintendent
OVERTIME	3,097	2,530	2,500	2,433	3,500	6,000	140.0%	
ON-CALL PAY	3,614	5,802	6,145	3,750	9,500	7,000	13.9%	
FICA	14,982	18,902	17,192	9,916	19,136	17,460	1.6%	
RETIREMENT - VSRS	25,328	33,953	23,444	13,954	25,824	23,438	0.0%	Benefits for two Treatment Plant Operator II's, 50% of two Utility Specialists, 50% of Construction Inspector, 50% of Construction & Maintenance Supervisor and 50% of Operations Superintendent
HOSPITAL/MEDICAL PLANS	24,238	30,172	24,054	12,820	27,350	24,300	1.0%	
GROUP LIFE INSURANCE	2,190	2,449	2,637	1051	1,945	1,765	-33.1%	
WORKERS' COMPENSATION	2,901	4,206	5,148	4,730	7,328	6,658	29.3%	
PROFESSIONAL SERVICES	2,196	8,220	5,000				-100.0%	
LEGAL PROFESSIONAL SERVICES			5,000		1,000	1,000	-80.0%	Legal services that may be needed
CONTRACT SERVICES	49,748	93,916	135,000	83,580	196,000	196,000	45.2%	Due to increased flows that are expected to increase from the schools and Bottoms Bridge, Colonial Downs, Oakmont and Maidstone. Average now is 160,000 per day expected to increase to 200,000 per day. This is not counting Colonial Downs races (sludge pump and haul). Possible increase for RFP. Also pump and haul for 3 lift stations due to grease that comes into our systems.
WATER/SEWER TESTING	32,669	36,405	26,000	22,824	27,000	27,000	3.8%	Increase testing of lagoon, influent samples and wetlands increased flows during summer will dictate the amount of testing that is required for the plant

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
REPAIRS & MAINTENANCE	68,512	48,237	75,000	36,974	75,000	75,000	0.0%	Due to the aging pump stations in Brickshire, much of the electrical work will be on going, approx 3 pumps will need repair. 1 blower expected to fail at plant and 2 actuators may need replacement, floats at 3 pump station will need replacing and 2 starters. Past experience has taught us electrical work $16,000, 3 repairs to pumps $15,000, 1 blower $2,500, 1 actuator $2,800, starter $4,500, floats $4,500, parts & maintenance to emergency bypass pump $2,400, 2 motors and plant rebuilt $5,000, Dairy Queen pump station will need panel work done, verbatims repaired $600, samplers repaired $800, pump pulled for Blockages $2,500, sewer line repair $10,000, stoppages unblocked $3,000, total of 1 old plant, 14 pump station, 10 are at least 12 years old, $5,000 misc. repairs that are needed. Also lab chemical disposal 1000.00. Adding 5 sewer pump stations, for two additional systems.Adding steps on hills at lab. 4000.00
EASEMENT MAINTENANCE			1,800				-100.0%	
GENERATOR MAINTENANCE	4,062	6,162	11,700	8,007	12,940	12,940	10.6%	14 generators currently. $450 per each generator for a total of $8440, additional line repairs from generators to dialers $4,500.
ADVERTISING	5,322	4,915	5,000	247	1,000	1,000	-80.0%	RFP's, advertising
DISCHARGE PERMITS	1,500	1,500	1,500	1,500			-100.0%	Permits required by the state
ELECTRIC SERVICE	40,132	60,565	68,000	57,314	75,000	75,000	10.3%	16 pump stations, wastewater treatment plant, future additions are 2 @ farms and 1 @ chick.
POSTAGE	196	48	75		75	75	0.0%	For ups packages for mailing back equipment for repairs and normal mailings
TELECOMMUNICATIONS - CELLULAR	4,082	3,680	1,380	2,249	1,590	1,590	15.2%	2 operators and 1/2 supervisor, and 1/2 on call phone
TELECOMMUNICATIONS	4,660	4,923	6,000	3,440	6,000	6,000	0.0%	Phone lines for Chic WWTP SCADA should be coming on line with installation of Gen set at the DPU. If the generator at DPU comes on line and all of the SCADA system performs properly then we will be able to reduce this line item number by 50% or greater next year.
PAGER	476	659	360	409			-100.0%	2 operators and 1/2 supervisor
TELECOMMUNICATION EQUIPMENT	30	157	200	40	200	200	0.0%	To replace blackberry for supervisor
TELECOMMUNICATIONS MAINTENANCE		421	805	453			-100.0%	
INSURANCE-FIRE/PROPERTY	2,847	2,515	4,600	4,579	5,037	5,037	9.5%	10% Increase over FY09 actual
VEHICLE INSURANCE	1,701	1,680	2,070	1,484	1,640	1,640	-20.8%	4 Vehicles @ $410/each (10% Increase from FY09 actual)
LEASE/RENT EQUIPMENT	1,093	1,873					0.0%	Moved to admin budget
TRAVEL (SUBSISTENCE & LODGING)	736	16	250		250	225	-10.0%	Training this year is close to us so there will be not lodging needed however when we do attend class we will have to purchase our meals
TRAVEL (CONVENTION & EDUCATION	2,926	5,423	6,000	930	4,500	4,050	-32.5%	Two operators to short school $1,900 each, lab training $2,000, $200 misc classes. Additional training for mechanic.
SUBSCRIPTIONS & DUES	550	1,115	1,400	1,160	1,400	1,260	-10.0%	VA Assoc of wastewater, AWWA, etc., operators licenses $$200, increase in dues.
INSURANCE DAMAGES/RECOVERIES		875					0.0%	
XEROX COPIES	4						0.0%	Delete
OFFICE SUPPLIES	966	1,044	800	273	500	450	-43.8%	Ink cartridges $320, carton of paper 150, file folders 30, sharpies 67, pens 30, misc.
SAFETY SUPPLIES		1,253	1,100	1,672	2,000	2,000	81.8%	To provide safety equipment that is needed during the year for the operators at the plant. PPE which includes bags for ppe, tyvex suits, chemical gloves, goggles, masks, hard hats, safety belts, rubber boots, first aid supplies, etc. adding employees and adding kits at new pump stations.
LAB SUPPLIES			4,500	1,402	4,500	4,500	0.0%	For lab supplies needed for testing at the plant. This includes membranes and solutions, standards for cl2 and ph, buffers, DI water filters, gloves, soaps, nhs reagent, tp reagent, nn reagent, ph strips, storage solutions, cod reagents, cl2 dpd reagents, etc. to run the lab and in-house testing of samples.
REPAIR/MAINTENANCE SUPPLIES	5,502	6,168	7,500	5,433	8,500	8,500	13.3%	Replacement of filters, tubing for chemical feed, sampler supplies, pipe for chemical feed, oil, grease for equipment, hoses, pumps (small) misc supplies, chlorine pump (back up) fuses, bulbs, etc. increase in pricing
GASOLINE	9,286	4,805					0.0%	Moved to 91020
VEHICLE SUPPLIES	1,435	2,308	3,000	699	3,500	3,500	16.7%	Emergency lighting needs to be put on vehicles $1,500, oil, filters, belts, washer fluids, etc.

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
UNIFORMS & WEARING APPAREL	567	2,406	3,300	1,345	2,000	1,800	-45.5%	Pants, shirts, jackets etc for 3 operators.
CHEMICALS	25,402	23,701	43,000	15,498	47,000	47,000	9.3%	From increased flows that are expected to increase due the schools and Bottoms Bridge and Colonial Downs in addition to the flows that we are expecting from Farms of New Kent. Average now is 160,000 per day expected to increase to 200,000 per day. This is not counting Colonial Downs races (sludge pumped)
GENERATOR FUEL	3,250	4,761	8,500	584	8,500	8,500	0.0%	This is to cover fuel for 16 pump stations and one plant
MACHINERY & EQUIPMENT	14,998	19,624	24,700	11,828	22,000	22,000	-10.9%	One blower replacement 2600.00, one sampler replacement 4700.00, 1 pump replacement in brickshire 12,000, 1 electric motor 4000.00, 1 cl2 pump backup 1400.00
FURNITURE & FIXTURES		376					0.0%	
VEHICLE	20,146	21,771					0.0%	
EDP EQUIPMENT	14,049	4,054					0.0%	
DOCUMENT IMAGING SYSTEM	11,565						0.0%	
RELOCATION OF OFFICES	3,822						0.0%	
UTILITIES MASTER PLAN	40,173	447					0.0%	
Total	**646,791**	**720,833**	**750,723**	**439,802**	**838,839**	**808,106**	**7.6%**	
**** BOTTOMS BRIDGE SEWER*****								
WATER/SEWER TESTING			2,000		1,500	1,500	-25.0%	The utility department will have to start testing the new facilities in Bottoms Bridge
REPAIRS & MAINTENANCE		579	4,800	2,299	5,500	5,500	14.6%	Due to the nature of the wastewater at present, we may be pumping the wetwells more often this year. (noted by DEQ) Stations are no longer under warranty for electrical and controls.
GENERATOR MAINTENANCE			4,250	886	2,200	2,200	-48.2%	5 new generators have come on line in Bottoms Bridge and are now out of warranty
ELECTRIC SERVICE	3,588	8,332	18,000	7,887	12,000	12,000	-33.3%	To Cover 5 Pump Stations
TELECOMMUNICATIONS	1,699	1,853	1,750	1,240	1,800	1,800	2.9%	Going to SCADA soon will not need all phone lines.
INSURANCE-FIRE/PROPERTY			2,500	840	924	924	-63.0%	10% Increase from FY09 Actual
REPAIR & MAINTENANCE SUPPLIES		88	1,500		6,000	6,000	300.0%	Will need DO blocks for sewer mains, and supplies for SPS's
CHEMICALS		13,471	18,500		11,000	11,000	-40.5%	Decreased the amount of Bioxide, as found that it is not needed.
GENERATOR FUEL	1,116	814	3,000	48	3,000	3,000	0.0%	5 new generators have come on line in Bottoms Bridge
Total	**6,403**	**25,137**	**56,300**	**13,200**	**43,924**	**43,924**	**-22.0%**	
****WATER/SEWER CAPT. PROJECTS****								
PL-JAIL PS GRINDER	8,610						0.0%	
SCADA SYSTEM INSTALLATION-WATE					131,000	131,000	100.0%	
SCADA SYSTEM INSTALLATION-SEWE				31,760			0.0%	
PL-INFLUENT MAG METER BYPASS	29,950						0.0%	
CHLORINATION EQUIPMENT UPGRADE	79,028						0.0%	
WELLHOUSE FENCING	100,025						0.0%	
RADIO METER SYSTEM	98,849	116,238		2,100			0.0%	
VDOT SITE IMPROVEMENTS	18,356	154,634	50,000	52,570			-100.0%	
BACKHOE/TRAILER/DUMP TRUCK		6,990					0.0%	
WATER SUPPLY PLAN				6,750			0.0%	
PARHAM WELL PIPE REPLACEMENT				44,999			0.0%	
KENWOOD #1 WELL REPLACEMENT			150,000				-100.0%	
SEWER PUMP STATION PAVING			71,000	46,944	75,000	75,000	5.6%	
WHITEHOUSE FARMS WELL REPLACEM				21,641			0.0%	
Total	**334,818**	**277,862**	**271,000**	**206,764**	**206,000**	**206,000**	**-24.0%**	
*****PARHAM LAND.CAPITAL PROJ.****								
PL-SEPTAGE SCREEN REPLACEMENT	10,421	161,312		9,626				
PL-SEWER PS FLOW METERS	13,257	152,584		10,370				
PL-WELL GENERATOR	18,637	38,505		184,613				
Total	**42,315**	**352,401**	**-**	**204,609**	**-**	**-**		
*****CAPITAL-CRT HOUSE UTILITIES**								

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
ENGINEERING SERV-R. STUART ROY	407,618	122,462		108				
LEGAL PROFESSIONAL SERVICES	5,650	2,427						
PERMITS/TESTING		15,000						
ADVERTISING	5,548			668				
REPAIRS & MAINTENANCE		973		269				
CONSTRUCTION	785,298	3,275,238		523,597				
LAND ACQUISITION	9,758	6,200						
CAPITAL EXPEND-CONTRACTUAL SER	-3,347,741	-12,660,997						
CAPITAL EXPEND-OTHER CHARGES	-473,978	-722,193						
Total	**-2,607,847**	**-9,960,890**		**524,642**				
****CAPITAL-PARHAM FORCEMAIN-PHS**								
PART-TIME WAGES - TRAFFIC CONT		2,820						
ENGINEERING SERV-R.STUART ROYE	453,729	304,218		46,425				
CONSTRUCTION	1,255,545	8,452,760		361,738				
LAND ACQUISITION	167,283	121,000						
Total	**1,876,557**	**8,880,798**		**408,163**				
****CAPITAL-PL WWTP EXPANSION*****								
ENGINEERING SERV-R.STUART ROYE	257,312	344,814		242,721			0.0%	
CONSTRUCTION		10,650	15,354,300	882,918	15,000,000	27,151,093	76.8%	
Total	**257,312**	**355,464**	**15,354,300**	**1,125,639**	**15,000,000**	**27,151,093**	**76.8%**	
*****RECLIAMED WATER FM PROJ*****								
CONSTRUCTION						7,176,357	100%	
Total						**7,176,357**	**100%**	
*****DEBT SERVICE*****								
ADMINISTRATIVE FEES						150,000	100%	
INTEREST	24,489							
Total	**24,489**					**150,000**	**100%**	
**** TRANSFERS OUT ****								
TRANSFER TO THE GENERAL FUND	12,000							
TRANSFER TO FUND 198	3,082,581	25,000	767,107		604,967	610,220	-20.5%	
Total	**3,094,581**	**25,000**	**767,107**	**-**	**604,967**	**610,220**	**-20.5%**	
*****BOTTOMS BRIDGE CONSTRUCTION ***ELEVATED TANK*****								
ENGINEERING SERV-R.STUART ROYE	4,928							
PERMITS/TESTING	100	21,212						
CONSTRUCTION	94,567							
Total	**99,595**	**21,212**						
*****TRUNK FORCE MAIN I & II*****								
ENGINEERING SERV-R.STUART ROYE	30,106	982						
TALLEYSVILLE PUMP STAT.-ENGINE	996	4						
PERMITS/TESTING	6,120	7,110						
CONSTRUCTION	342,861							
TALLEYSVILLE PUMP STATION CONS	220,666							
LAND ACQUISITION	-15,683							
Total	**585,066**	**8,096**						
*****BOTTOMS BRIDGE UTILITIES*****								
ENGINEERING SERV-R. STUART ROY	19,917	1,636						
ADVERTISING	21							

Department	Actual FY07 Expenditures	Actual FY08 Expenditures	Adopted FY09 Budget	Actual to Date 3/6/09	FY2010 Request	FY2010 Adopted	% Incr/Decr.	Justification
PUBLIC UTILITIES								
POSTAGE	22							
TELECOMMUNICATIONS-CELLULAR	484							
PAGER	57							
GASOLINE	574							
CONSTRUCTION	1,071,040	16,852						
LAND ACQUISITION	36,646	-500						
CAPITAL EXPENDITURES	-3,084,378	-594,844						
Total	**-1,955,617**	**-576,856**						
****CHICKAHOMINY WWTP MODIFICATI**								
ENGINEERING SERV-R. STUART ROY	557							
CONSTRUCTION	167,368							
LAND ACQUISITION								
Total	**167,925**							
*****WELLS/SCADA*****								
ENGINEERING SERV-R. STUART ROY	51,381							
ADVERTISING	475							
CONSTRUCTION	314,620	543,097						
Total	**366,476**	**543,097**						
*****DEBT SERVICE*****								
ANNUAL ADMINISTRATION FEE	4,450	4,450	3,900	4,450	4,450	4,450	14.1%	
PRINCIPAL-WATER SEWER BOND SER			370,000	370,000	385,000	385,000	4.1%	
INTEREST-WATER SEWER BOND SERI	732,105		743,207	743,206	732,910	732,910	-1.4%	
TRANSFER TO FUND 98		7,800						
Total	**736,555**	**12,250**	**1,117,107**	**1,117,656**	**1,122,360**	**1,122,360**	**0.5%**	
Grand Total	**5,274,548**	**2,429,034**	**20,163,554**	**4,964,481**	**19,678,561**	**39,088,827**	**93.9%**	**Revenues are generated from User, Connection, Availability and Irrigation Fees as well as Loans for the two large Capital Projects. No General Fund dollars are used to support this Fund.**

New Kent
COUNTY
VIRGINIA

Section H

Capital Projects Budget

Five-Year Capital Improvement Program

Capital Budget

The New Kent County Capital Improvement Plan (CIP) is a planning tool which provides information about the County's infrastructure needs for a five-year time frame. The first year of the CIP is the Capital Budget and this first year is actually the only year where funding sources are appropriated to projects. The remaining four years of the CIP list the capital projects identified for implementation, the estimated cost and the possible funding sources. Each year, the list of the projects is reviewed for need, cost and priority. New projects may be added and other projects may be deleted.

Generally, Capital Improvements are defined as a project of a nonrecurring nature (interval of at least three to five years between expenditures) with a cost of $25,000 or more and an estimated useful life of five years or more. Projects that meet this definition of a capital improvement are included in this CIP, such as:

a. New or expanded physical facilities for the government that are relatively large in scale and expensive, such as a firehouse, school, recreation center, library, or water lines
b. Large scale rehabilitation or replacement of existing facilities which is not routine maintenance for the purpose of protecting the County's investment and minimizing future maintenance and replacement costs. Such structural overhaul of public buildings includes installation of new heating, ventilating, and air conditioning (HVAC) systems or roof replacement
c. Major pieces of equipment that are expensive and have a relatively long period of usefulness, such as a fire engine
d. Purchase of equipment for any public improvements when first constructed or acquired, such as playground equipment for a new park or furniture/appliances for a new or rehabilitated public facility
e. The cost of engineering or architectural studies and services related to a public improvement
f. The acquisition of land for a community facility, such as a park or sewer line

Historically, funding for vehicles is also included in the CIP. Starting in FY09, the purchase of computers on a five year schedule, as well as small equipment, were also included in the CIP.

CAPITAL MAINTENANCE PROJECTS Included as a component of the Capital Improvement Program are certain items meeting the definition of Capital Improvements, but which could just as easily be classified as "maintenance," either of a facility or of a program. Roof repairs and HVAC upgrades are generally classified as "maintenance" projects.

CAPITAL OUTLAY The CIP also includes items defined as Capital Outlay. These items include such things as furniture, computers, equipment, vehicles and motorized equipment needed to support the operation of the County's programs. Generally, New

Capital Budget

Kent County defines a Capital Outlay item as an item valued in excess of $1,000, but less than $25,000. A Capital Outlay item would usually have a life expectancy of less than 10 years, but there are items, such as pieces of furniture, that will probably be in use for much longer. Capital Outlay may also include minor construction projects and facility repairs.

COMPREHENSIVE PLAN The County's CIP is developed and proposed within the parameters established by the County's adopted Comprehensive Plan. This Plan is evaluated annually and is the focus of a major review every five years. Components of the Plan include goals, objectives and strategies in major subject areas such as economics, public facilities, parks and recreation, housing, environment, transportation, community character and land use.

PLANNING COMMISSION The County's Planning Commission annually reviews the Capital Improvement Program and assesses projects that have land use implications. This CIP was presented to the Planning Commission on March 16th. A subsequent Public Hearing is scheduled for April 20th where residents are encouraged to voice their opinions or concerns regarding the County's CIP. After the Public Hearing, the Planning Commission makes a recommendation to the Board of Supervisors on the projects that require land use.

PROJECT COSTS The projected cost of each capital project is sometimes the result of detailed engineering studies, and are sometimes educated guesses. The project costs to be funded in the CIP should include all costs relating to design, acquisition, construction, project management, equipment, legal expenses, mitigation of damages, title costs and other land related costs, etc., when such information is available. Each year the CIP may be adjusted as complete project costs become more firmly known.

FUNDING DECISIONS Funding recommendations by staff to the Board are made based on a variety of information. The order of priority based on community need, total amount of money available, the level of developer contributions or other private funding sources, the availability of grants or Federal and State funds and the availability of previously appropriates, and unobligated funds are all factors that are considered in recommending a funding level. Consistencies with the Comprehensive Plan as well as the Planning Commission's recommendation are also considered in the funding recommendation.

DEBT FINANCING Debt financing is an option that the Board of Supervisors may also consider as a financing option. There are essentially only two options for debt financing. The first is some form of owner financing or lease purchase, an installment sale, or any other financing instrument that must be reviewed and funds appropriated each year. The second type of debt financing is known as general obligation financing, where future Boards of Supervisors are required to set the tax rates at a level to pay off

the debt. Except for specific exceptions, such as schools, general obligation debt can only be issued after a successful voter referendum authorizes the borrowing. For FY10, no borrowing for capital projects will occur except in the Public Utilities Enterprise fund.

SUMMARY The Capital Improvement Program represents the mutual efforts of County departments and agencies to meet the infrastructure needs of County residents, businesses and visitors. It usually cannot fully fund all the Capital Budget requests and projects are closely scrutinized and prioritized to provide the maximum benefit. Citizen input, the County's adopted Comprehensive Plan, the recommendations of the County's Planning Commission and the total funding available all play a role in allocating limited resources.

The sources of funding for capital projects are varied. Large projects are normally funded through loans. Other sources of funding include matching funds from the state and federal government, proffers/grants, and some portion of the meals tax. The Capital Project Fund is also funded through New Kent's General Fund Balance Policy. The Fund Balance Policy requires that 15% of funds remain in the General Fund. Any excess of 15% is transferred to the Capital Fund to provide Pay-As-You-Go (Cash) funding for Capital Projects. The funds transferred have been decreasing as funding for budgets have decreased. For Fiscal Year 2010, the following sources of funds will be used:

Budget Revenue:

Department	Federal	State	Local	Other (Meals Tax)	Total
Airport	***76,000 ****	***35,400 ****	46,600		46,600
Fire Department			288,000		288,000
MIS			120,000		120,000
Parks & Recreation				125,000	125,000
Schools			370,345		370,345
Vehicles		***10,481 ****	229,519		229,519
Equipment			41,226		41,226
Computers			102.800		102,800
Proffer – Debt Service			232,500		232,500
TOTAL			1,430,990	125,000	1,555,990

Budget Comment:

The FY10 adopted capital projects budget in the amount of $1,555,990 is the lowest for project funding in some time due to the economic downturn and the availability of Pay-As-You-Go (Cash) funds. The expenditures associated with this revenue are in the Capital Projects budget.

There is no borrowing for FY10 projects except for Public Utility projects which are accounted for in a different fund.

* Note: The funds notated with an asterisk (*) are budgeted for in the Airport Fund and Social Services Fund respectively.

Adopted Capital Improvement Plan
FY 2010-2014
Summary

ITEM	FY09 Adopted/ Amended	FY10 Projected Carryforward	09-10 Dept. Requested	09-10 Adopted	10-11	11-12	12-13	13-14	TOTAL Adopted FY09-10 thru FY13-14	Revenue Source FY09-10 thru FY13-14: Federal	State	Private	Local	Enterprise Fund	Proffers/ Grants	Other (Loans, Meals Tax, etc.)	TOTAL Adopted FY09-10 thru FY13-14	BEYOND FY 13-14
Accounting/Finance	$ -	$ -	$ 50,000	$ -	$ 50,000	$ 850,000	$ -	$ -	$ 900,000	$ -	$ -	$ -	$ 900,000	$ -	$ -	$ -	$ 900,000	$ -
Administration	$ 25,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,000	$ 10,000	$ -	$ -	$ -	$ 10,000	$ -	$ -	$ -	$ 10,000	$ -
Airport	$ 262,894	$ -	$ 158,000	$ 158,000	$ 2,065,000	$ 1,575,000	$ -	$ -	$ 3,798,000	$ 2,242,000	$ 830,133	$ -	$ 695,867	$ -	$ -	$ -	$ 3,768,000	$ 10,650,000
Buildings & Grounds	$ 4,891,372	$ -	$ 8,050,000	$ -	$ 8,185,000	$ 10,500,000	$ 2,500,000	$ -	$ 21,185,000	$ -	$ 500,000	$ 3,850,000	$ 185,000	$ -	$ 1,000,000	$ 15,650,000	$ 21,185,000	$ -
Bldgs&Grnds/Trans Station	$ 180,000	$ 50,000	$ 50,000	$ -	$ 50,000	$ 25,000	$ 250,000	$ -	$ 325,000	$ -	$ -	$ -	$ 325,000	$ -	$ -	$ -	$ 325,000	$ -
Community Development	$ 1,797,104	$ -	$ 515,000	$ -	$ 815,000	$ 865,000	$ 923,000	$ 620,000	$ 3,223,000	$ -	$ 300,000	$ -	$ 2,763,000	$ -	$ 160,000	$ -	$ 3,223,000	$ 1,640,000
Economic Development	$ 146,250	$ -	$ 185,000	$ -	$ 185,000	$ 240,000	$ 225,000	$ 25,000	$ 675,000	$ -	$ -	$ -	$ 675,000	$ -	$ -	$ -	$ 675,000	$ 2,147,500
Fire Department	$ 418,000	$ -	$ 538,000	$ 288,000	$ 482,000	$ 5,658,000	$ -	$ 475,000	$ 6,903,000	$ -	$ -	$ -	$ 1,253,000	$ -	$ 750,000	$ 4,900,000	$ 6,903,000	$ 6,965,000
Information Technologies	$ 130,000	$ -	$ 180,000	$ 120,000	$ 115,000	$ -	$ -	$ 170,000	$ 405,000	$ -	$ -	$ -	$ 405,000	$ -	$ -	$ -	$ 405,000	$ 200,000
Parks & Recreation	$ 784,131	$ -	$ 500,000	$ 125,000	$ 1,135,000	$ 400,000	$ 400,000	$ 300,000	$ 2,360,000	$ -	$ -	$ -	$ 1,335,000	$ -	$ 200,000	$ 825,000	$ 2,360,000	$ 7,250,000
Schools	$ 7,531,605	$ -	$ 450,460	$ 370,345	$ 781,598	$ 2,368,307	$ 17,885,972	$ 1,004,521	$ 22,410,743	$ -	$ -	$ -	$ 2,910,743	$ -	$ -	$ 19,500,000	$ 22,410,743	$ 4,423,997
Sheriffs Office	$ 133,068	$ -	$ 1,535,000	$ -	$ 1,785,000	$ -	$ -	$ 690,000	$ 2,475,000	$ -	$ -	$ -	$ 1,225,000	$ -	$ -	$ 1,250,000	$ 2,475,000	$ -
Vehicles	$ 345,851	$ -	$ 349,851	$ 240,000	$ 368,851	$ 455,936	$ 457,808	$ 494,223	$ 2,016,818	$ -	$ 35,700	$ -	$ 1,958,118	$ -	$ -	$ 23,000	$ 2,016,818	$ 838,000
Equipment	$ 189,537	$ -	$ 41,226	$ 41,226	$ 15,000	$ 15,000	$ 15,000	$ 32,000	$ 118,226	$ -	$ 25,000	$ -	$ 123,226	$ -	$ -	$ -	$ 148,226	$ 57,500
Computers	$ 143,700	$ -	$ 109,800	$ 102,800	$ 123,700	$ 113,550	$ 171,000	$ 170,000	$ 681,050	$ -	$ -	$ -	$ 681,050	$ -	$ -	$ -	$ 681,050	$ 112,200
Proposed CIP Totals (Less Utilities):	***$ 16,978,512***	***$ 50,000***	***$ 12,712,337***	***$ 1,445,371***	***$ 16,156,149***	***$ 23,065,793***	***$ 22,827,780***	***$ 3,990,744***	***$ 67,485,837***	***$ 2,242,000***	***$ 1,690,833***	***$ 3,850,000***	***$ 15,445,004***	***$ -***	***$ 2,110,000***	***$ 42,148,000***	***$ 67,485,837***	***$ 34,284,197***
Public Utilities	$ 2,673,255	$ -	$ 22,693,987	$ 34,596,330	$ 550,330	$ 475,080	$ 956,330	$ 629,500	$ 37,207,570	$ -	$ -	$ -	$ -	$ 2,880,120	$ 22,199,705	$ 12,127,745	$ 37,207,570	$ 3,285,000
Proposed Utility CIP Total:	***$ 2,673,255***	***$ -***	***$ 22,693,987***	***$ 34,596,330***	***$ 550,330***	***$ 475,080***	***$ 956,330***	***$ 629,500***	***$ 37,207,570***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 2,880,120***	***$ 22,199,705***	***$ 12,127,745***	***$ 37,207,570***	***$ 3,285,000***
Proposed CIP All Totals:	***$ 19,651,766***	***$ 50,000***	***$ 35,406,324***	***$ 36,041,701***	***$ 16,706,479***	***$ 23,540,873***	***$ 23,784,110***	***$ 4,620,244***	***$ 104,693,407***	***$ 2,242,000***	***$ 1,690,833***	***$ 3,850,000***	***$ 15,445,004***	***$ 2,880,120***	***$ 24,309,705***	***$ 54,275,745***	***$ 104,693,407***	***$ 37,569,197***

Department	FY09-10 Revenue Sources: Federal	State	Private	Local	Enterprise Fund	Proffers/ Grants/CDA	Other (Loans, Meals Tax, etc.)	TOTAL FY10 Adopted
Finance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	***$ -***
Administration	$ -	$ -	$ -		$ -	$ -	$ -	***$ -***
Airport	$ 76,000	$ 35,400	$ -	$ 46,600	$ -	$ -	$ -	***$ 158,000***
Bldgs. & Grounds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	***$ -***
B&G/Transfer Stations	$ -	$ -	$ -	$ -	$ -	$ -	$ -	***$ -***
Community Dev.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	***$ -***
Econom. Dev.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	***$ -***
Fire Department	$ -	$ -	$ -	$ 288,000	$ -	$ -	$ -	***$ 288,000***
MIS	$ -	$ -	$ -	$ 120,000	$ -	$ -	$ -	***$ 120,000***
Parks & Rec.	$ -	$ -	$ -	$ -	$ -	$ -	$ 125,000	***$ 125,000***
Public Utilities	$ -	$ -	$ -	$ -	$ 268,880	$ 22,199,705	$ 12,127,745	***$ 34,596,330***
Schools	$ -	$ -	$ -	$ 370,345	$ -	$ -	$ -	***$ 370,345***
Sheriff's Office	$ -	$ -	$ -	$ -	$ -	$ -	$ -	***$ -***
Vehicles	$ -	$ 10,481	$ -	$ 229,519	$ -	$ -	$ -	***$ 240,000***
Equipment	$ -	$ -	$ -	$ 41,226	$ -	$ -	$ -	***$ 41,226***
Computers	$ -	$ -	$ -	$ 102,800	$ -	$ -	$ -	***$ 102,800***
	$ 76,000	$ 45,881	$ -	$ 1,198,490	$ 268,880	$ 22,199,705	$ 12,252,745	***$ 36,041,701***

Adopted Capital Improvement Plan
FY 2010-2014

	ITEM	FY09 Adopted/ Amended	FY10 Projected Carryforward	09-10 Dept. Requested	09-10 Adopted	10-11	11-12	12-13	13-14	TOTAL Adopted FY09-10 thru FY13-14	Federal	State	Private	Local	Enterprise Fund	Proffers/ Grants/CDA	Other (Loans, Meals Tax, etc.)	TOTAL Adopted FY09-10 thru FY13-14	BEYOND FY 13-14	PRIORITY
		Fiscal Year									Revenue Source FY09-10 thru FY13-14									
Accounting/Finance																				
Change	Upgrade/Provide Integrated Software (Deferred)			$ 50,000	$ -	$ 50,000	$ 850,000			$ 900,000				$ 900,000				$ 900,000		5
	Subtotal:	***$ -***	***$ -***	***$ 50,000***	***$ -***	***$ 50,000***	***$ 850,000***	***$ -***	***$ -***	***$ 900,000***	***$ -***	***$ -***	***$ -***	***$ 900,000***	***$ -***	***$ -***	***$ -***	***$ 900,000***	***$ -***	
Administration																				
	Improved Cable Access Channel Equipment/Technology Improvements/Board Room	$ 25,000							$ 10,000	$ 10,000				$ 10,000				$ 10,000		5
	Subtotal:	***$ 25,000***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 10,000***	***$ 10,000***	***$ -***	***$ -***	***$ -***	***$ 10,000***	***$ -***	***$ -***	***$ -***	***$ 10,000***	***$ -***	
Airport																				
Change	Re-roof Terminal Building (Funds not available to be carried forward to FY09 from FY08, therefore re-requesting)	$ -		$ 48,000	$ 48,000					$ 48,000		$ 8,000		$ 40,000				$ 48,000		
Change	ALP Update (Increased)	$ 157,894		$ 80,000	$ 80,000					$ 80,000	$ 76,000	$ 2,400		$ 1,600				$ 80,000		
Change	Rehab Taxiway - Design (Deferred)					$ 100,000				$ 100,000	$ 95,000	$ 3,000		$ 2,000				$ 100,000		
	Hangar Site Phase II - Prep Design	$ 50,000								$ -								$ -		
Change	Taxiway Rehab - Construction (Deferred)						$ 800,000			$ 800,000	$ 760,000	$ 24,000		$ 16,000				$ 800,000		
Change	T-Hangar Site Phase II - Prep Construction (Deferred)					$ 700,000				$ 700,000		$ 560,000		$ 140,000				$ 700,000		
Change	Relocate Beacon - Construct (Deferred)						$ 75,000			$ 75,000		$ 60,000		$ 15,000				$ 75,000		
	Rehab Ramp - Design					$ 70,000				$ 70,000	$ 66,500	$ 2,100		$ 1,400				$ 70,000		
	Construct T-Hangars Phase II					$ 400,000				$ 400,000				$ 400,000				$ 400,000		
	Construct Auto Parking					$ 60,000				$ 60,000		$ 48,000		$ 12,000				$ 60,000		
	Rehabilitate Ramp						$ 700,000			$ 700,000	$ 665,000	$ 21,000		$ 14,000				$ 700,000		
	Develop North Side Ph. I					$ 550,000				$ 550,000	$ 522,500	$ 16,500		$ 11,000				$ 550,000		
	Upgrade Fuel Farm					$ 125,000				$ 125,000		$ 83,333		$ 41,667				$ 125,000		
	Develop North Side Ph. II									$ -								$ -	$ 2,300,000	
	Develop North Side Ph. III									$ -								$ -	$ 6,150,000	
	Develop North Side Ph IV									$ -								$ -	$ 2,200,000	
Change	Acquire Runway Protection Zone					$ 60,000				$ 60,000	$ 57,000	$ 1,800		$ 1,200				$ 60,000		
	Perimeter Fence	$ 55,000								$ -		$ -		$ -				$ -		
	Subtotal:	***$ 262,894***	***$ -***	***$ 128,000***	***$ 128,000***	***$ 2,065,000***	***$ 1,575,000***	***$ -***	***$ -***	***$ 3,768,000***	***$ 2,242,000***	***$ 830,133***	***$ -***	***$ 695,867***	***$ -***	***$ -***	***$ -***	***$ 3,768,000***	***$ 10,650,000***	
Buildings & Grounds																				
	Landscape	$ 10,799								$ -				$ -				$ -		
	Handicap Door Operator	$ 25,000								$ -				$ -				$ -		
	Courthouse HVAC	$ 41,000								$ -				$ -				$ -		
Change	Admin Building HVAC (Decrease)	$ 60,000								$ -				$ -				$ -		3
	Board Room HVAC	$ 50,000								$ -				$ -				$ -		
Change	County Facility Rehabilitation Projects (Decrease)	$ 150,000								$ -				$ -				$ -		
	Human Services Building	$ 2,119,435								$ -				$ -				$ -		
	County Administration Annex						$ 3,500,000			$ 3,500,000				$ -			$ 3,500,000	$ 3,500,000		5
	Long Term Spatial Analysis for County Needs	$ 30,000								$ -				$ -				$ -		
Change	Renovation of Old Courthouse & Development of NK History Center (Deferred)	$ 30,000		$ 50,000	$ -	$ 50,000				$ 50,000				$ 50,000				$ 50,000		
Change	Library/Community Center/Meeting Facility (Deferred)			$ 4,500,000	$ -	$ 4,500,000				$ 4,500,000	$ -	$ 500,000	$ 350,000	$ -		$ -	$ 3,650,000	$ 4,500,000		5
Change	New Kent County YMCA (Deferred)			$ 2,000,000	$ -	$ 2,000,000	$ 2,000,000	$ 2,500,000		$ 6,500,000			$ 3,500,000	$ -		$ 1,000,000	$ 2,000,000	$ 6,500,000		5
New	New Membrane Roof @ Administration Building					$ 65,000				$ 65,000				$ 65,000				$ 65,000		3
New	New Courthouse Roof					$ 70,000				$ 70,000				$ 70,000				$ 70,000		3
	Administration Building Generator	$ 300,000								$ -				$ -				$ -		
	New Courthouse Generator	$ 380,000								$ -				$ -				$ -		
Change	Renovation of Middle School for Office Space (Deferred)			$ 1,500,000	$ -	$ 1,500,000	$ 5,000,000			$ 6,500,000				$ -			$ 6,500,000	$ 6,500,000		3
	Courthouse/Admin/2nd Floor Finishing	$ 1,695,137								$ -								$ -		
	Subtotal:	***$ 4,891,372***	***$ -***	***$ 8,050,000***	***$ -***	***$ 8,185,000***	***$ 10,500,000***	***$ 2,500,000***	***$ -***	***$ 21,185,000***	***$ -***	***$ 500,000***	***$ 3,850,000***	***$ 185,000***	***$ -***	***$ 1,000,000***	***$ 15,650,000***	***$ 21,185,000***	***$ -***	

Adopted Capital Improvement Plan
FY 2010-2014

	ITEM	FY09 Adopted/ Amended	FY10 Projected Carryforward	09-10 Dept. Requested	09-10 Adopted	10-11	11-12	12-13	13-14	TOTAL Adopted FY09-10 thru FY13-14	Federal	State	Private	Local	Enterprise Fund	Proffers/ Grants/CDA	Other (Loans, Meals Tax, etc.)	TOTAL Adopted FY09-10 thru FY13-14	BEYOND FY 13-14	PRIORITY
		Fiscal Year									Revenue Source FY09-10 thru FY13-14									
Bldgs&Grnds/Trans Station																				
	618 Station Loader "Z" Wall	$ 130,000								$ -				$ -				$ -		
Change	Bottoms Bridge Transfer Station (Deferred)	$ 50,000	$ 50,000	$ 50,000	$ -	$ 50,000	$ 25,000	$ 250,000		$ 325,000				$ 325,000				$ 325,000		5
	Subtotal:	***$ 180,000***	***$ 50,000***	***$ 50,000***	***$ -***	***$ 50,000***	***$ 25,000***	***$ 250,000***	***$ -***	***$ 325,000***	***$ -***	***$ -***	***$ -***	***$ 325,000***	***$ -***	***$ -***	***$ -***	***$ 325,000***	***$ -***	
Community Development																				
Change	New Hybrid Administration Vehicle (Deferred)						$ -	$ 28,000		$ 28,000				$ 28,000				$ 28,000		
Change	Survey Monumentation (Deferred)	$ 25,000		$ 100,000	$ -	$ 100,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000				$ 250,000				$ 250,000		
New/ Change	Green Strategy Implementation (Deferred)			$ 25,000	$ -	$ 25,000	$ 25,000	$ 30,000	$ 30,000	$ 110,000				$ 110,000				$ 110,000	$ 30,000	2
Change	Affordable Housing (Deferred)	$ 50,000		$ 40,000	$ -	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 160,000				$ -		$ 160,000		$ 160,000	$ 360,000	5
Change	RPA Map Update (Increased; Deferred)			$ -		$ 300,000	$ 300,000	$ 300,000		$ 900,000		$ 300,000		$ 600,000				$ 900,000		2
	ISTEA - Bicycle Route Signage	$ 12,000								$ -				$ -				$ -		
	Software	$ 69,000								$ -				$ -				$ -		
Change	Purchase of Development Rights (Decrease/Deferred)	$ 454,000		$ 50,000	$ -	$ 50,000	$ 150,000	$ 150,000	$ 150,000	$ 500,000				$ 500,000				$ 500,000	$ 300,000	2
Change	VDOT Revenue Sharing Match (Deferred)	$ 1,016,448		$ 250,000	$ -	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,000,000				$ 1,000,000				$ 1,000,000	$ 750,000	3
	ISTEA-Pedestrian/Courthouse Improvements	$ 36,296								$ -				$ -				$ -		
Change	Village Improvements (Decrease/Deferred)	$ 134,360		$ 50,000	$ -	$ 50,000	$ 50,000	$ 75,000	$ 100,000	$ 275,000				$ 275,000				$ 275,000	$ 200,000	2
	Subtotal:	***$ 1,797,104***	***$ -***	***$ 515,000***	***$ -***	***$ 815,000***	***$ 865,000***	***$ 923,000***	***$ 620,000***	***$ 3,223,000***	***$ -***	***$ 300,000***	***$ -***	***$ 2,763,000***	***$ -***	***$ 160,000***	***$ -***	***$ 3,223,000***	***$ 1,640,000***	
Economic Development																				
Change	Economic Dev. Incentive Fund (Verbiage Only/Deferred Portion Including Current Year)	$ 121,250		$ 160,000	$ -	$ 160,000	$ 215,000	$ 200,000		$ 575,000				$ 575,000				$ 575,000		4
Change	Small Business Incubator (Deferred)			$ -	$ -	$ -	$ -			$ -				$ -				$ -	$ 1,397,500	N/A
Change	Small Business Site Improvement Program (Verbiage; Increase in Out Years/Deferred Current Year)	$ 25,000		$ 25,000	$ -	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 100,000				$ 100,000				$ 100,000	$ 100,000	4
Change	Talleysville (Fisher) Site Development (Deferred)			$ -	$ -	$ -				$ -		$ -	$ -	$ -				$ -	$ 650,000	N/A
	Subtotal:	***$ 146,250***	***$ -***	***$ 185,000***	***$ -***	***$ 185,000***	***$ 240,000***	***$ 225,000***	***$ 25,000***	***$ 675,000***	***$ -***	***$ -***	***$ -***	***$ 675,000***	***$ -***	***$ -***	***$ -***	***$ 675,000***	***$ 2,147,500***	
Fire Department																				
Delete	~~Fire Tanker Truck~~									$ -				$ -				$ -		2
Change	Ladder Truck (Accelerated)						$ 1,000,000	$ -		$ 1,000,000				$ -			$ 1,000,000	$ 1,000,000		2
Change	Brush 1 (Deferred)			$ -		$ 29,000				$ 29,000				$ 29,000				$ 29,000		2
	Unit 500						$ 35,000			$ 35,000				$ 35,000				$ 35,000		2
	Squad 3	$ 418,000								$ -								$ -		2
	Battalion 1 Vehicle			$ 35,000	$ 35,000					$ 35,000				$ 35,000				$ 35,000		2
Change	Fire Engine 2 & 5 (Deferred/Decrease)						$ -		$ 475,000	$ 475,000				$ 475,000				$ 475,000	$ 575,000	2
	Ambulance	$ -	$ -	$ 203,000	$ 203,000	$ 203,000	$ 223,000			$ 629,000				$ 629,000				$ 629,000	$ 240,000	2
New	Station 1 Repairs	$ -	$ -	$ 50,000	$ 50,000					$ 50,000				$ 50,000				$ 50,000		2
Change	Fire Station (#2-#6) (Deferred/Decrease)			$ 250,000	$ -	$ 250,000	$ 4,400,000	$ -	$ -	$ 4,650,000				$ -		$ 750,000	$ 3,900,000	$ 4,650,000	$ 6,150,000	2
	Subtotal:	***$ 418,000***	***$ -***	***$ 538,000***	***$ 288,000***	***$ 482,000***	***$ 5,658,000***	***$ -***	***$ 475,000***	***$ 6,903,000***	***$ -***	***$ -***	***$ -***	***$ 1,253,000***	***$ -***	***$ 750,000***	***$ 4,900,000***	***$ 6,903,000***	***$ 6,965,000***	
Information Technologies																				
	Data Network Infrastructure Update					$ 115,000				$ 115,000				$ 115,000				$ 115,000	$ 130,000	3
	Main Computing Campus Network Upgrades			$ 70,000	$ 70,000					$ 70,000				$ 70,000				$ 70,000	$ 70,000	3
Change	Server Infrastructure Improvements (Increased Current Year; Decreased Out Years; Decrease Overall)	$ 70,000		$ 50,000	$ 50,000	$ -			$ 50,000	$ 100,000				$ 100,000				$ 100,000		3
Delete	~~GIS Improvements~~	$ 60,000				$ -				$ -				$ -				$ -	$ -	N/A
Change	GIS Topography/Aerial Photography (Name Change; Increased)			$ 60,000	$ -		$ -		$ 120,000	$ 120,000				$ 120,000				$ 120,000	$ -	3
	Subtotal:	***$ 130,000***	***$ -***	***$ 180,000***	***$ 120,000***	***$ 115,000***	***$ -***	***$ -***	***$ 170,000***	***$ 405,000***	***$ -***	***$ -***	***$ -***	***$ 405,000***	***$ -***	***$ -***	***$ -***	***$ 405,000***	***$ 200,000***	
Parks & Recreation																				
	Neighborhood Parks					$ 700,000				$ 700,000				$ 700,000				$ 700,000		5
Change	Quinton Community Park (Decrease)	$ 164,480		$ 50,000	$ -	$ -				$ -				$ -				$ -		5
Change	Quinton Community Center Improvements (Increase)	$ 55,000	$ -	$ 50,000	$ 50,000					$ 50,000							$ 50,000	$ 50,000		5

Adopted Capital Improvement Plan
FY 2010-2014

	ITEM	FY09 Adopted/ Amended	FY10 Projected Carryforward	09-10 Dept. Requested	09-10 Adopted	10-11	11-12	12-13	13-14	TOTAL Adopted FY09-10 thru FY13-14	Federal	State	Private	Local	Enterprise Fund	Proffers/ Grants/CDA	Other (Loans, Meals Tax, etc.)	TOTAL Adopted FY09-10 thru FY13-14	BEYOND FY 13-14	PRIORITY
		Fiscal Year									Revenue Source FY09-10 thru FY13-14									
Change	Criss Cross Park (100 Acre Park) (Deferred/Decrease)	$ 512,287		$ 250,000	$ 50,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,050,000				$ 300,000			$ 750,000	$ 1,050,000	$ 7,250,000	5
Change	Diascund Reservoir (Decrease/Deferred)			$ -		$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 200,000				$ -		$ 200,000		$ 200,000		5
Change	Kentland Park Facilities (Deferred)			$ 100,000	$ -	$ 100,000	$ 100,000	$ 100,000		$ 300,000				$ 300,000				$ 300,000		5
Change	Wahrani Park Trail (Source of Revenue)	$ 52,364	$ -	$ 50,000	$ 25,000	$ 35,000				$ 60,000				$ 35,000			$ 25,000	$ 60,000		2
	Subtotal:	***$ 784,131***	***$ -***	***$ 500,000***	***$ 125,000***	***$ 1,135,000***	***$ 400,000***	***$ 400,000***	***$ 300,000***	***$ 2,360,000***	***$ -***	***$ -***	***$ -***	***$ 1,335,000***	***$ -***	***$ 200,000***	***$ 825,000***	***$ 2,360,000***	***$ 7,250,000***	
Public Utilities																				
Delete	~~Director's Vehicle~~ (Decreased/Moved to Regular Vehicle Request)			$ -						$ -					$ -			$ -		
Delete	~~VDOT Site Demolition and Restoration~~			$ -		$ -	$ -			$ -					$ -			$ -		
Delete	~~Brickshire Sewer PS Grinder Installation~~	$ 39,000		$ -		$ -	$ -	$ -	$ -	$ -					$ -			$ -		
Delete	~~Colonial Downs Reverse Osmosis System~~			$ -						$ -					$ -			$ -		
	Phase II Trunk FM	$ 682,281								$ -					$ -			$ -		
Change	Parham WWTP Expansion (Decrease in Total Project/No longer Carrying Forward but re-budgeting instead)			$ 15,000,000	$ 27,151,093					$ 27,151,093						$ 22,199,705	$ 4,951,388	$ 27,151,093		1
New	Reuse Water Main			$ 7,176,357	$ 7,176,357					$ 7,176,357							$ 7,176,357	$ 7,176,357		2
	Courthouse Utilities	$ 793,662								$ -					$ -			$ -		
Change	Sewer PS Paving (Increase)	$ 71,000		$ 75,000	$ 75,000	$ 65,000				$ 140,000					$ 140,000			$ 140,000		3
New	Rt. 33 Water Line Extension Engineering							$ 225,000		$ 225,000					$ 225,000			$ 225,000		4
New	Rt. 33 Water Line Extension									$ -								$ -	$ 3,000,000	4
New	Brickshire Sewer PS Dairy Queen Upgrade							$ 600,000		$ 600,000					$ 600,000			$ 600,000		2
New	Wood's Edge Well Enclosure					$ 40,000				$ 40,000					$ 40,000			$ 40,000		3
New	Colonies Fire Flow System								$ 500,000	$ 500,000					$ 500,000			$ 500,000		2
New	Whitehouse Farms Fire Flow Model						$ 25,000			$ 25,000					$ 25,000			$ 25,000		2
New	Sherwood Estates Fire Flow Model							$ 25,000		$ 25,000					$ 25,000			$ 25,000		2
New	Five Lakes Well Closures					$ 100,000				$ 100,000					$ 100,000			$ 100,000		1
New	Vactor Sewer Vac Truck								$ 50,000	$ 50,000					$ 50,000			$ 50,000	$ 150,000	3
New	International 7500 SBA Tandem Dump Truck (Lease Purchase)			$ 22,580	$ 22,580	$ 22,580	$ 22,580	$ 22,580		$ 90,320					$ 90,320			$ 90,320		3
New	Colonial Downs Aquifer Test & Fluoride Investigation			$ 125,000		$ 125,000	$ 125,000			$ 250,000					$ 250,000			$ 250,000		1
Change	Eltham Tank Repainting ~~& Parham Well Improvements~~ (Name Change/Decreased)			$ 75,000			$ 75,000	$ 75,000	$ 75,000	$ 225,000					$ 225,000			$ 225,000	$ 135,000	3
Change	DPU Office Building and Ground Improvements ~~&VDOT Building Rehab./New Building~~ (Name Change/Decreased)	$ 65,689		$ 40,500		$ 40,500	$ 77,750			$ 118,250					$ 118,250			$ 118,250		3
New	Whitehouse Farms Well Replacement	$ 200,000								$ -					$ -			$ -		
Change	SCADA Installation - Water (Verbiage Only)	$ 82,800		$ 131,000	$ 131,000	$ 138,000	$ 145,000			$ 414,000					$ 414,000			$ 414,000		3
	Parham Well Pump Pipe Replacement	$ 60,000								$ -					$ -			$ -		
	Kenwood #1 Well Replacement	$ 150,000								$ -					$ -			$ -		
	Development of Site Master Plan for VDOT Property	$ 20,000								$ -					$ -			$ -		
	SCADA Installation - Sewer	$ 75,000								$ -					$ -			$ -		
	Water Supply Planning	$ 113,625								$ -					$ -			$ -		
	Radio Read Meter System	$ 35,413								$ -					$ -			$ -		
	Backhoe, Trailer & Dump Truck	$ 96,010								$ -					$ -			$ -		
	Parham Well Generator Installation	$ 188,775								$ -					$ -			$ -		
	Subtotal:	***$ 2,673,255***	***$ -***	***$ 22,645,437***	***$ 34,556,030***	***$ 531,080***	***$ 470,330***	***$ 947,580***	***$ 625,000***	***$ 37,130,020***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 2,802,570***	***$ 22,199,705***	***$ 12,127,745***	***$ 37,130,020***	***$ 3,285,000***	
Schools																				
	Re-roof Existing Middle School								$ 600,000	$ 600,000				$ 600,000				$ 600,000		
Change	New Elementary School (Deferred)			$ -		$ -	$ 2,000,000	$ 17,500,000		$ 19,500,000				$ -			$ 19,500,000	$ 19,500,000	$ 500,000	3
Change	Expansion of Middle School to 1,000 Students (Name Change; Decreased; Deferred)	$ 917,115						$ -		$ -				$ -				$ -	$ 3,500,000	3
Change	Bus/Car Replacement (Increase-Updated Cost Projections/Deferred One Bus for FY10)	$ 234,110		$ 335,460	$ 255,345	$ 431,598	$ 368,307	$ 385,972	$ 404,521	$ 1,845,743				$ 1,845,743				$ 1,845,743	$ 423,997	1
Delete	~~Athletic Field House~~			$ -						$ -								$ -		N/A
Change	Bleachers/~~Fencing~~ for Football Stadium (Deferred; Removed Fencing)			$ -		$ 250,000				$ 250,000				$ 250,000				$ 250,000		5

Adopted Capital Improvement Plan
FY 2010-2014

	ITEM	FY09 Adopted/ Amended	FY10 Projected Carryforward	09-10 Dept. Requested	09-10 Adopted	10-11	11-12	12-13	13-14	TOTAL Adopted FY09-10 thru FY13-14	Federal	State	Private	Local	Enterprise Fund	Proffers/ Grants/CDA	Other (Loans, Meals Tax, etc.)	TOTAL Adopted FY09-10 thru FY13-14	BEYOND FY 13-14	PRIORITY
		Fiscal Year									Revenue Source FY09-10 thru FY13-14									
Change	GWES Playground Clearing, Construction & Equipment (Decreased/Deferred)			$ -		$ 100,000				$ 100,000				$ 100,000				$ 100,000		5
New	Radio Upgrade for Transportation Office			$ 115,000	$ 115,000					$ 115,000				$ 115,000				$ 115,000		2
	School Bus Garage	$ 698,052								$ -										
	New High School	$ 5,682,328								$ -				$ -				$ -		
	Subtotal:	***$ 7,531,605***	***$ -***	***$ 450,460***	***$ 370,345***	***$ 781,598***	***$ 2,368,307***	***$ 17,885,972***	***$ 1,004,521***	***$ 22,410,743***	***$ -***	***$ -***	***$ -***	***$ 2,910,743***	***$ -***	***$ -***	***$ 19,500,000***	***$ 22,410,743***	***$ 4,423,997***	
Sheriffs Office																				
	Mobile Command Post								$ 650,000	$ 650,000				$ 650,000				$ 650,000		5
Change	Animal Shelter (Deferred)			$ 1,250,000	$ -	$ 1,250,000				$ 1,250,000				$ -			$ 1,250,000	$ 1,250,000		2
	Firearms Range					$ 250,000				$ 250,000				$ 250,000				$ 250,000		2
	Sheriffs Annex/Renovations/Impound Facility	$ 133,068								$ -				$ -				$ -		
Change	Crime Scene Vehicle (Deferred)			$ 285,000	$ -	$ 285,000				$ 285,000				$ 285,000				$ 285,000		2
Change	Marine Patrol (Deferred)			$ -					$ 40,000	$ 40,000				$ 40,000				$ 40,000		3
	Subtotal:	***$ 133,068***	***$ -***	***$ 1,535,000***	***$ -***	***$ 1,785,000***	***$ -***	***$ -***	***$ 690,000***	***$ 2,475,000***	***$ -***	***$ -***	***$ -***	***$ 1,225,000***	***$ -***	***$ -***	***$ 1,250,000***	***$ 2,475,000***	***$ -***	
	Vehicle Replacement																			
	General Government								$ 40,000	$ 40,000				$ 40,000				$ 40,000		
Change	Sheriff (Decrease)	$ 231,000		$ 239,000	$ 170,000	$ 330,000	$ 346,500	$ 346,500	$ 385,000	$ 1,578,000				$ 1,578,000				$ 1,578,000	$ 770,000	2
	Economic Development					$ 23,000				$ 23,000							$ 23,000	$ 23,000		
	Airport									$ -								$ -		
Change	Assessment/COR (Addition for FY13)	$ 20,000					$ 20,000	$ 25,000		$ 45,000				$ 45,000				$ 45,000		3
	Extension									$ -								$ -		
Change	Building Development (Deferred)	$ 15,851		$ 15,851		$ 15,851	$ 17,436	$ 18,308	$ 19,223	$ 70,818				$ 70,818				$ 70,818		
Change	Community Development-Planning/Environmental (Increase; Deferred)			$ 16,000	$ 16,000		$ 38,000	$ 25,000		$ 79,000				$ 79,000				$ 79,000		3
Change	Fire Department (Decrease)	$ 24,000		$ 24,000	$ 24,000					$ 24,000				$ 24,000				$ 24,000	$ 48,000	2
Change	Buildings & Grounds (Decrease)	$ 25,000		$ -				$ 25,000		$ 25,000				$ 25,000				$ 25,000		3
	Buildings & Grounds/Refuse									$ -								$ -		
	Parks & Recreation	$ 30,000							$ 30,000	$ 30,000				$ 30,000				$ 30,000		
Change	Social Services (Increase)	$ -		$ 30,000	$ 30,000		$ 34,000	$ 18,000	$ 20,000	$ 102,000		$ 35,700		$ 66,300				$ 102,000	$ 20,000	3
New	Utilities			$ 25,000	$ 25,000					$ 25,000				$ -	$ 25,000			$ 25,000		3
	Subtotal:	***$ 345,851***	***$ -***	***$ 349,851***	***$ 265,000***	***$ 368,851***	***$ 455,936***	***$ 457,808***	***$ 494,223***	***$ 2,041,818***	***$ -***	***$ 35,700***	***$ -***	***$ 1,958,118***	***$ 25,000***	***$ -***	***$ 23,000***	***$ 2,041,818***	***$ 838,000***	
	Equipment Replacement																			
	Administration									$ -								$ -		
New	Airport (Security Improvements, Obstruction Study and New Well)			$ 30,000	$ 30,000					$ 30,000		$ 25,000		$ 5,000				$ 30,000		
	Assessment/COR									$ -								$ -		
	Building Development (Furniture & Fixtures for Several Departments for relocation in Administrative Building - Individual Item Purchases under $20,000)	$ 107,200								$ -								$ -		
	Buildings & Grounds									$ -								$ -		
	Buildings & Grounds/Refuse									$ -								$ -		
	Community Development									$ -								$ -		
	Economic Development									$ -								$ -		
	Environmental									$ -								$ -		
	Financial Services									$ -								$ -		
	Fire Department									$ -								$ -		
New	IT (Switches)	$ 34,000		$ 19,000	$ 19,000					$ 19,000				$ 19,000				$ 19,000		
New	Juvenile & Domestic Courts (Mobile Filing Cabinets)			$ 7,226	$ 7,226					$ 7,226				$ 7,226				$ 7,226		
Change	Parks & Recreation (Master Plan) (Increase)	$ 20,837							$ 17,000	$ 17,000				$ 17,000				$ 17,000		$ 3
	Parks & Recreation (Internet Registration Package)	$ 15,000								$ -								$ -		
	Public Utilities									$ -								$ -		
	Registrar (Voting Equipment)	$ 12,500		$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 75,000				$ 75,000				$ 75,000	$ 57,500	
	Sheriff									$ -								$ -		
New	Public Utilities (Zero Turn Lawn Mower with Trailer)			$ 9,800	$ 9,800					$ 9,800					$ 9,800			$ 9,800		$ 3
New	Public Utilities (Vertical Shoring)			$ 8,250	$ -	$ 8,250				$ 8,250					$ 8,250			$ 8,250		$ 3
	Subtotal:	***$ 189,537***	***$ -***	***$ 89,276***	***$ 81,026***	***$ 23,250***	***$ 15,000***	***$ 15,000***	***$ 32,000***	***$ 166,276***	***$ -***	***$ 25,000***	***$ -***	***$ 123,226***	***$ 18,050***	***$ -***	***$ -***	***$ 166,276***	***$ 57,500***	
	Computer Replacement																			
	Administration	$ 2,200		$ 2,200	$ 2,200		$ 5,700			$ 7,900				$ 7,900				$ 7,900		
	Airport			$ 2,000	$ 2,000					$ 2,000				$ 2,000				$ 2,000		
Change	Assessment/COR (Increase)	$ 2,500		$ 10,000	$ 10,000			$ 12,500	$ 2,500	$ 25,000				$ 25,000				$ 25,000	$ 10,000	3

Adopted Capital Improvement Plan
FY 2010-2014

	ITEM	Fiscal Year: FY09 Adopted/ Amended	FY10 Projected Carryforward	09-10 Dept. Requested	09-10 Adopted	10-11	11-12	12-13	13-14	TOTAL Adopted FY09-10 thru FY13-14	Revenue Source FY09-10 thru FY13-14: Federal	State	Private	Local	Enterprise Fund	Proffers/ Grants/CDA	Other (Loans, Meals Tax, etc.)	TOTAL Adopted FY09-10 thru FY13-14	BEYOND FY 13-14	PRIORITY
	Board of Supervisors									$ -								$ -		
	Building Development	$ 2,500				$ 6,500	$ 10,000		$ 2,500	$ 19,000				$ 19,000				$ 19,000		
Change	Buildings & Grounds (Decrease/Deferred)	$ 2,500				$ 7,500	$ -		$ 2,500	$ 10,000				$ 10,000				$ 10,000		3
	Buildings & Grounds/Refuse									$ -								$ -		
Change	Community Development (Accelerated; Increased)	$ 11,500		$ 1,500	$ -	$ 6,000	$ 2,500	$ -	$ 13,000	$ 21,500				$ 21,500				$ 21,500		3
	CSA									$ -								$ -		
	County Attorney	$ 3,000				$ 7,900	$ 6,000			$ 13,900				$ 13,900				$ 13,900		
Change	Economic Development (Increase)	$ 2,500				$ -	$ 5,500	$ 7,500	$ 3,000	$ 16,000				$ 16,000				$ 16,000		3
Change	Environmental (Decrease; Accelerated)					$ 7,500	$ 3,500	$ -		$ 11,000				$ 11,000				$ 11,000		3
	Financial Services	$ 9,000		$ 2,500	$ 2,500		$ 5,750			$ 8,250				$ 8,250				$ 8,250		3
Change	Fire Department (Increase)	$ 25,900		$ 34,400	$ 34,400	$ 2,300	$ 23,200	$ 60,200	$ 17,800	$ 137,900				$ 137,900				$ 137,900	$ 58,500	3
	Human Resources	$ 2,500		$ 4,000	$ 4,000					$ 4,000				$ 4,000				$ 4,000		
Change	IT-Computers (Decreased Current Year; Increased Out Years)	$ 5,000		$ -				$ 5,000	$ 9,000	$ 14,000				$ 14,000				$ 14,000	$ -	3
Change	IT-Servers (Decrease)	$ 7,000		$ 20,000	$ 20,000	$ 25,000	$ 10,000	$ 20,000	$ 30,000	$ 105,000				$ 105,000				$ 105,000	$ 13,000	2
Change	Parks & Recreation (Increase)	$ 2,500				$ 3,000	$ 3,000		$ 2,500	$ 8,500				$ 8,500				$ 8,500		3
	Reception					$ 2,200				$ 2,200				$ 2,200				$ 2,200		
	Registrar			$ 2,500	$ 2,500	$ 2,500				$ 5,000				$ 5,000				$ 5,000		
	Sheriff/E-911	$ 62,600		$ 25,200	$ 25,200	$ 53,300	$ 38,400	$ 65,800	$ 87,200	$ 269,900				$ 269,900				$ 269,900	$ 25,200	3
	Social Services									$ -								$ -		
	Treasurer									$ -								$ -		
New	Public Utilities	$ 2,500		$ 5,500	$ 5,500	$ 11,000	$ 4,750	$ 8,750	$ 4,500	$ 34,500					$ 34,500			$ 34,500	$ 5,500	3
	Subtotal:	**$ 143,700**	**$ -**	**$ 109,800**	**$ 108,300**	**$ 134,700**	**$ 118,300**	**$ 179,750**	**$ 174,500**	**$ 715,550**	**$ -**	**$ -**	**$ -**	**$ 681,050**	**$ 34,500**	**$ -**	**$ -**	**$ 715,550**	**$ 112,200**	
	PROPOSED CIP TOTALS:	**$ 19,651,766**	**$ 50,000**	**$ 35,375,824**	**$ 36,041,701**	**$ 16,706,479**	**$ 23,540,873**	**$ 23,784,110**	**$ 4,620,244**	**$ 104,693,407**	**$ 2,242,000**	**$ 1,690,833**	**$ 3,850,000**	**$ 15,445,004**	**$ 2,880,120**	**$ 24,309,705**	**$ 54,275,745**	**$ 104,693,407**	**$ 37,569,197**	

Requires Planning Commission Review & Approval

New Kent
COUNTY
VIRGINIA

Section I

Debt

Debt

The County Debt Service Fund provides for the payment of principal, interest, and trustee administrative fees on long-term debt of the County. These payments of principal and interest, known as "debt service", are usually made over a period of years before the bonds are fully repaid.

The County began paying all School debt service in FY2007. The Debt Service Fund was created to track all County and School Debt payments and to better track the set-aside funds that are to pay future debt service costs.

Debt service obligations are paid for from multiple sources. Those sources consist of 50% of the Vinton OTB revenues, Proffers, 50% of the Meals Tax, a transfer from the Airport operating account to pay for the Airport debt service for hangars, and a transfer from the General Fund operating account. In addition to the sources listed, the remainder is funded through debt service fund balance made available by previous years Contingency Debt Reserve transfers from the General Fund.

Debt Service Fund Balance – Money has previously been set aside to "level out" the tax rate needed to fund debt service. This practice was put in place in anticipation of the debt service for the new High School and the upgrades to the Primary and Elementary schools. In FY2005, the Board of Supervisors voted to set aside six-cents on the tax rate for debt service. The six-cent set aside amount has continued to be budgeted to buffer the increase in debt service. FY10 will be the last year of an increase in debt service. Over the period FY2009 through FY2014 most of what exists now as a fund balance is projected to be used.

Revenue Summary:

Source	FY 09 Adopted Budget	FY 10 Adopted Budget	Dollar Change	% Change
Estimated Fund Balance	400,527	580,641	180,114	45.0%
Transfer from General Fund	4,312,448	4,932,176	619,728	14.4%
Transfer – 50% Vinton	20,000	18,000	(2,000)	-10.0%
Transfer from Capital - Proffer	232,500	232,500	0	0.0%
Transfer from Meals Tax	242,500	250,000	7,500	3.1%
Transfer from Airport	17,919	19,466	1,547	8.6%
Total	5,225,894	6,032,783	806,889	15.4%

Budget Comments:

The budget for debt service expenditures is $6,032,783 which is an increase of $806,889 from last fiscal year.

Debt

Outstanding Debt

As of June 30, 2008, the County (including school debt) owed $72,259,512: an amount equal to approximately 3 percent of the County's land book value. This indebtedness will be reduced by budgeting the payments of funds on an annual basis through the annual budget adoption process.

DEBT SERVICE FUND

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
BEGINNING FUND BALANCE	$ 2,784,806	$ 2,384,279	$ 1,803,638	$ 1,402,145	$ 1,042,645	$ 882,616
REVENUES						
COUNTY						
General Fund - County	$ 737,954	$ 392,951	$ 392,692	$ 392,692	$ 392,931	$ 392,891
RENT From Tenents of the Human Services Building		$ 213,040	$ 213,040	$ 213,040	$ 213,040	$ 213,040
Airport	$ 17,919	$ 19,466	$ 19,466	$ 19,466	$ 19,466	$ 19,466
TOTAL COUNTY	*$ 755,873*	*$ 625,457*	*$ 625,197*	*$ 625,197*	*$ 625,437*	*$ 625,397*
SCHOOLS						
General Fund - Schools	$ 3,627,811	$ 4,344,175	$ 4,710,143	$ 4,713,823	$ 4,877,141	$ 4,877,181
Capital Proffers	$ 232,500	$ 232,500	$ -	$ -	$ -	$ -
Meals Tax	$ 242,500	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
Fund Balance	$ 400,527	$ 580,641	$ 401,493	$ 359,500	$ 160,029	$ 121,316
TOTAL SCHOOL	*$ 4,503,338*	*$ 5,407,316*	*$ 5,361,636*	*$ 5,323,323*	*$ 5,287,170*	*$ 5,248,497*
Total Revenues and Fund Balance	$ 5,259,211	$ 6,032,773	$ 5,986,833	$ 5,948,520	$ 5,912,607	$ 5,873,894
SCHOOL EXPENDITURES						
VPSA (1993) High School Bonds	$ 104,300	$ -	$ -	$ -	$ -	$ -
VPSA (1995) Primary School Bonds	$ 124,280	$ 121,160	$ 118,040	$ 114,920	$ 111,800	$ 108,680
VPSA (1997) School Bonds	$ 727,726	$ 652,500	$ 637,500	$ 622,500	$ 607,500	$ 592,500
Literary Loan (1990) High School	$ 103,000	$ -	$ -	$ -	$ -	$ -
GO Bond (1999) VRS Refunding	$ 46,440	$ 46,440	$ 46,440	$ 46,440	$ 46,440	$ 46,440
Revenue Note (2005) School Bus Garage	$ 214,303	$ 214,303	$ 214,303	$ 214,303	$ 214,303	$ 214,303
VPSA (2007) Elementary School	$ 652,500	$ 637,501	$ 622,500	$ 607,500	$ 592,500	$ 577,501
VPSA (2005) Primary School	$ 220,704	$ 215,511	$ 210,318	$ 205,125	$ 199,932	$ 194,738
Lease Revenue (2006) High School	$ 1,945,825	$ 3,247,440	$ 3,245,277	$ 3,245,277	$ 3,247,273	$ 3,246,941
Lease Revenue (2006) Elementary School	$ 160,244	$ 267,436	$ 267,258	$ 267,258	$ 267,423	$ 267,395
EDA Bonds (2008) School Roof Projects	$ 123,637					
EDA Bonds (2008) Refunding School	$ 80,380					
Administrative Fee	$ 5,026	$ 5,026	$ 5,026	$ 5,026	$ 5,026	$ 5,026
Sub-Total	$ 4,503,338	$ 5,407,316	$ 5,361,636	$ 5,323,323	$ 5,287,170	$ 5,248,497
Percentage of Debt	86%	90%	90%	89%	89%	89%
NON-SCHOOL EXPENDITURES						
Lease Revenue (2007) Human Services Building	$ 214,998	$ 214,998	$ 214,999	$ 214,998	$ 214,999	$ 214,998
EDA Lease Revenue (2006) Sheriff's Annex	$ 151,088	$ 252,154	$ 251,986	$ 251,986	$ 252,141	$ 252,115
EDA Lease Revenue (2006) Courthouse Renovation	$ 82,411	$ 137,539	$ 137,447	$ 137,447	$ 137,532	$ 137,517
EDA Bonds (2008) Refunding County	$ 296,266					
VRA Loan (2008) Airport Hangars	$ 9,810	$ 19,466	$ 19,466	$ 19,466	$ 19,466	$ 19,466
Administrative Fee	$ 1,300	$ 1,300	$ 1,300	$ 1,300	$ 1,300	$ 1,300
Sub-Total	$ 755,873	$ 625,457	$ 625,197	$ 625,197	$ 625,437	$ 625,397
Percentage of Debt	14%	10%	10%	11%	11%	11%
Total Expenditures	$ 5,259,211	$ 6,032,773	$ 5,986,833	$ 5,948,520	$ 5,912,607	$ 5,873,894
ENDING FUND BALANCE	$ 2,384,279	$ 1,803,638	$ 1,402,145	$ 1,042,645	$ 882,616	$ 761,300

May differ slightly from the Debt Service Net Increase Analysis due to rounding

New Kent
COUNTY
VIRGINIA

Section J

Supplementary Information

General Fund Revenues by Source (In Percent)

Fiscal Year	General Property Taxes	Other Local Taxes	Licenses, Permits, Fees	Fines and Forfeitures	Use of Money and Property	Charges for Current Services	Inter-Government	Miscellaneous	Total
2001	70.4	11.5	0.9	0.7	1.6	3.9	11.0	0.00	100
2002	71.0	10.9	0.9	0.6	2.1	3.9	10.6	0.00	100
2003	72.1	11.4	1.1	0.6	2.0	3.5	9.3	0.00	100
2004	61.3	11.7	1.5	0.5	1.4	3.6	19.9	0.00	100
2005	62.9	10.9	1.4	0.6	1.0	3.7	19.4	0.02	100
2006	59.1	12.0	2.5	0.7	1.0	4.0	20.7	0.00	100
2007	62.7	10.6	2.8	0.7	1.9	3.5	17.4	0.28	100
2008	63.3	11.0	2.6	1.1	2.0	4.6	15.5	0.01	100
2009 (Est.)	66.0	11.7	2.1	0.7	2.9	3.5	13.1	0.03	100
2010 (Est.)	68.3	10.7	1.4	0.7	2.0	3.2	13.6	0.03	100

General Fund Revenue By Source

Fiscal Year	General Property Taxes	Other Local Taxes	Licenses, Permits, Fees	Fines and Forfeitures	Use of Money and Property	Charges for Current Services	Inter-Government	Miscellaneous	Total
2001	9,577,946	1,569,000	120,000	95,000	220,000	529,639	1,499,506		13,611,091
2002	10,923,131	1,675,000	140,500	100,000	321,200	594,572	1,630,933		15,385,336
2003	11,903,755	1,886,000	181,300	98,500	336,200	586,187	1,528,759		16,520,701
2004	10,928,533	2,091,737	268,500	97,000	244,850	650,274	3,551,972		17,832,866
2005	12,623,753	2,179,427	287,850	123,750	201,350	751,544	3,881,885	5,000	20,054,559
2006	13,612,129	2,764,385	576,060	170,000	226,300	919,199	4,777,562		23,045,635
2007	16,763,796	2,832,500	760,652	200,000	511,750	941,497	4,668,027	75,000	26,753,222
2008	18,458,473	3,210,413	747,598	312,500	577,050	1,341,299	4,510,014	2,000	29,159,347
2009 (Est.)	20,888,346	3,688,744	654,025	210,000	927,635	1,112,126	4,134,540	10,000	31,625,416
2010 (Est.)	20,743,727	3,247,000	424,277	221,000	619,110	984,694	4,146,466	10,000	30,396,274

Ratio of Net General Bonded Debt To Assessed Value and Net Bonded Debt Per Capita

Fiscal Year	Population	Assessed Valuation	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Valuation	Net Bonded Debt Per Capita
2001	13,800	958,409,600	3,699,333	0.39%	268
2002	14,200	995,770,195	3,328,690	0.33%	234
2003	14,600	1,042,507,290	2,854,495	0.27%	196
2004	15,300	1,105,299,513	3,768,850	0.34%	246
2005	15,700	1,319,684,781	3,121,663	0.24%	199
2006	16,852	1,381,768,898	4,875,039	0.35%	289
2007	17,109	1,489,204,815	11,730,439	0.79%	686
2008 (Est)	17,936	1,571,023,219	17,176,570	1.09%	958
2009 (Est)	18,197	2,421,752,679	16,085,398	0.66%	884

Assessed and Estimated Actual Value of Taxable Property

Fiscal Year	Assessed Value: Real Property	Assessed Value: Personal Property	Assessed Value: Public Service	Total Assessed Value	Real Property and Public Service Percentage of Estimated Actual Value	Taxable Assessed Value as a % of Actual Taxable Value	Personal Property % of Estimated Actual Value
2001	923,131,600	98,366,015	66,391,934	1,087,889,549	1,229,253,728	88.50%	**
2002	959,690,295	104,385,903	60,897,685	1,124,973,883	1,317,299,629	85.40%	**
2003	1,006,433,190	100,369,154	66,114,328	1,172,916,672	1,418,278,926	82.70%	**
2004	1,068,700,613	115,857,009	58,674,214	1,243,231,836	1,238,278,721	100.40%	**
2005	1,278,073,681	119,599,954	71,062,752	1,468,736,387	1,644,721,598	89.30%	**
2006	1,338,078,698	139,488,193	62,909,522	1,540,476,413	2,026,942,649	76.00%	**
2007	1,445,432,715	146,399,562	52,291,778	1,644,124,055	2,740,206,758	60.00%	**
2008	1,571,023,219	158,230,689	44,828,759	1,774,082,667	1,830,838,666	96.90%	**
2009	2,363,096,079	171,509,293	578,364	2,535,183,736	2,616,288,685	96.90%	**
2010 (Est)	2,532,564,236	148,390,539	578,364	2,681,533,139	2,767,320,061	96.90%	**

** Personal Property assessed as follows: Mobile Homes valued at time of reassessment (valued at 100% of actual value), Machinery & Tools at various rates ranging from 20 - 35% based on age and historical costs, Vehicles at 100% of loan value.

Property Tax Levies and Tax Collections

(3) Fiscal Year	Total Tax Levy	Collection of Current Taxes	% of Levy Collected	Collection of Back Taxes	Total Collections, Current and Back	% of Total Collections to Tax Levy
2001	7,077,293	6,939,073	98.05%	143,231	7,082,304	99.98%
2002	7,435,561	7,213,919	97.02%	227,214	7,441,133	99.98%
2003	8,030,689	7,780,025	96.88%	253,119	8,033,144	99.95%
2004	8,790,161	8,531,094	97.05%	259,155	8,790,249	99.95%
2005	9,769,591	9,544,778	97.70%	229,193	9,773,971	99.89%
2006	10,871,475	10,576,954	97.29%	308,153	10,885,107	99.76%
2007	13,684,954	13,233,449	96.70%	313,260	13,546,709	98.97%
2008 (Est)	14,683,271	14,228,315	96.90%	228,065	14,456,380	97.89%
2009 (Est)	17,250,602	16,733,084	97.00%	228,065	16,961,149	97.91%
2010 (Est)	18,035,119	17,494,065	97.00%	228,065	17,722,130	98.21%

Notes:
(1) Exclusive of penalties and interest.
(2) Includes personal property reimbursement from the Commonwealth of Virginia.

Property Tax Rates Per $100 of Assessed Value

Fiscal Year	Public Service Real Estate	Public Service Personal Property	Machinery & Tools	Aircraft
2010	0.73	3.75	1.50	0.75
2009	0.73	3.75	1.50	0.75
2008	0.93	3.75	3.00	0.75
2007	0.81	3.75	3.00	0.75
2006	0.76	3.75	3.00	0.50
2005	0.81	3.75	3.00	0.50
2004	0.79	3.75	3.00	0.50
2003	0.77	3.75	3.00	0.50
2002	0.72	3.75	3.00	1.25
2001	0.82	3.75	3.00	1.25
2000	0.82	3.75	3.00	1.25

Notes:
Per $100 of assessed value. There are no overlapping property tax rates with other governments.

List of Principal Property Taxpayers

	Name	FY 08 Property Assessed Valuation (1)	Percentage of Total Assessed Valuation
1.	Colonial Downs	29,846,200	1.04%
2.	City of Newport News	23,697,142	0.83%
3.	New Kent Farms LLC	23,674,500	0.83%
4.	NKP LB5 LLC	12,828,100	0.45%
5.	Bluegreen Properties of VA	10,376,200	0.36%
6.	Kinney Jonathan C. Trustee	7,928,903	0.28%
7.	Kentland Investments LLC	7,424,300	0.26%
8.	AHS Cumberland Hospital LLC	6,313,200	0.22%
9.	Tideland Title Agency LLC	6,231,500	0.22%
10.	Wingspread Partners Invest LTD	4,443,900	0.15%
	Total	$ 132,763,945	4.63%
	Total Assessed Valuation of RE	$ 2,869,275,882	100.00%

Households and Population

Fiscal Year	Total Population	Number of Households	Persons Per Household *
2000	13,462	5,203	2.59
2001	13,884	5,396	2.57
2002	14,195	5,581	2.54
2003	14,764	5,786	2.55
2004	15,318	6,029	2.54
2005	15,946	6,293	2.53
2006	16,642	6,618	2.51
2007	17,350	7,083	2.45
2008 (Est)	17,936	7,362	2.44
2009 (Est)	18,197	7,510	2.42

* Does not factor in the number of vacant homes

Data from 2000 - 2006 from Bureau of Census
Data from 2007 - 2009 from NCK Planning Department

Surrounding Counties' Tax Rates

County/City	FY10 Adopted RE Rate	1 Cent on RE Rate	Total Revenue Generated	Frequency of Assessments	Last Re-assessment
Middlesex	$0.35	235,000	8,249,169	Every 4 Years	2008
King & Queen	$0.48	75,000	3,600,000	Every 4 Years	2006
Caroline	$0.53	310,000	16,430,000	Every 4 Years	2005
Goochland	$0.53	547,097	28,996,141	Annually	2009
Mathews	$0.56	127,500	7,140,000	Every 6 Years	2004
Gloucester	$0.61	380,000	23,180,000	Every 2 Years	2006
York	$0.66	879,723	57,841,814	Every 2 Years	2008
Powhatan	$0.71	373,623	26,527,233	Every 2 Years	2008
New Kent	**$0.73**	**232,500**	17,380,303	**Every 2 Years**	**2008**
James City	$0.77	1,105,000	85,085,000	Annually	2009
Prince George	$0.80	257,000	20,560,000	Annually	2009
Hanover	$0.81	1,200,000	97,200,000	Annually	2007
King William	$0.81	282,000	22,842,000	Every 2 Years	2008
Poquoson	$0.81	170,000	13,454,295	Every 2 Years	2009
Charles City	$0.82	58,000	4,756,000	Every 6 Years	2005
Henrico	$0.87	3,508,000	305,190,000	Annually	2009
Chesterfield	$0.95	3,300,000	302,400,000	Annually	2009
Colonial Heights	$1.10	167,420	17,600,000	Every 2 Years	2008

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NEW KENT COUNTY POSITIONAL HISTORY

Department	FY '07	FY '08	FY '09	FY '10
Administration	3	3	3	3
Airport	1	1	1	1
Building Development	7	7	7	6
Circuit Court	4	4	4	4
Commissioner of Revenue	4	6	7	7
Commonwealth's Attorney	3	3	3	3
Community Development	11	11	11	9
County Attorney	2	2	2	2
Economic Development	2	2	2	2
Financial Services	6	6	6	5
Fire-Rescue	10	10	10	11
General Services	10	13	15	14
Human Resources	0	1	2	2
Information Technologies	2	3	3	3
Registrar	2	2	2	2
Sheriff	39	39	39	39
Social Services	12	13	14	14
Treasurer	4	4	5	5
General Fund Positions:	122	130	136	132
Enterprise Fund Positions:				
Public Utilities	13	16	17	17
Position Totals:	135	146	153	149

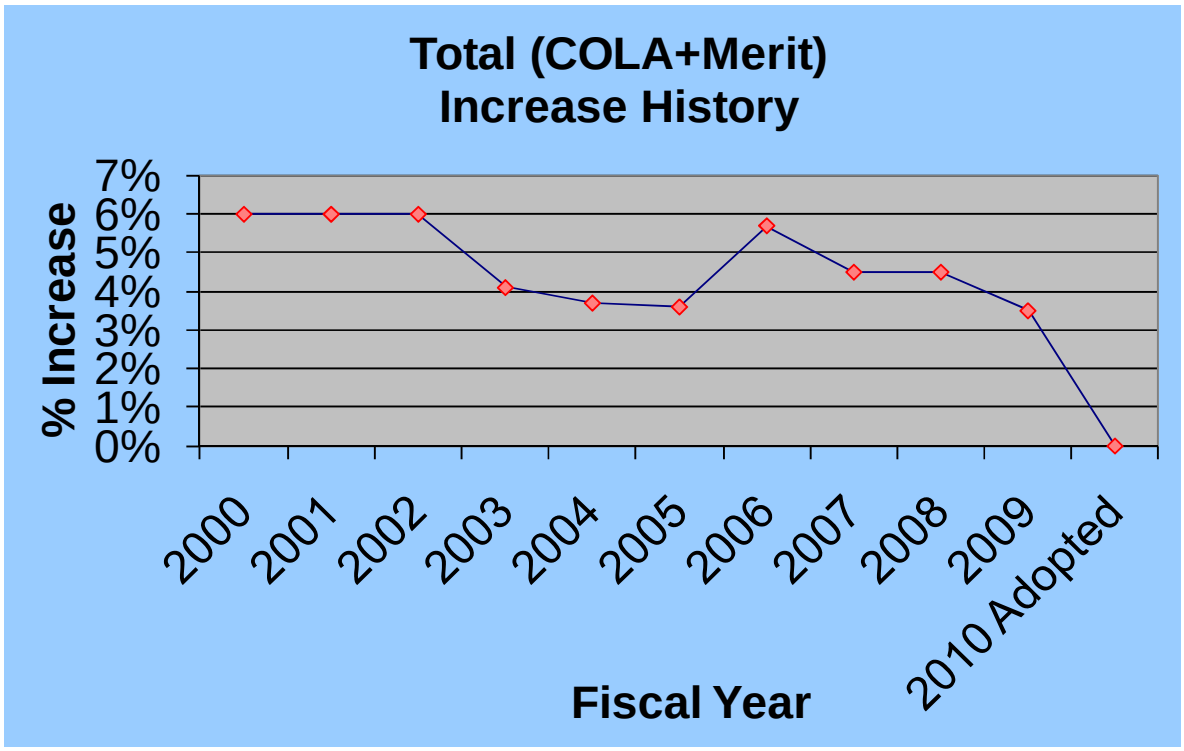
NEW KENT COUNTY PART-TIME EMPLOYEES

Department	Part-time Employees
Administration	3
Airport	6
Building Development	
Circuit Court	1
Commissioner of Revenue	
Commonwealth's Attorney	5
Community Development	1
County Attorney	1
Economic Development	3
Financial Services	2
Fire-Rescue	54
General Services	55
Human Resources	
Information Technologies	
Registrar	5
Sheriff	16
Social Services	2
Treasurer	
General Fund Positions:	154
Enterprise Fund Positions:	
Public Utilities	1
Position Totals:	155

Note: The number of hours worked by a part-time employee varies from 0 to 35 hours. The numbers above represent the total number of employees within the payroll system.

County
Cost of Living (COLA) and Merit Increase History

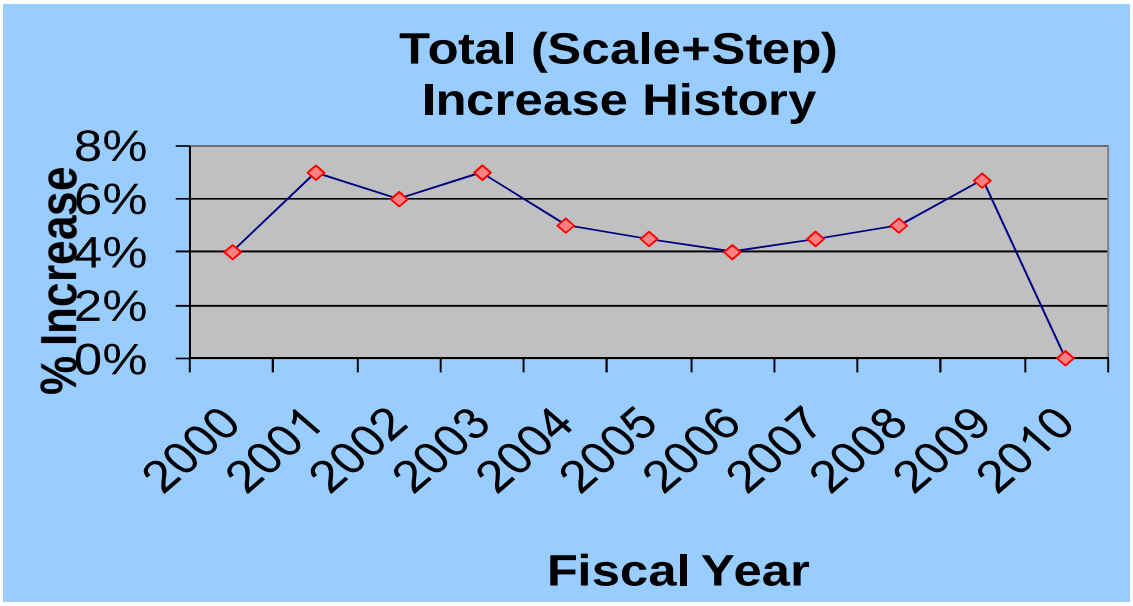
	Cost of Living (COLA) Increases	Merit Increases		Total
FY2000	3.00%	3.00%	2 Steps	6.00%
FY2001	3.00%	3.00%	2 Steps	6.00%
FY2002	3.00%	3.00%	2 Steps	6.00%
FY2003	2.60%	1.50%	1 Step	4.10%
FY2004	2.20%	1.50%	1 Step	3.70%
FY2005	2.10%	1.50%	1 Step	3.60%
FY2006	2.70%	3.00%	2 Steps	5.70%
FY2007	3.00%	1.50%	1 Step	4.50%
FY2008	2.50%	2.00%	Average Based on Performance	4.50%
FY2009	2.50%	1.00%	**Average Based on Performance**	3.50%
FY2010 Adopted	0.00%	0.00%		0.00%



Schools
Schools Scale/Step Increase History

	Scale Adjustment Increases	Step Increases		Total
FY2000	2.30%	1.70%	1 Step	4.00%
FY2001	5.30%	1.70%	1 Step	7.00%
FY2002	4.30%	1.70%	1 Step	6.00%
FY2003	5.30%	1.70%	1 Step	7.00%
FY2004	3.30%	1.70%	1 Step	5.00%
FY2005	2.80%	1.70%	1 Step	4.50%
FY2006	2.30%	1.70%	1 Step	4.00%
FY2007	2.80%	1.70%	1 Step	4.50%
FY2008	3.30%	1.70%	1 Step	5.00%
FY2009	2.3%/5.00%	1.70%	1 Step	* 4.00%/6.70%
FY2010	0.00%	0.00%	**1 Step**	0.00%

*** Teachers received a 6.7% total raise, support Staff received a 4% total increase.**



NEW KENT COUNTY
FISCAL YEAR 2010 ADOPTED BUDGET SUMMARY
UTILITIES ONLY

FUND		Current year Revenues	Balance Forward	Total Resources	Expenditures	Interfund Transfers In	Interfund Transfers Out	Ending Balance
98	Water & Sewer	16,024,010	21,942,458	37,966,468	37,356,248		(610,220)	-
198	Bottoms Bridge Sewer	512,140	-	512,140	1,122,360	610,220		-
								-
	TOTALS	**16,536,150**	**21,942,458**	**38,478,608**	**38,478,608**	**610,220**	**(610,220)**	**-**

Interfund Transfers In:

Fund 198	Bottoms Bridge Sewer District	
	From Water & Sewer-FONK	610,220

Interfund Transfers Out:

Fund 98	Water & Sewer	
	Bottoms Bridge Sewer Dist.	610,220

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NEW KENT COUNTY
FISCAL YEAR 2010 ADOPTED BUDGET SUMMARY
.73 Real Estate Rate

FUND		Current year Revenues	Balance Forward	Total Resources	Expenditures	Interfund Transfers In	Interfund Transfers Out	Ending Balance
1	General Fund	30,271,274	-	30,271,274	14,577,351	125,000	(15,818,923)	-
2	Social Services/Rev Max	838,681	-	838,681	1,110,994	272,313		-
7	Capital Projects	-	1,430,990	1,430,990	1,154,571	125,000	(401,419)	-
8	Human Services	1,450,004	-	1,450,004	2,596,656	1,146,652		-
9	Wireless E-911	40,000	-	40,000	40,000			-
11	Schools	15,396,005	-	15,396,005	24,800,561	9,404,556		-
15	Litter Control	6,337	-	6,337	6,337			-
20	Meals Tax	500,000	-	500,000	-		(500,000)	-
40	Debt Service	-	580,641	580,641	6,032,783	5,452,142		-
97	Airport	260,960	-	260,960	352,839	111,345	(19,466)	-
244	Cafeteria	813,354	-	813,354	813,354			-
800	Computer Replacement	-	-	-	102,800	102,800		-
	TOTALS	**49,576,615**	**2,011,631**	**51,588,246**	**51,588,246**	**16,739,808**	**(16,739,808)**	-

Interfund Transfers In:

Fund 1	General Fund		
	From Meals Tax - Economic Dev.	125,000	125,000
Fund 2	Social Services/Rev Max - Local Share		
	From Gen Fnd for SS	252,794	
	From Capt. Fnd for SS	19,519	272,313
Fund 7	Capital Projects Fund		
	From Meals Tax - Parks & Rec.	125,000	125,000
Fund 8	Human Services/CSA		
	From Gen Fnd - Local Share	1,146,652	1,146,652
Fund 11	School		
	From Gen Fnd - Local Share	9,404,556	9,404,556
Fund 40	Debt Service		
	From Gen Fund - School Debt	2,824,030	
	From Gen Fund - Curr Yr. RE Resv.	1,395,000	
	From Gen Fund - 50% Vinton OTB	18,000	
	From Capital-B'shire School Proffer	232,500	
	From Meals Tax - 50% Schools	250,000	
	From Airport - T-Hangars	19,466	
	From Gen Fund - Co. Debt	713,146	5,452,142
Fund 97	Airport		
	From Gen Fund - Local Share	64,745	
	From Capital Fund Bal - Cap Share	46,600	111,345
Fund 800	Computer Replacement		
	From Capital Fund	102,800	102,800

Interfund Transfers Out:

Fund 1	General Fund		
	School - Local Share	9,404,556	
	Debt Serv-School Debt	2,824,030	
	Debt Serv-Current Yr. RE Res.	1,395,000	
	Debt Serv - 50% Vinton OTB	18,000	
	Debt Serv-Co. Debt	713,146	
	Human Ser - Local Share	1,146,652	
	Airport - Local Share	64,745	
	SS - Local Share	252,794	15,818,923
Fund 7	Capital Projects Fund		
	Debt Serv.-B'shire School Proffer	95,000	
	Debt Serv.-Patr. Land. School Proffer	137,500	
	Social Services	19,519	
	Airport	46,600	
	Computer Replacement	102,800	401,419
Fund 20	Meals Tax		
	Debt Serv-Schools	250,000	
	General Fund - Economic Dev.	125,000	
	Capital - Parks & Rec.	125,000	500,000
Fund 97	Airport		
	Debt Serv-T-Hangars	19,466	19,466

One Cent on the Real Estate Rate = (approximately) $ 232,500