COUNCIL APPROVED BUDGET

FOR THE

CITY OF HAMPTON, VIRGINIA

Fiscal Year 2017

(July 1, 2016—June 30, 2017)

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City of Hampton, Virginia

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Fiscal Year 2017

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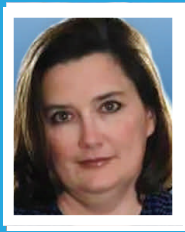

Mary B. Bunting
City Manager

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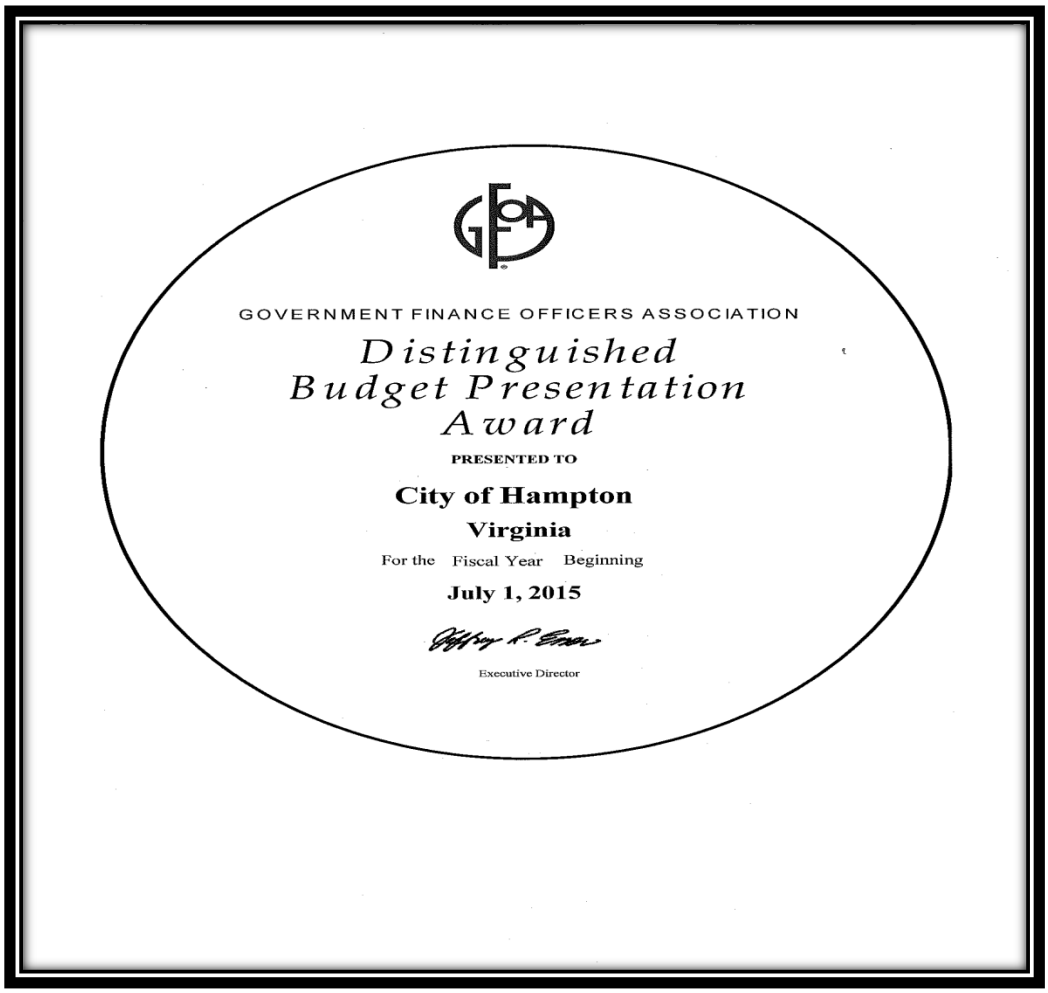
DISTINGUISHED BUDGET PRESENTATION AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Hampton, Virginia for its annual budget for the fiscal year beginning July 1, 2015. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Hampton

Virginia

For the Fiscal Year Beginning

July 1, 2015

Executive Director

READERS GUIDE TO CITY BUDGET

The City budget is an annual plan for the coordination of revenues and expenditures. The purpose of the budget is to provide information about the city's operations and financial plans to citizens, elected officials and other interested parties. The budget provides a summary of information concerning all city departments, programs and services.

Each year, the budget development process includes a review of programs and services, the Hampton Community Plan, the annual operating goals and priorities established by City Council, departmental work plans, the performance contracts of city department heads, and financial data. The process involves collaboration and input from city agencies and staff, City Council, and citizens through various meetings, presentations, and public forums. The Hampton City Council approves the annual budget. The budget presented in this document covers the period of July 1, 2016 through June 30, 2017.

For the novice, the City's Annual Budget Document can look formidable. Staff recommends that any reader begin with the Manager's Message, found in the **Manager's Message** section. The Message provides direction for the work that will be accomplished during the coming year, and identifies issues that are important to the community.

Next consider reading the **Financial Summaries and Policies section**. Following the Financial Summaries and Policies, the reader can take a few different directions:

1. If you are interested in the budget process, learning more about the City's history, the budget policies and practices, budget related legal requirements, the operating budget working calendar, etc., then refer to General Information section.

2. If you are interested in the General Fund Revenue Summary, General Fund Expenditure Summary, etc., then refer to **General Fund** section.

3. If you want to understand the Purpose of Departmental Business Teams, see how funds are divided among the Business Teams, etc., then refer to Departmental Business Teams section. The document is sectioned by departmental business team and provides even more detail about each department's budget by services and the resources necessary to operate each department.

SUMMARY OF THE BUDGET DOCUMENT

The budget document contains information used to develop the operating and capital budget and provides the financial information which allocates resources to different parts of the City's operations to complete the Council's Goals and Objectives.

Manager's Message - The Manager's Message identifies how staff addressed Council Goals and Objectives as well as other policy guidelines during the development of the budget. This section also includes Long-term Strategic and Financial Planning, and the City-wide Organization Chart.

General Information - This section provides the city profile, an explanation of the budget process, legal budget requirements, a description of budgeted funds, and other general information that you might find helpful in understanding the city budget process.

Financial Summaries and Policies - This section provides a summary of the information found in the rest of the budget document, explains the City's financial policies guideline and adherence to the policies, and provides a quick reference to the City's overall budget and estimates.

General Fund - This section provides a summary of general fund revenue, sources of new money, revenue descriptions, general fund expenditures, explanations for increase and decreases, etc. You might also find it helpful to see and understand how one dollar of revenue is spent.

READERS GUIDE TO CITY BUDGET (continued)

Departmental Business Teams - This section gives the reader the purpose of departmental business teams, and displays a graph of the general fund total expenditures by business team.

The City is comprised of seven departmental business teams, Constitutional, Judicial and Electoral Offices; Economic Vitality and Neighborhoods; Infrastructure; Leisure Services; Public Safety; Quality Government; and Youth and Families. These sections provide information for each department including: the departments mission statement, services, performance indicators, expenditure summary, department staffing history, and position summary.

Retirement and Employee Benefits - This section includes the budget for retirement and benefits, personnel allocation for the current and previous two years, history of authorized staffing, and graphs for total positions by all funds and non-general fund departments.

Contributions to Outside Agencies - This section provides the Outside Agencies with Clear Governmental Connection and their Host Department. A list of the agencies funded by the City and the amounts approved by City Council, and the Explanation of Major Increases and Decreases for Fiscal Year 2017.

Debt Service - This section includes information on the City of Hampton's debt management requirements, definitions of various types of debt, debt service requirements for FY 2016-2017, and debt service requirements for FY2017-2020.

Education - This section includes a summation of the Hampton City Schools budget, specifically the sources of revenue. State Law requires localities to include at a minimum a summary of the local school district's total budget.

Transfer to Other Funds - This section includes a list of the funds which receive a subsidy from the General Fund.

Capital Budget - The Capital Improvement Plan (CIP) is a separate five-year plan which is adopted annually by the City Council. Included in this annual budget is the capital budget for FY 2017, which is the portion of the CIP which must be appropriated in order to move forward with the planning projects.

Internal Service Funds - This section includes those departments that are in the Internal Service Accounting Fund. These departments provide services to other city departments and assess user fees to cover the cost of its operation.

Enterprise Funds - This section includes those departments that charge a fee to users for their services. Typically the service provided is to the general public. These departments operate as a business and it is the City's expectation that the revenues collected offset the expenses related to conducting business.

Public Works Funds - This section includes departments that charge a fee to users of their services; typically residents of the City. These departments are in a separate fund to obtain a clearer accounting of the fees charged for these services. If it involves an environmental issue these fees can be state or federally mandated.

Special Revenue Funds - This section includes funds that are restricted for a specific purpose. Included in this section: Community Development Block Grant (CDBG) and HOME Fund, and Economic Development Fund.

Supplemental Information - This section includes comparative data such as the tax rates of Virginia's ten largest cities, ten largest tax payers, a comparison of PFT positions, and a comparison of PFT positions by department.

Glossary of Terms - This section assists the reader with definitions to understand the specialized language of the budget process.

MANAGER'S MESSAGE

April 10, 2016

Mayor Wallace, City Council Members, and Citizens,

I am pleased to transmit the Fiscal Year 2017 Manager's Recommended Budget, totaling $463,091,719, a 2.8% increase from the FY 2016 budget. Of this amount, the City's operating portion is $183,323,388, or 39.6%; the school's operating portion is $200,450,417, or 43.3%; and other items (debt/capital for city and schools, regional entities, etc.) is $79,317,914, or 17.1%.

This is the seventh budget I have prepared since becoming city manager. Although this budget, like the previous ones, is austere, it represents Hampton's first meaningful uptick in property values in as many years. The property value improvement has – along with our strong sales and meals tax growth – enabled us to propose a budget that not only maintains current service levels but also reinvests in both our community and our employees, without the need for a tax increase. Specifically, this budget invests in education, public safety, neighborhoods and employee compensation.

Our top budget priority this year was to continue to address compensation by implementing adjustments to address wage compression in the workforce and provide a general wage increase for City staff. In Fiscal Year 2016, we began to implement the recommendations from the salary study that we commissioned in FY 2015, and this budget continues that implementation. I cannot adequately express how deserving our employees are of these adjustments. They continued to work hard and have been steadfast in their dedication and support of the community, even when the national, state and local economy did not support consistent salary increases. The recession's impact on them was significant, and as we continue to emerge from those challenging times it is important that we provide competitive pay for the great services they provide to our community.

Although our revenue has improved, we nevertheless looked for internal savings to ensure we could provide meaningful enhancements to our priority areas. Internal efficiency is a hallmark of the Hampton organization, and I am pleased we were able to generate some savings to enhance these investments. Other than in the case of the Parks, Recreation and Leisure Department, which was reorganized to enhance operations and in which there were savings from last year's closure of the Old Hampton Community Center, there are no employee impacts.

I am also pleased to report that this budget proposes no increases in user fees the City controls. There will be no increase in solid waste, wastewater or storm water user fees for residents or businesses this year.
Overall, I believe this budget represents the best work our staff could collectively deliver for our community, and I am proud to highlight each of these areas in more detail.

Community Budget Input

Unlike other localities, our organization seeks citizen budget input ***before*** finalizing a Manager's Recommended Budget. The product is better when we know what residents expect and want. Over the past six years, the public has been asked many questions and we continued to use their guidance as the budget has been developed. These sessions have been invaluable, particularly as hard choices had to be made.

Fortunately, this year, our revenue situation had improved sufficiently such that we did not project the need for significant service cuts or tax increases, so we took a different approach and held town hall-style input session online and in person. The feedback received generally centered around the desire to continue to reinvest in our community, especially in the

areas of education, public safety, neighborhoods and employees. Thus, I believe you will find this budget aligns with the community input provided.

Education Funding

Throughout the challenging economic times, the City has maintained our commitment to our schools, and we continue to do so in the FY17 budget. Our local school funding formula calls for the City and School System to share residential tax base growth – or decline. Our residential property tax base is still continuing to recover from the national housing crisis; however, it rose enough to boost our contribution to our schools by $359,193. In FY17, the City's operating budget contribution is $33.8 million or 90% more than the required local contribution as determined by the state funding formula. Additionally, this budget maintains our capital commitments to our school division, with nearly $5.3 million set aside for school maintenance and upgrades as well as $2 million for the one-to-one technology initiative.

However, the most welcome news on the education front is that the State has finally started to take steps to increase education funding. Since the recession, the state has cut about $24 million from our school system. However, the General Assembly's recently approved budget increases support to the Hampton City Schools by nearly $5 million. While the state still has a lot of ground to make up to get back to pre-recession funding levels, the $5 million in additional funds for our schools in FY17 is an important step in the right direction.

Strong schools are not only essential for the students who attend them, but they also contribute to the City's economic growth as businesses and families base their investment decisions, at least in part, on school quality.

Our schools consistently perform better than other urban school districts across all measures. Our schools have continued to make exciting advancements by focusing on career-based academics and becoming the first urban district in our area to commit to providing tablet devices to all middle school and high school students. These investments are paying dividends. Earlier this fiscal year, the Ford Next Generation Learning Institute selected Hampton City Schools as one of its Career Academy partnerships; and, just this month, Hampton City Schools was selected as the most technologically advanced school system in the nation.

These advancements would not be possible without our excellent teachers who prepare our youth for the future. I am pleased that – between the state and local increased revenue – the schools will be able to provide a 3% pay increase for our teachers and all support staff.

Public Safety

Over the last year, all Hampton Roads localities have experienced an uptick in crime, especially in youth violence and robberies. While our Police cannot be expected to solve this challenge on their own, it is critical that the City staff and equip our officers with the resources they need to do the part they can exceedingly well. There is also a need to work with neighborhoods so residents can unite to be strong partners with the Police.

Were it not for many projected retirements, this budget would have funded several new police officers. However, the Chief has indicated that he cannot fill new positions in addition to expected vacancies, due to the amount of training time the jobs require. Therefore, we have provided extra funding for the Chief to enhance patrols with retired officers who are willing to work part-time. Once the retirement-generated vacancies are filled, staffing will be expanded with permanent full-time positions.

We continue to look for ways to maximize the efficiency of the force we have. When a captain who oversaw Animal Control retired, we converted to a civilian manager position. Having a professionally trained civilian will both improve animal control services and minimize the need for oversight from the Police Division, enabling them to focus exclusively

on community policing and enforcement. Savings from this conversion was also used to add one patrol officer position to HPD's manning.

This budget provides funding to equip all of our police force on the street with body cameras and tasers, and cover the maintenance, replacement and data storage for these devices. The recommended budget also provides additional funding for equipping auxiliary officers and police vehicles, as well as leased space for expanded police operations. Through capital budget re-engineering funds, a real-time data center will be developed to unite all of our camera systems into one integrated analytics unit. Together, these investments ensure our officers have the necessary tools to continue to do their jobs even better.

To fund these FY17 police enhancements, this budget shifts $500,000 from the City Council Strategic Priority funds in the capital budget to the operating budget. These funds come from a dedicated portion of the tax rate reserved for strategic investments and can be shifted for ongoing expenses such as these which clearly are in alignment with both Council and community strategic priorities. I am recommending this action so that the necessary investments can be made in public safety to combat the rising crime rate that is impacting cities across the nation, and to ensure our officers have the tools they need to be successful in today's environment.

The budget continues to transition the costs of the Youth Violence Prevention Initiatives to the General Fund. These initiatives were originally funded with the Alcohol Tobacco and Firearms funds on a pilot program basis. Due to the success of these programs, we have been gradually transitioning them to be fully supported by the General Fund. The budget also funds two Family Support Specialists previously covered with Court Services Unit departmental savings to permanent positions in the General Fund to continue the prevention and early intervention partnership with our schools.

The budget continues investment commitments in our Fire and Rescue Division by picking up ten medic-firefighter positions originally funded with a federal SAFER grant. These positions have enhanced coverage throughout the City, leading – in part – to our recent selection as one of only 148 fire divisions with the top ISO rating.

Strong neighborhood organizations can be a powerful tool in the fight against crime. During the recession, our neighborhood staff was downsized as a necessary budget-savings measure. With less staff, we have been unable to work with as many neighborhoods to do outreach, training and assist organizations in gaining the capacity to be strong partners. The improved revenue picture has allowed the restoration of one Neighborhood Development Associate in the Community Development Department to take on more of this work.

Finally, the backlog of neighborhood requests for additional streetlights will be addressed. There are sufficient streetlights for traffic safety, but greater lighting enhances a neighborhood's sense of safety and acts as a deterrent to criminal behavior. This budget includes an additional $100,000 in recurring revenue to respond to public safety related street lighting requests.

City Operating Departments

This budget also begins to reinvest in other City operating departments.

First, this budget institutes a computer replacement program. Addressing computer replacement was one of the top operational priorities identified by City department directors. Due to strong management by City department heads, each year City departments generate budget savings. In the past, 65% of this savings was made available to departments to address some of their needs. Departments often used this savings to make technology purchases, such as replacing old computers and investing in new technology. This program was suspended during the recession to provide additional flexibility to deal with financial challenges. Since the recession, the budget savings generated has been accruing as part of

Committed Fund Balance and has been primarily used to support City departments and employees. For example, departmental savings has been used to cover one-time employee bonuses, often in years when we have not been able to give pay increases.

Because the economy has finally begun to improve, I am proposing that the savings program be reinstated. Previously departments retained 65% of any savings generated. Department heads have proposed, and management concurs, that the former program be modified to dedicate 15% of the savings to the computer replacement program that will refresh community based computers (such as those in the libraries and community centers) as well as those used by employees every five years. The changes to the program will still enable the departments to retain 50% of the savings they generate. The FY17 Budget begins this program by appropriating $500,000 from departmental savings committed fund balance for the program.

This budget also proposes the addition of an Employee Relations Manager in Human Resources to enhance supervisory and leadership training for our workforce. During the recession, most of our training was outsourced and reduced in frequency. While this sufficed as a short-term savings strategy, we can only continue to excel as an organization when training is provided for our staff. Since our workforce is aging, and there are many projected retirements in leadership positions in coming years, an emerging leaders program will be instituted that will give our millennial workforce the opportunity to enhance their skills and prepare for future executive leadership.

Our departments have been excellent stewards of public funds, consistently finding innovative ways to stretch funding to meet community needs. However, most departmental budgets have been stagnant or declining since the recession – even in the face of rising costs. Had there been even more revenue growth, reinvestment in other city departments would have certainly been in order. However, by instituting the computer replacement program, making needed investments in public safety equipment and restoring some of the cuts we made during the recession, I believe this budget starts us on the path of addressing some of our most pressing needs. We will need to continue down this path of reinvestment in future fiscal years.

I must also note that Hampton consistently offers comparable levels of services at lower costs when compared to other jurisdictions, a testament to the commitment, hard work, and innovation of our managers and staff.

Employee Compensation

As noted above, employee compensation was our highest priority for the FY17 budget, after ensuring continued service levels without a tax increase. I am pleased to report that the recommended budget honors this commitment with a 3% increase for employee compensation. This will be distributed as a 2% general wage increase for all City employees, plus $1 million to address compression. When the City was unable to give annual raises during the recession, many employees' salaries were stuck near the beginning of the scale, leaving some experienced workers making roughly the same as some employees new to their positions.

The only way to fully address compression would be to go back and give everyone a raise for each of the years they missed. This is simply not realistic or financially feasible for any locality. The details of how the $1 million for compression adjustments will be distributed are still being finalized; however, in general, employees will receive varying amounts based on their seniority and experience in their jobs. This will "feather" our employees within their new salary ranges and provide some spread for those who have worked here longer.

This budget also includes funding to once again cover the full projected 7% increase in employee health insurance premiums this year. By doing so, employees will receive a larger take-home pay increase than would otherwise be possible. The budget also continues to cover the employee portion of the life insurance premiums. Normal city practice

would call for insurance premiums to be split between the City and employees. However, as we work to bring our salaries up after such a long period of inconsistent raises, we believe fully covering the premium changes is essential so that our workers feel the full effect of the salary increases being provided. Once our employees consistently receive salary increases again, the practice of shared premium increases will resume.

Last, but not least, this budget funds a mid-year citizen satisfaction bonus based upon the percentage of residents who express satisfaction with the way employees perform their jobs. This bonus will be funded out of end-of-the-year departmental savings, as was done this year. Doing so is appropriate, since it is our employees who generate these savings. Tying the bonus to citizen satisfaction provides a critical link between employees and the customers they serve.

Taken together, this compensation package exceeds a 3% pay increase for employees overall and will keep us competitive with our peer communities in the region. While some employees may receive more and some less than a 3% increase depending on how they benefit from the compression adjustments, this reflects the strongest possible commitment that could be made to our employees this fiscal year. These pay increases will go into effect in July 2016. Investments in our workforce are reflective of a shared management and Council commitment to consistent, sustainable wage increases as a primary budget priority as we exit the recession and return to more sustainable revenue growth.

Operational Efficiency Measures

Over the past six fiscal years, we have reorganized departments to streamline and create efficiencies (more than 125 positions were eliminated during the recession). Although Hampton ranks as one of – if not the – most efficient governments in Hampton Roads relative to population size, we have continued to work to identify opportunities to be more efficient. This year was no different.

Two initiatives that came out of last year's budget are coming to fruition this year. The first is the merger of the Hampton and Newport News Health Departments, which saved the City approximately $150,000. The second is the implementation of an energy-efficiency initiative that will centralize temperature controls across City buildings, which is projected to save another $150,000.

The City is also experiencing the benefit of investment earnings recovery in both the Hampton Retirement System (HERS) and the Virginia Retirement System (VRS). Stronger investment earnings for HERS and VRS more than offset the increase in employee health insurance and saved the City over $2 million which was reinvested in employee salary and benefit enhancements.

Two other savings measures taken include decreasing the subsidy to the Coliseum/Arts Commission by $100,000 due to the strong performance since the merger of these two functions as well as $108,000 in debt service savings from refinancing the Motorola radio equipment lease for public safety communications.

While we continue to work to identify opportunities for savings, budget cuts made since the recession have made more reductions extremely challenging. Additional cuts would result in significant service reductions, elimination of services the public highly values, or disinvestment in our infrastructure and economic development efforts.

Other Strategic Priorities

We also continue to invest in our strategic initiatives. In addition to the *Safe and Clean (Public Safety)*, *Education* and *Workforce* investments discussed above, this budget continues strategic investments in other Council and community identified priority areas. In addition to the employee compensation initiatives that help to foster *Good Government*, the budget supports the rollout of a new 311 smartphone application to enhance customer service as well as the expenses associated with an improved legislative management system. We have several projects in the capital budget that relate to

Living With Water, including funding for continuing our Dutch Dialogues initiatives. Our capital budget also includes important investments in *Economic Growth*, such as funds for strategic acquisitions and redevelopment initiatives. Our past economic development efforts have clearly been effective in growing our tax base, as evidenced by the strong growth in retail sales and development momentum that is being seen in key areas of the City. These funds will help continue to build this momentum. *Place Making* initiatives such as streetscape projects are also included in the capital budget. A full-time place making coordinator to focus on Council's vibrancy efforts (such as activating our waterways) has been created by converting a vacant Parks, Recreation and Leisure position. Continued reinvestment in our community will ensure that Hampton remains a vibrant waterfront community in which people choose to live, work, play and invest and fulfill our strategic vision.

Looking Ahead

I am pleased that we have been able to recommend a budget that provides a meaningful raise to our employees, continues our strategic investments, and maintains our current service levels without increasing taxes.

As with last year's budget, there is reason to be optimistic about next year. Private investment in our community continues to grow as we come out of the recession. The new owners of the Peninsula Town Center continue to invest in their property. There are also continued signs of reinvestment and redevelopment in the City ranging from the $60 million Riverpointe redevelopment to smaller projects like Cook Out and multiple Wawa openings. Coliseum Crossing has also announced an expansion which will bring new retailers and restaurants to Hampton. Langley Federal Credit Union is building its largest and most modern branch in Coliseum Central, and two German grocers have announced new stores in Hampton. NASA Langley continues to move forward with its $330 million reinvestment plan, and Langley Air Force base is well positioned to benefit from future Air Force consolidation initiatives. Major economic development deals are also in the works and should be announced later this year.

Much of this new development is the result of investments the City has made to grow our economy and tax base. The recommended budget continues to make these investments by moving City Council's Strategic Priorities forward. I believe our momentum will continue to build as the economy improves and businesses and families continue to Choose Hampton.

Closing Thoughts

Without a doubt, the recession made for many tough budget years. While I am pleased that there is continued improvement, we have not yet completely recovered from the recession. While there is some assessment growth, 1.1% is still small and well below the historic trend. Nevertheless, tax increases and service cuts have been avoided this year. We have also been able to continue to take steps towards meaningful pay increases to retain, attract, and reward our world-class staff and reinvest in our community. These are major achievements; however, they are but a beginning. There is more work to be done, but I know we can and will do it together.

As I reflect on those past years, and the ones ahead, I am proud of how our citizens, businesses, staff and elected officials have all consistently pulled together during difficult times to keep Hampton's quality of life strong. We have shown that we are willing to make tough choices when necessary – whether that is restructuring the staff or supporting a higher tax rate that offsets the decline in property values. We have committed to focusing on increasing growth in the commercial tax base, housing stock and reinvesting in our community. These tough decisions have served us well, and we are now beginning to reap the benefits of the sacrifices made. Our ability to reinvest in our employees is but one example.

MANAGER'S MESSAGE

Challenges remain as we are not yet back to the days with predictable solid revenue growth; however, I firmly believe that our financial picture will continue to improve in the coming years. Our City continues to have a bright future. ***We are Hampton, a vibrant waterfront community celebrating and embracing 400 years of history and innovation to create an even more dynamic future.***

I would like to publicly acknowledge and thank the wonderful group of department heads, assistant city managers, and our budget team for meeting the challenge. I would also like to thank our residents for their continued participation and input into our budget development process. We look forward to working with each Council Member in the coming weeks to better understand the budget and its impact on our community and workforce. As always, we stand ready to assist you and the community in your deliberations.

Sincerely,

Mary B. Bunting
City Manager

COUNCIL AMENDMENTS TO MANAGER'S RECOMMENDED BUDGET - Fiscal Year 2017

General Fund	
Manager's Recommended FY 2017 Revenue Estimate	**$463,091,719**
Amendments to FY 2017 Revenue Estimates	
Increase in Revenues:	
State Revenues for City Departments - Health Families Program - Federal/State	102,387
Total Revenue Amendments	**102,387**
Total Amended Revenue Estimates - FY 2017	**$463,194,106**
Manager's Recommended FY 2017 Expenditure Estimate	**$463,091,719**
Amendments to FY 2017 Expenditure Estimates	
Increase Expenditures:	
Youth, Education & Family Services Department - Increase in Operating Expenses to fund Youth Violence Prevention Mini-Grants	10,000
Retirement and Employee Benefits - Funding to cover Youth, Education & Families portion of the compensation plan	92,387
Total Expenditure Amendments	**102,387**
Total Amended Expenditures - FY 2017	**$463,194,106**

CITY PROFILE

Location

Hampton, Virginia occupies 54.7 square miles of land and 17.3 square miles of water on the Virginia Peninsula in the Hampton Roads region. It is about halfway between Williamsburg and Virginia Beach. On Hampton's northeast border is the Chesapeake Bay; to the west is Newport News and to the south is the Hampton Roads harbor. The City's average elevation is 20 feet above sea level. Hampton is about 75 miles southeast of Richmond and 175 miles south of Washington D.C.

Population Trends

1980	122,617
1990	133,793
2000	146,437
2010	137,510
2015	136,454

Income

Median Household Income	$50,705
Per Capita Income	$25,247

Number of Public Schools

Early Childhood Center	1
Elementary School K-5 (*includes 1 magnet, 2 fundamental and 1 school for the arts*)	18
Gifted Center *(Grades 3 through 8)*	1
PK-8 School	2
Middle School (includes *1 fundamental and 1 magnet*)	5
High Schools	4
Alternative School (*Performing Learning Center, Bridgeport Academy and Campus at Lee*)	3

Public School Enrollment

Students	20,989
Teachers	1,548

Higher Education

Thomas Nelson Community College

Full-Time Enrollment	2,408
Part-Time Enrollment	12,714

Hampton University

Undergraduate Enrollment	3,419
Graduate/Professional Enrollment	850

Building Activity

Permits	1,281
Inspections	4,520

CITY PROFILE

Leading Employers

Alcoa Howmet..... ……..……... Langley Air Force Base
City of Hampton..... ……..…… NASA Langley Research Center
Hampton City Schools..... ……….. Sentara Hampton General Hospital
Hampton University ..... ……... Thomas Nelson Community College
Hampton Veteran's Affairs Medical Center ..... ……..……... TRG Customer Solution

Labor Force

Civilian Labor Force ...……..……..……..... 64,753
Employed Workers …...……..……. 60,957
Unemployment Rate …...……...……..… 5.9%

Fire Protection

Number of Stations ...…….……..…….…….…. 11

Parks, Recreation and Leisure Services

Amphitheater …….……..... 2
City and Neighborhood Parks ..……..……..……..……..…… 23
Community Centers …….…….....… 7
Fitness Trails …….…..…..…..... 12
Public Beaches ……...……..…..……. 3
Public Golf Courses ..……..……...…….…..…..……..… 2

Data Source:

City of Hampton 2015 Comprehensive Annual Finance Report (CAFR)
An Overview of Hampton City Schools
Hampton Roads Statistical Digest, 2015
Hampton University, Facts and Figures
Thomas Nelson Community College, Institutional Research and Effectiveness, 2014-2015
Local Area Unemployment Statistics, U. S. Department of Labor, Bureau of Labor Statistics

HISTORICAL TIMELINE

The City of Hampton is the oldest continuous English-speaking settlement in America. Its history traces back to the Indian village of Kecoughtan, which was visited in 1607 by the first permanent English colonists before they continued up the James River to settle in Jamestown. The following historical timeline highlights just some of the major milestones and events that have occurred in the City's past up to the present day.

1570: A Spanish expedition arrives at Point Comfort, preparatory to establishing a mission in present-day York County. The natives massacred the missionaries in 1571, with only one boy escaping to tell the story.

1606: Under command of Christopher Newport, 105 men embarked in vessels to form the first colony of Virginia.

1607: English settlers visit the village of the Kecoughtans, a subordinate group of the Powhatan Indians, for several days before sailing up the James River to found Jamestown.

1609: English colonists from Jamestown led by Capt. John Ratcliffe construct a fort on Point Comfort which they call Fort Algernourne.

1610: The English settlement later known as Hampton begins with the construction of Fort Henry and Fort Charles near the village of Kecoughtan, which had been seized from the Kecoughtan Indians when they were driven away.

1610:

The Anglican parish which, soon after 1800, would become known as St. John's Church is established. The existing church building is on the parish's fourth site and would be constructed in 1727.

1611: Fort Algernourne burns to the ground, but is soon rebuilt.

1619: Settlers convince the new Virginia General Assembly to rename Kecoughtan after King James's daughter; it becomes Elizabeth City. It will be renamed Hampton in 1705.

1620:

Buckroe: "Frenchmen sent over to plant mulberry trees and grapevines settled here."

1632: With Fort Algernourne having fallen into disrepair, a second fort is built at Point Comfort. Its name has not survived.

1634: Benjamin Syms bequeaths land for the founding of the first free school in America - the Syms Free School. The exact date of its opening is not known, however, it was believed to be in existence for several years prior to 1647 when a letter was written to England informing them of "a free school."

1659: Thomas Eaton, a physician who lived in Hampton, bequeaths land and property to educate children. This led to the opening of the Eaton Charity School.

1667: The second fort at Point Comfort is destroyed by a "Great Storm," one of the most severe hurricanes ever to strike Virginia, with a twelve-foot storm surge drowning cattle, destroying buildings, and causing many to flee inland.

1718: A Virginia military expedition launched from Hampton engages the pirate Blackbeard in battle in coastal North Carolina, resulting in the pirate's death and the hanging of his decapitated head from one of the ship's spars on the return voyage.

HISTORICAL TIMELINE

1726:

George Wythe is born in what is now Hampton. The first law professor in English North America, Wythe is the teacher of Thomas Jefferson and John Marshall. As a delegate to the Continental Congress, Wythe becomes a signer of the Declaration of Independence.

1728: A third fort is erected at Old Point Comfort, called Fort George. It would be destroyed by a hurricane in 1749, which brought four feet of water to the streets of Hampton, with trees uprooted, torrents of rain, drownings, and destruction of buildings.

1774:

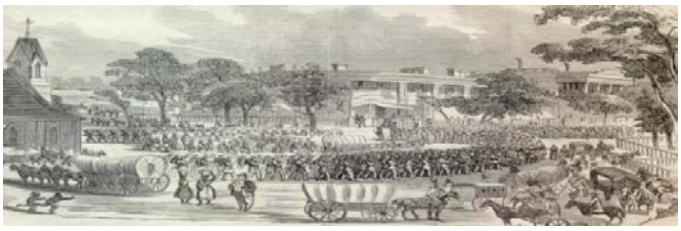
A "navigational beacon" or warning light for shipping is installed at Old Point Comfort. It would be replaced in 1803 with the Old Point Lighthouse, the second oldest lighthouse still standing in the Chesapeake Bay region.

1803: A citizens' petition to merge the Syms Free School with the Eaton Charity School, and move the school from rural Elizabeth City County into Hampton, is filed with the Virginia General Assembly. The petition passes, despite protests from some rural areas, and the new school opened in 1805 as Hampton Academy.

1819:

Construction is begun on Fort Monroe, atop the ruins of Fort George at Old Point Comfort. Named for President James Monroe, and designed by Simon Bernard, it would become the largest masonry fort and largest moated fort in North America.

1821:



The Hygeia Hotel is constructed at Old Point Comfort, at first as a residence for workers building Fort Monroe. It soon becomes a major resort hotel and is greatly enlarged. It was destroyed during the Civil War because it obstructed the fort's firing sightlines, but a newer and grander second Hygeia Hotel was authorized in 1868.

1831: Stationed as an engineer at Fort Monroe, 2d. Lt. Robert E. Lee aids in the fort's completion, and in the construction of Fort Calhoun, built on a man-made island a mile offshore in Hampton Roads harbor. During the Civil War, the latter would be renamed Fort Wool.

1855: Col. John B. Cary, formerly principal of Hampton Academy, purchases adjacent land upon which to construct what would soon become known as the Hampton Military Academy.

HISTORICAL TIMELINE

1861: Maj. Gen. Benjamin F. Butler grants contraband status to escaping slaves, allowing them to remain near Fort Monroe and work for the Union army instead of their masters. Fort Monroe became known to African Americans as "Freedom's Fort.

Most of the town of Hampton is burned to the ground by Confederate troops. Hundreds of escaped slaves, or contrabands, build cabins near the ruins over the next four years.

1862: The Battle of Hampton Roads is fought in Hampton Roads harbor between two ironclads, the CSS Virginia (formerly the USS Merrimack) and the USS Monitor. The first struggle between metal ships ends in a hard-fought draw.

1867:

The Hampton Normal and Agricultural Institute is founded, to help educate freed slaves. It is now known as Hampton University.

1870:

The southern branch of the National Home for Disabled Volunteer Soldiers opens its doors in Hampton for convalescing Union Civil War veterans. It is known today as the Hampton VA Medical Center.

1890: Groundbreaking is begun for the Chamberlin Hotel, a second grand resort hotel at Old Point Comfort, built by entrepreneur John B. Chamberlin. It would perish in a spectacular fire in 1920. In 1928 a new fireproof 300-room Chamberlin-Vanderbilt Hotel would open, though the "Vanderbilt" would soon be dropped from its name.

1891:

The Hampton Training School for Nurses and the Dixie Hospital are founded by Alice Mabel Bacon on the campus of Hampton Institute, where she was a faculty member.

1894: Buckroe Beach becomes an even more popular vacation resort thanks to the extension of the trolley line of the Buckroe, Phoebus, and Hampton Railway Company to the beach.

1896: The first issue of the *Daily Press* is published. Several other newspapers had attempted publication on the Virginia Peninsula, but they failed while the *Daily Press* is still being printed.

1902:

A parade and a half-holiday from work mark the opening of Hampton's new elementary school, the Syms-Eaton Academy. It replaced the Hampton Academy.

HISTORICAL TIMELINE

1908:

Built as a "high-class motion picture and vaudeville house," the American Theater opens in Phoebus. An architectural masterpiece, it is the last of the Hampton's four original movie theaters and is now used by the performing arts.

1916: Thanks to the leadership of Hampton Clerk of Courts Harry H. Holt and his associates, Nelson S. Groome, Hunter R. Booker, and Frank W. Darling, land is procured along Back River and designated Langley Flying Field, named after aviation pioneer Samuel P. Langley. Now known as Langley Air Force Base, it is the oldest continually active military airbase in the United States.

1917: The governmental agency charged with aircraft engineering and development, the National Advisory Committee for Aeronautics (NACA), opens its offices and wind-tunnel experimental facilities at Langley Flying Field. In 1958, the agency is renamed the National Aeronautics and Space Agency (NASA) because additional spaceflight design duties are given to it.

1919: Hampton's black community pays $2500 to Elizabeth City County toward the purchase of land for, and construction of, Union Street School, a school to be used by African-American children built close to downtown Hampton.

1920: A carousel or merry-go-round is built by the Philadelphia Toboggan Company for the Buckroe Beach Amusement Park. It boasts 48 horses and two chariots, handcrafted by Russian, German, and Italian immigrant artisans. In 1985, the City of Hampton would purchase it and place it in a downtown pavilion, after the closing of the amusement park.

1925:

The Phoebus Chamber of Commerce successfully proposes that ferry service from Old Point Comfort across Hampton Roads to Willoughby Spit be introduced.

1925:

Hampton resident Grace Taylor Armstrong donates $26,000 for the construction of a public library in memory of her father, Charles H. Taylor, the innovative editor of the Boston Globe. The library opens in 1926. When the City of Hampton builds a larger public library next door, it becomes the Charles H. Taylor Arts Center.

1926:

The first Hampton Cup Regatta is held. It is the oldest continuously run hydroplane race in the United States.

1931:

The first class of nursing students earns diplomas from Hampton Institute following a three-year program of study.

HISTORICAL TIMELINE

1931:

Local black residents apply for a federal grant to build a subsistence homestead, a planned community whose residents will grow much of their own food. The Newport News Homestead is built in Elizabeth City County, now Hampton. The neighborhood is soon renamed Aberdeen Gardens, and is the first such project built by blacks for blacks.

1938:

Construction is started on King Street for a new City Hall in Hampton; it opens in 1939. When a new nine-story City Hall is completed in 1976, the old building is used to house a Juvenile Court and a detention center. A new Juvenile and Domestic Relations Court was completed in 2002, and the building is now an apartment facility.

1946: Tactical Air Command (TAC) was established at Langley AFB.

1952: Hampton consolidates with Elizabeth City County and the Town of Phoebus to become a city of the first class. A later vote, to consolidate with the City of Newport News and Warwick County in 1958, is defeated at the polls.

1954: The last scheduled passenger train rolls over the Chesapeake & Ohio Railroad tracks in Hampton.

1957:

The Hampton Roads Bridge-Tunnel opens, a 3.5 mile two-lane structure replacing a ferry system between Hampton and Norfolk. The toll facility cost $44 million to build. When the construction loans are repaid, the toll is removed. Later a second tunnel and set of bridges is added.

1959:

The Mercury 7 astronauts receive their original spaceflight training at NASA Langley.

1967: Thomas Nelson Community College named in honor of Thomas Nelson, Jr., who was a signer of the Declaration of Independence and early colonial governor of the Commonwealth, opened and 1,232 students enrolled.

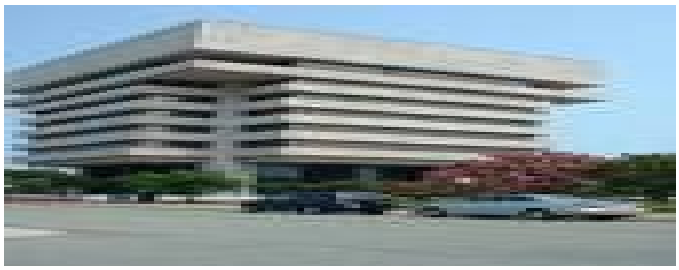
1970:

The Hampton Coliseum opens. The venue has a maximum seating capacity of 13,000 and features nearly 85,000 square feet of floor space.

1973: Fort Monroe becomes the home to U.S. Army Training and Doctrine Command (TRADOC).

HISTORICAL TIMELINE

1977:



A new City Hall is dedicated in downtown Hampton.

1979: The first Hampton *Bay Days Festival* is held, presented by Hampton's merchants and the Citizens Program for Chesapeake Bay.

1991:

After the City's purchase of the Buckroe Beach Carousel, a group of local residents help to finance repairs and a complete restoration before it is reopened for public use in a new downtown pavilion.

1992:

The Virginia Air and Space Museum opens in Hampton.

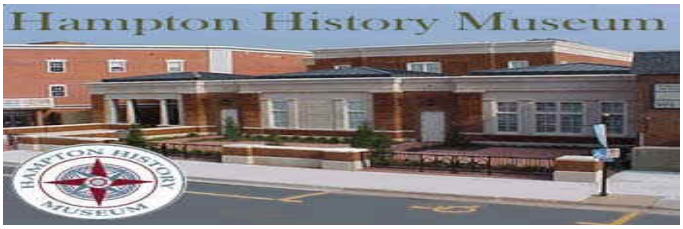
2000: OpSail (Operation Sail) 2000, the largest tall ship and maritime event in modern history, is held in Hampton Roads, as well as in several other U.S. ports. The first "Blackbeard Festival" takes place simultaneously along Hampton's waterfront.

2002: Historic Hampton neighborhood Aberdeen Gardens is named Neighborhood of the Year by Neighborhoods USA. Also, Hampton is given the All-American City designation by the National Civic League – the second time the city has been so honored, following a 1972 award.

2002:

Sentara Careplex hospital opens in Hampton. It is a technologically advanced acute care medical facility.

2003:

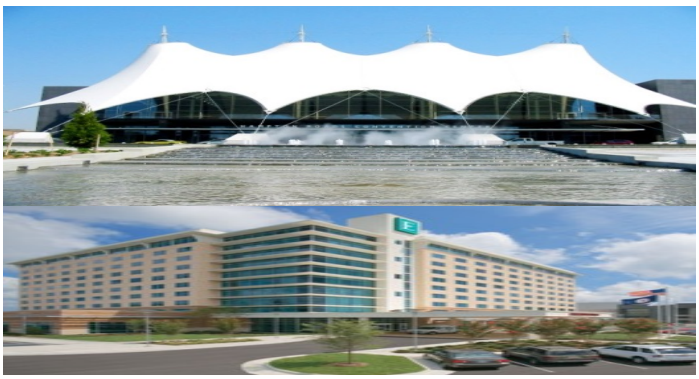


The Hampton History Museum opens, tracing four centuries of settlement and progress.

2003:

Hurricane Isabel, traveled along the Atlantic Coastline causing substantial damage to the Outer Banks in North Carolina and the Hampton Roads area. (photo: flooding at Langley AFB, in Hampton).

2005:



Hampton Roads Convention Center opens along with a 295-suite John Q. Hammons Embassy Suites hotel.

HISTORICAL TIMELINE

2005:

Langley Field becomes the home of 26 F-22 Raptor aircraft, which form the heart of a Raptor Demonstration Team, traveling worldwide to perform difficult air combat maneuvers.

2006:

Construction starts to redevelop the Coliseum Mall into the Peninsula Towne Center.

2007:

Hampton University breaks ground for the nation's sixth and largest proton cancer treatment center.

2008:

Boo Williams Sports Complex opened its state-of-the-art multi-purpose facility with a six-lane 200-meter indoor track; floor surface for 8 volleyball courts; four indoor field hockey courts and two pavilions housing 8 basketball courts.

2009:

The new Buckroe Fishing Pier opens, replacing the one destroyed in 2003 by Hurricane Isabel.

2009:

The Hampton Teen Center opens, a 45,000-square foot facility for youth recreation and development.

2010: The largest economic development project in Hampton's history to date, the 1.1 million square foot Peninsula Town Center opens. It is a major new employer and shopping/office/residential location.

2010:

NASA Langley breaks ground for a $1.7 million Hydro Impact Basin, to validate and certify that future space vehicles, such as NASA's Orion crew module, are safe for water landings.

2010: As a result of the 2005 Base Realignment and Closing law (BRAC), Langley Air Force Base and Fort Eustis are merged into Joint Base Langley-Eustis.

HISTORICAL TIMELINE

Langley re-establishes the 633rd Air Base Wing, serving units of both the Army and the Air Force.

2011: As part of Langley's space legacy, the final launch of NASA's Space Shuttle Program occurs. Langley has been involved with space exploration for 30 years.

2011:

A commemorative statue commissioned by Hampton's 400th Anniversary Committee is dedicated in downtown's Carousel Park. The statue forms a lasting tribute to the various communities, native, black and white, who have worked to keep Hampton a living community for four centuries and beyond.

2012:

During the first day of OpSail 2012 and Hampton's "Blackbeard Festival", an unexpected EF-1 tornado crosses Hampton Roads and devastates several neighborhoods in Hampton, causing $4.3 million in damage along a 3.5-mile path.

2012:

New Fire Station 11 has its grand opening.

2012:

The White House welcomes 13 Local Innovation Champions of Change from Hampton, including City Manager Mary Bunting. They are recognized for having committed themselves to create a more open and innovative government through entrepreneurship.

2013: Hampton Mayor Molly Joseph Ward travels to Capitol Hill to testify in support of the Antiquities Act, which enabled President Barack Obama to designate portions of Fort Monroe as a National Monument. Fort Monroe was decommissioned as a military base in 2011 after serving in that capacity since 1819.

2013: Hampton holds a citizens' meeting to begin discussion of how to reuse the George Wythe Elementary School building, which was opened in 1909 and has been used for educational purposes since then.

2014: Hampton holds its first Heritage Day event at Fort Monroe, to celebrate the three cultures (Indian, African-American, and European) which shaped the local community. The initial representatives of the latter two groups first touched the soil of Virginia at Old Point Comfort.

2014: In its eighteenth major archaeological dig in the past century, Hampton city officials authorize an excavation near the corner of Lincoln Street and Armistead Avenue to seek remains of the Grand Contraband Camp which existed in the area during and after the Civil War. Many contrabands, or escaping slaves, built a town of wooden shanties just outside the ruins of Hampton, which had been burned by the Confederates in 1861.

HISTORICAL TIMELINE

2014: A historic marker is dedicated on Chesapeake Avenue, remembering the War of 1812's British invasion and week-long occupation of Hampton, in October 1813.

2015:

On July 20, 2015, Slide the City turned the Booker T. Washington Bridge into a 1,000 foot waterslide. This event was a part of the Choose Hampton campaign aimed at building pride and excitement within the community as well as highlight the great things going on within the City.

Profound thanks to our colleagues at the Hampton History Museum for working with the Office of Budget and Management Analysis to ensure that the information contained herein is as accurate as possible. References for some of the photos presented in this section:

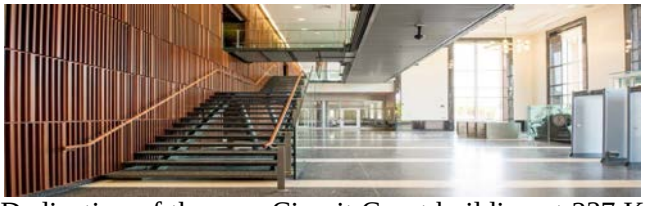
Hampton Roads History Tour:
Wikipedia:

Langley Air Force Base Website:
Hampton, VA Postcards circa 1925:
United States Department of Veterans Affairs:
National Carousel Association:
Hampton Roads.com:
NASA Langley:

2015:

USA TODAY named Hampton's "Blackbeard Festival" one of the top five private festivals in the U.S.

2016:



Dedication of the new Circuit Court building at 237 King Street as was praised by Virginia Supreme Court Justice S. Bernard Goodwyn as a place where all residents can find justice.

Penny postcard tour of Hampton Roads Virginia
http://enwikipedia.org/wiki/Fort Monroe
http://enwikipedia.org/wiki/Langley Air Force
Langley Air Force Base – Photos
http://www.rci.rutgers.edu/~deis/hampton.html
http://www1.va.gov/directory/guide/facility.asp?id=57
National Carousel Association – Hampton Carousel
http://hamptonroads.com/print/261791
http://www.nasa.gov/mission_pages/constellation/orion

ORGANIZATIONAL POLICY FRAMEWORK

The Code of Virginia requires that all local governments in the State formulate and adopt a comprehensive plan to serve as a general guide for its growth and development. In 1989, the City Council adopted a community plan which provided a foundation for City policy, planning and budgeting initiatives. The initial plan, the 1998 Strategic Plan, was later updated concurrently with the 2010 Comprehensive Plan and adopted by City Council on February 6, 2006. The results was a single and integrated Hampton Community Plan (2006, as amended) which provided a stronger link between the short-term program recommendations of the Strategic Plan and the long-term, physical recommendations of the Comprehensive Plan. These two plans allowed for a single, more streamlined and effective community participation process. Approximately every five years, the adopted plan is reviewed to ensure that it remains relevant and current with respect to community aspirations and challenges.

In October 2010, the City of Hampton in cooperation with the Hampton City Schools, initiated a five year review of the Hampton Community Plan. The focus of this community-wide review and dialogue was to update the City's vision, strategic issues, goals and ways to measure progress. Ten focus groups made up of citizen volunteers, subject matter experts and staffs were created to formulate ideas and recommendations. The focus areas included: economic base, education, pride, waterways, housing, government, youth, families, safety and environment. For several months, the groups worked to redefine the vision and goals for the areas they represented that led to the final version of this important policy document on October 6, 2011, Community Plan Update 2011 was unanimously endorsed by the Hampton Planning Commission and by Hampton City Council on November 9, 2011.

I. Community Plan Update 2011 Highlights

a. Vision and Goals

i. Vision focuses on ten key areas:

1. Community Appearance, Pride and Image
   - ❖ Hampton will be a community which offers the best of contemporary coastal living in proud, historic and vibrant community.

2. Community Health/Healthy Families
   - ❖ Hampton will be the healthiest community in Virginia.

3. Diverse Population, Youth and Seniors
   - ❖ Hampton will be a city that is welcoming, supportive, and inclusive of all citizens, regardless of race, color, religion, age disability, ethnicity, sexual orientation or gender identity.

4. Economic Base, Regionalism, Transportation and Infrastructure
   - ❖ Hampton is an innovative and economically vibrant city, central to the success of the region.

5. Environment and Quality of Life
   - ❖ Hampton will exemplify sustainable environmental stewardship in a waterfront community for all to enjoy.

6. Good Government
   - ❖ Hampton's local government will be responsive, open and ethical in and out of public view, and provides services which improve the quality of life for all.

7. Housing and Neighborhoods
   - ❖ Hampton will be a community of choice that preserves and builds for the future generations.

8. Lifelong Learning and Education
   - ❖ Hampton will be a community which partners with community resources to ensure innovative, quality, and affordable education and lifelong learning for every citizen, every day.

9. Public Safety
   - ❖ Hampton will foster a safe environment that promotes proactive public safety responsiveness and community interaction.

10. Hampton Comprehensive Waterway Management Plan
    - ❖ As a Chesapeake Bay Community, Hampton will achieve beauty, health access, and management of its waterway resources unparalleled in the lower Chesapeake Bay. Success in achieving this vision will enhance the quality of life for its residents, encourage tourism, improve environmental quality, create recreational opportunities as well as promote sustainable economic development.

b. Plan integrates the visions of city residents, businesses, schools and local officials into a secure strategy for managing changes within the communities.

For additional information and goals for each of the ten key areas, Hampton's ***Community Plan 2011 Update*** can be viewed online at http://hampton.gov/community-plan/.

II. Budget Development

a. The budget development process focuses on meeting Council's priorities such as:

i. communicating with citizens
ii. addressing local business concerns
iii. attracting new businesses
iv. improving the appearance of neighborhoods
v. addressing youth and family issues
vi. providing service delivery which delights our customers
vii. providing funds for education
viii. having a defined tax rate and fee structure
ix. preparing a fiscally sound and balanced budget that complies with financial policies approved by City Council

b. Resources are appropriated based on the priorities mentioned above.

c. Objective of each priority is infused into the performance contract that each Assistant City Manager and Department Head has with the City Manager.

i. Contracts list specific objectives, strategies and deadlines which must be met in order to realize Council's priorities.

ii. Each Assistant City Manager's and Department Head's performance evaluation is based upon successful completion of the objectives and strategies.

BUDGET PROCESS

I. General Information

a. The City of Hampton's operating budget is prepared annually.

b. The City operates on a July 1st to June 30th fiscal year.

c. The City Manager's proposed fiscal year budget consisting of City and Schools' operating budgets must be submitted to City Council no later than April 15th of any given year.

d. The adoption of the budget must be completed by May 15th to comply with State law regarding the deadline for approval of the Hampton City School's budget.

II. Budget Structure

a. The structure of the City's operations is segregated into different Funds.

i. Each Fund is comprised of one or more departments known as an organizational unit (for example, Fire and Rescue department).

ii. City departments are comprised of one or more services which are responsible for a specific function of that department (for example, emergency medical services of the Fire and Rescue department).

iii. Each service level's appropriation is broken into three major expenditure categories:

1. personal services
2. operating expenses
3. capital outlay

iv. Expenditure line-items are the individual accounts in which budgetary amounts are entered and expended.

III. Budget Process Steps

a. City departments are asked to prepare a budget package based on the complement of services provided by that department.

i. The department must articulate the major services, products or activities

ii. Service descriptions must include:

1. cost of service delivery
2. number of personnel
3. goals, objectives and/or standards that residents can expect based on funding level
4. each department's goals and objectives must align with the Hampton Community Plan
5. indicators for measuring success of the service and its goals and objectives are required

a. Measurements are encouraged to be outcome types

b. Revenue estimates are prepared by the Finance Director.

i. Revenues are based on community economic indicators, historical revenue collections and State provided information on aid to localities

ii. Several updates are made to revenue estimates from December until late March.

c. Revenue and expenditure estimates are reviewed to determine budget shortfall or excess.

d. The Budget Review Committee is convened to begin the budget balancing process

i. Committee members consist of City Manager, Assistant City Managers, City Attorney, Budget Director, Finance Director, Human Resources Director, a representative from the Hampton City Schools and rotating representatives from various departmental directors.

ii. The primary focus is:

1. to review all budget information for validity

2. to review new requests from all sources such as outside agencies, city departments, etc.

3. to reconcile the available revenues to the articulated needs of the City including:

a. recommendations to fund services at various levels
b. the elimination of low priority services
c. consolidation of various City services

4. to develop a budget that complies with the Council's priorities and financial policies

5. to develop a balanced budget where revenues and expenditures equal

IV. Submission of the Budget and Public Hearings

a. The City Manager's recommended budget is delivered to Council no later than April 15th.

b. The City Council must hold at least one public hearing on the proposed budget.

c. All interested persons are heard at the public hearings.

d. The presentation format allows the City Council and the citizens the opportunity to effectively question proposed expenditures in the budget.

V. Adoption of the Budget

a. Two readings are required in order for the budget to be approved.

i. The first reading or approval cannot occur until seven days after the public hearing.

ii. The second reading or final approval cannot occur until seven days after the first reading/ approval.

WORKING CALENDAR FOR FISCAL YEAR 2017

Commencement of Annual Operating Budget Development
September 2015

Submission of Outside Agency Funding Requests
October 2015

Submission of Operating Funding Requests
November 2015

Internal Review/Analysis of Operating Funding Requests
November 2015 – January 2015

City Council Work Sessions for Fiscal Year 2017 Annual Operating Budget:

- **January 2016:** Update on State Budget and Compensation
- **February 2016:** Update on Assessments, Tax Relief for the Elderly and Public Input Process
- **March 2016:** Update on Revenues, Budget Pressures and Public Input Results

Manager's Recommended Budget Delivered to City Council
April 15, 2016

City Council Public Hearings on the Fiscal Year 2017 Annual Operating Budget
April 27 and May 4, 2016

Adoption of Fiscal Year 2017 Annual Operating Budget including
May 11, 2016

Council Approved Budget Delivered to City Council and the Public Libraries
July 1, 2016

BUDGET POLICIES AND PRACTICES

I. Budget Basis of Accounting

a. Modified accrual basis of accounting is used in preparing the budget for governmental type funds including General Fund, Special Revenue Funds, Capital Projects Fund and School Fund.

- **i.** Under the modified accrual basis revenues are recognized when they become both measurable and available to finance the operation of the current year and expenditures are recorded when the liability is incurred.
  - **1.** Revenues prone to accrual consist primarily of property taxes, certain grants, sales taxes and utility taxes.
    - **a.** Real and personal property taxes are recorded as revenue when levied and billed, net of allowances for uncollectible amounts.
      - **i.** Property taxes not collected within 45 days after year-end are reflected as deferred revenue.
  - **2.** Revenues from federal, state and other grants are recorded at the time of receipt of notification of grant.
  - **3.** Sales and utility taxes are collected by the State or the utility company, generally in the month preceding receipt by the City.
- **ii.** Expenditures, other than interest and principal on long-term debt, are recorded when the liability is incurred.
- **iii.** Interest and principal on long-term debt are recognized when due.

b. Accrual basis of accounting is followed in the Internal Service Funds and Enterprise Funds.

- **i.** Revenues are recognized when earned and expenses are recognized when the related liability is incurred.

II. Financial Accounting

a. Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP).

- **i.** General Fund and School Operating Funds are legally adopted on a basis consistent with GAAP.

III. Budgetary Levels/Controls

a. Annual appropriation ordinance sets the authorized expenditure levels for each department.

- **i.** Personal Services
- **ii.** Operating Expenses
- **iii.** Capital Outlay

b. Department heads are given total responsibility and accountability for staying within their Council approved appropriation level.

- **i.** Departmental budgets are constantly monitored by the department heads, the budget office and the finance department to ensure that no appropriation is overspent and that all estimated revenues are realized.
  - **1.** Budget to actual expenditure and revenue reports are prepared quarterly to gauge how the overall budget is tracking.

IV. Budget Amendments/Transfer Process

a. Adjustments to the adopted budget ordinance may become necessary in order to carry out planned programs, new Council initiatives and unexpected expenditures.

b. Three types of adjustments:

- **i.** Budget amendment is used to request a transfer of appropriations between departments within a fund and to increase the budget for a particular fund.
- **ii.** Budget transfer is used to request the transfer of appropriations between line-items and budgeted categories.
- **iii.** Budget amendments or any revisions that alter the total appropriation (revenues or expenditures) of a department or fund must be approved by Council on a quarterly basis.

V. Budget Savings/Reserves

a. Encumbrances or funds intended to be used for a specific purpose or program that is not completed by the end of the fiscal year are put into an assigned fund balance account.

- **i.** Funds are then put into the appropriate department's new fiscal years' budget to finalize the commitment.

b. Unencumbered or unexpended/non-committed appropriations lapse at the end of the fiscal year.

- **i.** Normally, departments that have unencumbered funds at fiscal year end will retain 65 percent of these funds. However, due to city-wide budgetary constraints, these funds have not been returned to the departments for fiscal years 2008-2013.
- **ii.** Ten percent is put into an innovations pool to fund technological needs for collaborative projects between departments.
- **iii.** The remaining funds are split between the City's drainage program (approximately $500,000) and committed fund balance account commonly called budget savings.

VI. Fund Balance Classification

The Governmental Accounting Standards Board (GASB), an independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments, issued a standard on fund balance classifications that the City was required to apply to the fiscal year 2011 (CAFR). The standard is GASB Statement Number 54, *"Fund Balance Reporting and Governmental Fund Type Definitions"*. The purpose of this statement is to improve comparability, increase transparency and improve the usefulness of governmental fund balance information.

The purpose of this policy is to set forth the different classifications of fund balance and the level of authority required to assign or commit these funds. GASB 54 was presented to City Council for adoption on July 13, 2011.

An accounting distinction is made between the portions of fund balance that is spendable and non-spendable.

a. The Hampton City Council has the authority to set aside funds for a specific purpose. Any funds set aside as Committed Fund Balance requires the passage of a resolution. The passage of the resolution must take place prior to the end of the applicable fiscal year. If the actual amount of the commitment is not available by the end of the fiscal year, the resolution must state the process or formula to calculate the actual amount as soon as information is available. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally.

b. Assigned Fund Balance consists of amounts that are intended to be used by the City for a specific purpose that is neither restricted nor committed. The intent should be expressed by the governing body itself or an official such as the City Manager that the governing body has delegated the authority to assign amounts to be used for specific purposes. Assigned Fund Balance differs from Committed Fund Balance in that assignments do not require a resolution.

c. Unassigned Fund Balance (formerly undesignated fund balance) is the amount of fund balance in the General Fund which cannot be classified as nonspendable, restricted, committed or assigned. It represents funds available for immediate appropriation. The City's Financial Policy states the City will maintain an Unassigned Fund Balance equal to 10% of total General Fund and School Operating Fund revenues.

d. Nonspendable Fund Balance includes items where the cash will not be realized in the next year. Examples would be inventory, long-term receivable, or a fund that is legally or contractually required to be maintained intact such as a permanent fund.

e. Restricted Fund Balance is where the constraints placed on these funds are either externally imposed by creditors, grantors, laws or regulations of other governments or they are imposed by law through constitutional provisions or enabling legislation.

BUDGET RELATED LEGAL REQUIREMENTS

Subject	Statue	Timeline	Special Requirements
Submission of balanced budget to Council by City Manager	City Charter Section 6:09	April 15th	Budget must be in a form that it may become the official budget of the City should Council not act on budget by June 2nd.
Advertisement of Real Estate Tax Rate Increase and public hearings	VA Code Section 58.1-3007	Seven days prior to first public hearing	Before any local tax levy shall be increased in any county, city, town, or district, such proposed increase shall be published in a newspaper having general circulation in the locality affected at least seven days before the increased levy is made and the citizens of the locality shall be given an opportunity to appear before, and be heard by, the local governing body on the subject of such increase.
Advertisement of Real Estate Assessments which result in an increase of one percent or more in the total real property tax levied.	VA Code Section 58.1-3321	Once, at least thirty days prior to first public hearing	Real Estate Assessment ad must include assessment actual dollar amount or percentage increase and the citizens of the locality shall be given an opportunity to appear before, and be heard by, the local governing body on the subject of such increase.
Advertisement of proposed budget and other taxes and fee increases and public hearings	VA Code Section 58.1-3007	Ten days prior to first public hearing	Brief synopsis of budgeted expenditures and revenues including capital budget and proposed tax and fee increases.
Adoption of School Budget by locality	VA Code Section 22.1-94 Section 22.1-115	May 15th	The Council must approve the School budget in total only or by major classifications.
Adoption of Budget and Appropriation Ordinances	City Charter Section 6.11	May 15th	Appropriation ordinances must be approved before annual tax levy is made.

ORGANIZATIONAL CHART

Citizens of Hampton

City Council*

Constitutional,* Judicial & Electoral Officers

- Circuit Court*
- City Sheriff & Jail*
- City Treasurer*
- Clerk of Circuit Court*
- Commissioner of the Revenue*
- Commonwealth's Attorney*
- Electoral Board & Voter Registrar
- General District Court
- Juvenile Domestic Relations Court
- Magistrate's Office

Clerk of Council

City Attorney

Internal Service Fund

- Risk Management

City Manager

- *Director of Budget and Strategic Initiatives*
- *Director of Federal Facilities*

Assistant City Manager

Economic Vitality and Neighborhoods

- Assessor of Real Estate
- Community Development
- Convention & Visitor Bureau
- Economic Development

Infrastructure

- Parks, Recreation and Leisure Services
  - Parks Division
- Public Works:
  - Administration
  - Drainage Maintenance
  - Engineering
  - Facilities Management
  - Parking Facilities
  - Traffic Engineering

Enterprise Fund

- Hampton Coliseum/Hampton Arts Commission
- Hampton Roads Convention Center
- The Hamptons Golf Course
- Woodlands Golf Course

Public Works Fund

- Solid Waste
- Steam Plant
- Stormwater Management
- Wastewater

Special Revenue Fund

- Community Development Block Grant (CDBG)
- Economic Development

Assistant City Manager

Public Safety

- 911 Emergency Communications
- Citizens' Unity Commission
- Emergency Management
- Fire & Rescue Division
- Police Division
  - Animal Control
- Youth Violence Prevention Unit/ATF

Youth and Families

- Court Service Unit
- Hampton Health Department
- Human Services:
  - Children's Services Act for At-Risk Youth and Families
  - Hampton-Newport News Community Services Board
  - Social Services
  - Youth, Education & Family Services
- VA Cooperative Extension Services

Assistant City Manager

Leisure Services

- Hampton History Museum
- Parks, Recreation & Leisure Services
  - Recreation Division
- Public Library

Quality Government

- 311 Customer Service Center
- Finance and Consolidated Procurement
- Human Resources
- Independent Auditors
- Information Technology
- Internal Audit
- Marketing and Outreach

Internal Service Fund

- Fleet Services
- Information Technology

* Elected by the citizens of Hampton.

DESCRIPTION OF BUDGETED FUNDS

The descriptions below explain the purpose of each of the funds listed in the **"Summary of Budgeted Funds"** pages.

GOVERNMENTAL-TYPE FUNDS

The City's adopted budget contains appropriations for four major and nine non-major governmental-type funds. The General Fund, Capital Improvement Fund, Debt Service Fund, and the Economic Development Fund are all considered major governmental funds. Of the nine non-major governmental funds, only four are appropriated and presented in this budget: Community Development Block Grant (CDBG), Stormwater Management and the two Community Development Authorities, namely the Peninsula Town Center and the H20 which are presented in the *Contributions to Outside Agencies* tab. The modified accrual basis is used to budget all governmental-type funds.

General Fund

The General Fund accounts for all revenues and expenditures that are not required to be accounted for in a special purpose fund. This Funds' revenue source are taxes and fees generated at the local level, such as real estate, personal property, utility taxes, etc. The General Fund finances most of the regular day-to-day operations of the City. The following descriptions refer to the individual General Fund appropriations transfers to other funds within the City.

- **Transfer to Capital Improvement Fund** is a fund that accounts for financial resources to be used for the acquisition or major construction of capital assets such as land, buildings, parks, streets and roads. In order for expenditures to be eligible for the capital budget, they must cost over $50,000 and have a life expectancy of five or more years.

- **Debt Service Fund** is a fund that accounts for the accumulation of resources for and the payment of general long-term debt principal and interest of the City. Primary resources of the Debt Service Fund are derived from transfers from the General Fund and the proceeds from the refinancing of existing bonds.

- **School Operations Fund** is a special revenue fund which is the depository for specifically identified revenues received from the Commonwealth of Virginia for schools which are then transferred to the School Operating Fund; in addition to the expensing of the City's local match to the schools.

- **Retirement and Employee Benefits** are where the City's budgeted fiduciary obligations/activities are reported within the Retirement and Benefits section of this budget document. The City excludes these activities from the City's government-wide statements because the City cannot use these assets to finance its operations. The City is the trustee, or fiduciary for its employees' pension plans: Hampton Employees Retirement System (HERS) and the Virginia Supplemental Retirement System (VRS).

- **Transfers to Other Funds** facilitate inter-fund transfers in order to support the functions to be carried out by the receiving fund. General Fund transfers to other funds may be made for operating as well as capital purposes.

Special Revenue Funds

Revenues in this fund are restricted for a specific purpose. Examples of special revenue funds are Community Development Block Grant (CDBG) Fund and the Economic Development Fund.

- **Community Development Block Grant (CDBG) Fund** is the depository for the funds that are awarded to the City annually from the Department of Housing and Urban Development. CDBG funds are used to complement other resources in the implementation of the Healthy Neighborhoods Initiative.
- **Economic Development Fund** was established as a depository to fund public improvement projects or purchases and acquisition of land in support of economic development efforts, the revenue source of which is to be derived primarily from land sales and rents.

PROPRIETARY-TYPE FUNDS

The departments within these Funds are accounted for on a similar basis as a private business. The City maintains two types of propriety funds; Internal Service and Enterprise Funds. These funds are budgeted using the full accrual basis for budgeting.

Internal Service Funds

These funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, on a cost reimbursement basis. The Internal Service Fund departments include Fleet Management, Information Technology, and Risk Management.

- **Fleet Management Fund** accounts for the operations of the City's central automotive maintenance and major vehicle service facility.
- **Information Technology Fund** accounts for the costs of providing the following services: computer technical support, internet and telecommunications services.
- **Risk Management Fund** accounts for the costs of providing insurance coverage and certain self-insured liabilities of the City and the School Board.

Enterprise Funds

Enterprise Funds operate in a manner similar to private businesses in which operating expenses are completely or partially recovered from income collected from user fees charged to the general public. The Hampton Roads Convention Center, The Hamptons Golf Course, and the Wastewater Management Fund are considered major Enterprise Funds. The non-major funds are the Coliseum, the Hamptons and Woodland Road Golf Courses, Solid Waste Fund, and the Steam Plant. For presentation purposes, the Solid Waste, Steam Plant, Wastewater and the Stormwater funds are presented under the "***Public Works Funds***" section of this document.

- **Hampton Coliseum Fund** accounts for revenues generated and expenses associated with shows, meetings, civic/community events and other activities provided by the Coliseum.
- **The Hamptons Golf Course Fund accounts** for the operations of three 9-hole golf courses, snack bar, pro shop and miscellaneous rental revenues.
- **Hampton Roads Convention Center Fund** accounts for the revenues and expenses associated with the activities conducted at the Convention Center.
- **The Woodlands Golf Course Fund** accounts for the operations of an 18-hole golf course, snack bar, pro shop and miscellaneous rental revenues.

Public Works Funds

- **Solid Waste Management Fund** is an enterprise fund which pays for such services as refuse collection and recycling. Revenue for this fund is derived from commercial tipping fees and residential user fees.
- **Wastewater Management Fund** is an enterprise fund, created in FY 2000, earmarks sewer revenues for sewer line upgrades. Revenue for this fund comes from the sewer user fee and new connections fees.
- **Steam Plant Fund** is an enterprise fund that accounts for the City's steam generating plant operations. Revenues are derived from solid waste disposal fee (tipping fee) charged to the Solid Waste Fund, the sale of steam to the United States Government and user fees charged to other external customers.
- **Stormwater Management Fund** is a special revenue fund that accounts for those services that improve the City's storm drainage system. The revenues for this fund are derived primarily from Stormwater user fees.

SUMMARY OF BUDGETED FUNDS
Fiscal Year 2017

Revenues		Expenditures	
General Fund			
General Property Taxes	$180,647,876	Constitutional, Judicial & Electoral	$15,691,685
Other Local Taxes	78,509,567	Economic Vitality & Neighborhoods	7,788,296
License, Permit & Privilege Fees	1,296,144	Infrastructure	18,188,951
Fines and Forfeitures	1,640,293	Leisure Services	6,822,603
Revenue from Use of Money/Property	438,592	Public Safety	47,248,223
Charges for Services	8,947,513	Quality Government	16,732,133
Miscellaneous Revenue	5,533,584	Youth and Families	27,925,272
Unrestricted State Revenue	813,825	Retirement and Employee Benefits	43,028,612
State Revenue for City/State Depts.	24,227,362	Contribution to Agencies	20,655,161
State Revenue for City Departments	23,846,193	Debt Service	33,392,972
Federal Funding for City Departments	30,500	Transfer to Capital Budget	15,913,623
General Fund Balance Transfers	6,283,656	Transfer to Other Funds	9,356,158
Transfer from Hampton City Schools	2,000,000		
Total City Operations	**334,215,105**	**Total City Operations**	**262,743,689**
School Operations		**School Operations**	
State Funds	88,184,578	State Funds	125,316,501
State Lottery	14,981,167	Federal Funds	940,000
Share 1% Sales Tax	22,150,756	Miscellaneous Revenues	2,722,500
Federal Projects	940,000	Required Local Contribution according to State Law	37,666,384
Other Funds	2,722,500	Local Contribution in Excess of State Requirements	33,805,032
Total School Operations	**128,979,001**	**Total School Operations**	**200,450,417**
Total General Fund	**$463,194,106**	**Total General Fund**	**463,194,106**
Capital Improvement Fund			
Committed Fund Balance	$350,000	Education	$7,458,350
General Fund Balance Transfer	3,651,372	Hampton's Waterways	$4,596,870
General Fund Operating Revenues	3,057,413	Maintenance of Public Properties	$10,092,500
Dedicated Tax Rate Increase: City Investments	500,000	Master Plans	$4,750,000
Dedicated Tax Rate Increase: Hampton City Schools Inv	2,000,000	Neighborhood Support	$850,000
Urban Maintenance Contribution	6,354,838	New Facilities	$51,750
Economic Development Fund	$187,500	Other CIP Projects	$1,866,289
General Obligation Bond Proceeds ~ City	9,715,104	Other Economic Development Project	$187,500
General Obligation Bond Proceeds ~ Hampton City Schools	5,287,500	Streets and Infrastructure	$14,687,361
Stormwater Fund	2,597,470		
Stormwater Fund- Fund Balance	550,000		
Stormwater Local Assistance Fund (Grant)	389,400		
VDOT Revenue Sharing State Match	2,436,250		
VDOT Urban Contribution Initiative Fund (UCI)	785,000		
VDOT Transportation Alternative Program (TAP)	2,378,773		
Wastewater Fund	4,300,000		
Total Capital Impro. Fund	**$44,540,620**	**Total Capital Impro. Fund**	**$44,540,620**

SUMMARY OF BUDGETED FUNDS
Fiscal Year 2017

Revenues		Expenditures	
Internal Service Funds			
Fleet Services Fees	$7,367,377	Fleet Services	$7,367,377
Information Technology Fees	2,598,485	Information Technology	2,598,485
Insurance/Workers Comp. Fees	8,561,608	Risk Management	8,561,608
Total Internal Service Funds	**$18,527,470**	**Total Internal Service Funds**	**$18,527,470**
Enterprise Funds			
Coliseum Charges	$8,501,549	Coliseum	$8,501,549
Convention Center Revenues & Transfers	10,135,227	Hampton Roads Convention Center	10,135,227
The Hamptons Golf Course Fees, Rentals & Transfers	1,073,743	The Hamptons Golf Course	1,073,743
The Woodlands Golf Course Fees & Rentals	822,062	The Woodlands Golf Course	822,062
Total Enterprise Funds	**$20,532,581**	**Total Enterprise Funds**	**$20,532,581**
Public Works Funds			
Solid Waste Fees	$15,220,328	Solid Waste Fund	$15,220,328
Steam Plant	7,915,000	Steam Plant	7,915,000
Stormwater Fees	9,636,030	Stormwater Fund	9,636,030
Sewer User Fees	12,287,988	Wastewater Fund	12,287,988
Total Public Works Funds	**$45,059,346**	**Total Public Works Funds**	**$45,059,346**
Special Revenue Funds			
Community Development Block Grant (CDBG)			
FY17 CDBG Program	$1,164,801	FY17 Comm. Development Block Grant	$1,289,801
CDBG Estimated Program Income	$25,000	FY17 HOME Grant	540,808
CDBG Reimbursement	100,000		
HOME Investment Partnership Program	370,808		
FY17 HOME Program Income	170,000		
	1,830,609		**$1,830,609**

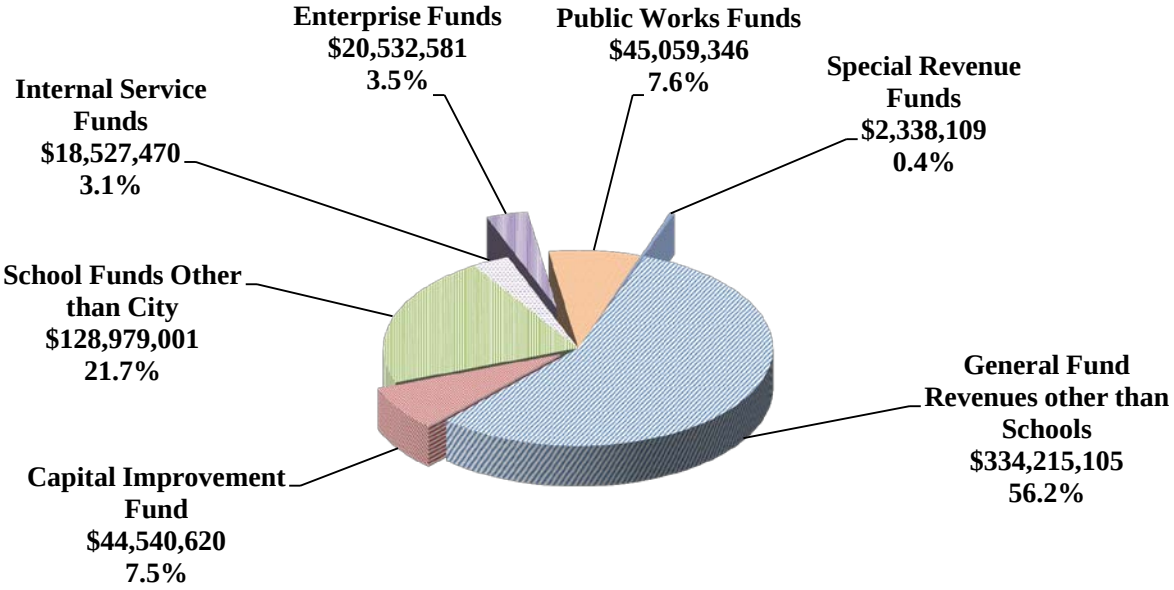
SUMMARY OF BUDGETED FUNDS
Fiscal Year 2017

Revenues		Expenditures	
Special Revenue Funds *(continued)*			
Economic Development Fund			
Rental Income	$217,992	Small Business Incubator	$245,000
Economic Development Fund Balance	289,508	NASA Aeronautics Support Team	75,000
	507,500	Transfer to Capital Projects Fund	187,500
			507,500
Total Special Revenue Funds	**$2,338,109**	**Total Special Revenue Funds**	**$2,338,109**
Grand Total	**$594,192,232**	**Grand Total**	**$594,192,232**

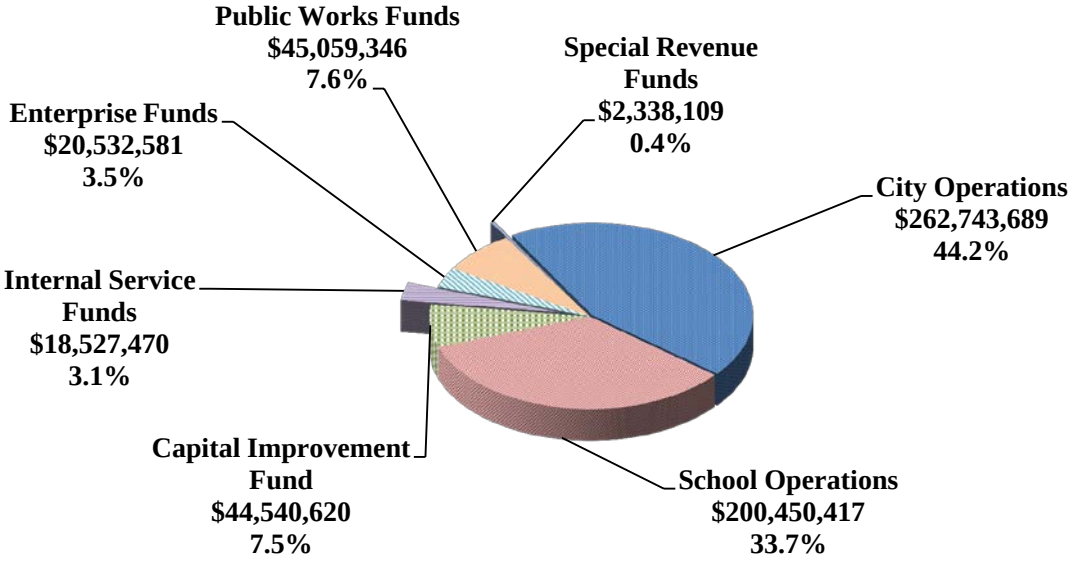
TOTAL BUDGETED FUNDS ~ GRAPH
Fiscal Year 2017

This graph illustrates the distribution of the total revenues and expenditures by the various funds noted on the previous pages entitled "Summary of Budgeted Funds".

Total Revenue All Funds
Where the Money Comes From



Total Expenditures All Funds
Where the Money Goes



SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
Fiscal Years 2013-2017

General Fund

Revenues	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
General Property Taxes	$158,701,743	$174,377,569	$175,164,110	$177,268,616	$180,647,876
Other Local Taxes	73,710,464	75,403,942	75,405,819	77,515,272	78,509,567
License, Permit & Privilege Fees	1,168,810	1,156,244	1,298,883	1,296,144	1,296,144
Fines and Forfeitures	2,385,549	2,306,750	1,967,230	2,087,265	1,640,293
Revenue from Use of Money/Property	530,749	303,456	454,139	368,738	438,592
Charges for Services	8,829,358	9,259,614	9,232,118	8,889,430	8,947,513
Miscellaneous Revenue	7,344,824	6,384,423	5,382,424	5,430,054	5,533,584
Unrestricted State Revenue	1,019,642	781,300	821,467	798,010	813,825
State Revenue for City/State Depts.	21,957,729	22,997,353	22,549,174	24,216,318	24,227,362
State Revenue for City Departments	21,630,810	22,287,088	22,779,822	22,752,936	23,846,193
Education Pass-thru Funds Federal and State	124,945,458	126,522,295	123,477,722	124,137,031	128,979,001
Federal Funding for City Departments	711,497	39,823	47,324	30,500	30,500
Total Revenues	**422,936,633**	**441,819,857**	**438,580,232**	**444,790,314**	**454,910,450**
Expenditures					
Constitutional, Judicial & Electoral	15,215,617	15,328,156	15,648,173	15,564,642	15,691,685
Economic Vitality & Neighborhoods	7,225,780	7,311,452	7,745,503	7,645,004	7,788,296
Infrastructure	17,169,502	16,927,136	18,088,670	18,255,295	18,188,951
Leisure Services	7,444,917	6,304,305	6,756,079	6,723,735	6,822,603
Public Safety	44,238,827	46,087,329	46,109,697	45,553,565	47,248,223
Quality Government	11,553,445	13,513,699	15,833,883	15,067,666	16,732,133
Youth and Families	25,865,643	25,628,163	27,493,906	27,962,521	27,915,272
Retirement and Employee Benefits	36,099,733	35,036,965	39,327,066	41,815,721	42,936,225
Contributions to Outside Agencies	19,088,916	17,680,892	18,284,133	19,303,945	20,655,161
Education Local Contribution	64,925,178	70,773,049	70,612,223	71,112,223	71,471,416
Education Pass-thru Funds	124,945,458	126,522,295	125,131,891	124,137,031	128,979,001
Total Expenditures Before Transfers	**373,773,016**	**381,113,441**	**391,031,224**	**393,141,348**	**404,428,966**
Excess (deficiency) of revenues over (under) expenditures	**49,163,617**	**60,706,416**	**47,549,008**	**51,648,966**	**50,481,484**
Other Financing Sources (Uses)					
Transfers from Schools	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Transfers In/(Out)	2,311,049	7,550	0	0	0
Transfer to Debt Service Fund	(29,654,781)	(33,201,389)	(34,162,922)	(33,392,972)	(33,392,972)
Transfer to Capital Improvement Fund	(14,376,366)	(16,988,689)	(17,469,639)	(14,839,019)	(15,913,623)
Transfer to Other Funds	(11,244,115)	(10,665,677)	(9,253,927)	(9,090,961)	(9,356,158)
Appropriations from General Fund Balance	0	0	4,342,984	3,342,984	3,651,372
Total Other Financing Sources (Uses)	**(50,964,213)**	**(58,848,205)**	**(54,543,504)**	**(51,979,968)**	**(53,011,381)**
Net Changes in Fund Balance	**(1,800,596)**	**1,858,211**	**(6,994,496)**	**(331,002)**	**(2,529,897)**
Fund Balance at Beginning of Year	91,718,219	89,917,724*	91,775,935	84,781,439	84,450,437
Fund Balance at Begin. of Year, as restated	0	0	0	0	0
Fund Balance at End of Year	**$89,917,623**	**$91,775,935**	**$84,781,439**	**$84,450,437**	**$81,920,540**

**As restated in Fiscal Year Ended June 30, 2014 CAFR*

SUMMARY OF REVENUES, EXPENDITURS AND CHANGES IN FUND BALANCE
Fiscal Years 2013-2017

Debt Service Fund

Revenues	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
Intergovernmental Revenues:					
From the Federal Government	$259,721	$250,672	$251,711	$0	$0
Revenues from Use of Money and Property	46	165	408	0	0
Miscellaneous	0	0	8,624	0	0
Recovered Costs	0	0	0	0	0
Total Operating Revenues	**259,767**	**250,837**	**260,743**	**0**	**0**
Expenditures					
Debt Service:					
Principal Retirement	19,660,797	22,165,622	23,152,483	22,336,163	21,738,152
Interest and Fiscal Charges	10,727,873	11,707,080	10,899,116	11,056,809	11,654,820
Bond Issuance Costs	0	0	519,407	0	
Total Operating Expenses	**30,388,670**	**33,872,702**	**34,571,006**	**33,392,972**	**33,392,972**
Excess (deficiency) of revenues over (under) expenditures	**(30,128,903)**	**(33,621,865)**	**(34,310,263)**	**(33,392,972)**	**(33,392,972)**
Other Financing Sources and Uses					
Refunding bonds issued	0	0	56,250,000	0	0
Premium on bonds issued	0	0	14,425,435	0	0
Redemption of refunded bonds	0	0	0	0	0
Payment to refunded bond escrow agent	0	0	(70,150,935)	0	0
Transfers In	30,115,198	33,603,500	33,799,820	33,392,972	33,392,972
Net Other Financing Sources (Uses)	**30,115,198**	**33,603,500**	**34,324,320**	**33,392,972**	**33,392,972**
Net Changes in Fund Balance	**(13,705)**	**(18,365)**	**14,057**	**0**	**0**
Fund Balance at Beginning of Year	534,331	520,626	$502,261	$516,318	$516,318
Fund Balance at End of Year	**$520,626**	**$502,261**	**$516,318**	**$516,318**	**$516,318**

*Fund balance beginning of year as restated. Steam Plant bonds payable were reported in the Steam Plant Fund.

SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
Fiscal Years 2013-2017

Capital Projects Fund

Revenues	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
Intergovernmental Revenues					
From Commonwealth of Virginia	$1,564,484	$4,982,889	$1,672,277	$5,370,000	$5,989,423
From Federal Government	9,162,422	9,439,461	4,399,750	698,000	0
Revenues from use of money and property	66,815	73,928	57,413	0	0
Miscellaenous Revenues	1,702,964	1,244,902	134,984	0	0
Total Revenues	**$12,496,685**	**$15,741,180**	**$6,264,424**	**$6,068,000**	**$5,989,423**
Expenditures					
Capital Improvements	$38,473,072	$49,030,398	$48,448,547	$53,695,219	$44,540,620
Bond Issuance Costs	468,554	0	0	0	0
Total Expenditures	**$38,941,626**	**$49,030,398**	**$48,448,547**	**$53,695,219**	**$44,540,620**
Excess (deficiency) of revenues over (under) expenditures	**($26,444,941)**	**($33,289,218)**	**($42,184,123)**	**($47,627,219)**	**($38,551,197)**
Other Financing Sources and (Uses)					
Proceeds from Debt Issuances and Capital Lease:					
General Obligation Bond Proceeds	$33,577,500	$0	$41,482,500	$20,465,700	$9,715,104
General Obligation Bond for Schools	5,287,500	0	5,287,500	5,287,500	5,287,500
Capital Leases	0	0	0	0	0
Premium on bonds issued	5,262,910	0	7,258,679	0	0
Discount on bond issue	0	0	0	0	0
Transfer In/(Out)	11,164,824	18,763,442	13,430,106	21,874,019	23,361,093
Net Other Financing Sources (Uses)	**$55,292,734**	**$18,763,442**	**$67,458,785**	**$47,627,219**	**$38,363,697**
Net Changes in Fund Balance	**$28,847,793**	**($14,525,776)**	**$25,274,662**	**$0**	**($187,500)**
Fund Balance at Beginning of Year	27,856,505	56,704,298	42,178,522	67,453,184	67,453,184
Fund Balance at End of Year	**$56,704,298**	**$42,178,522**	**$67,453,184**	**$67,453,184**	**$67,265,684**

FY17 COUNCIL APPROVED BUDGET

Internal Services Funds

	Fleet Services				
	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Budget
Operating Revenues					
Charges for Services	$8,783,764	$8,618,899	$8,224,424	$8,384,586	$7,367,377
Total Operating Revenues	**8,783,764**	**8,618,899**	**8,224,424**	**8,384,586**	**7,367,377**
Operating Expenditures					
Personnel Services	1,233,904	1,291,657	1,281,354	1,358,577	1,361,041
Operating Expenses	7,210,819	7,430,853	7,340,749	6,829,259	5,888,862
Capital Outlay	0	44,216	46,443	196,750	117,474
Total Operating Expenses	**8,444,723**	**8,766,725**	**8,668,546**	**8,384,586**	**7,367,377**
Operating Income (Loss)	339,038	(143,452)	(453,547)	0	0
Nonoperating Revenues (Expenses)					
Interest Income	94	0	0	0	0
Interest and fiscal charges	(6,510)	(3,542)	(1,901)	0	0
Other	1,969	0	11,325	0	0
Gain (Loss) on Sale of Capital Asset	0	(834)	0	0	0
Total Nonoperating Revenues (Expenses)	(4,447)	(4,376)	9,424	0	0
Income (Loss) before Transfers and Contributed Capital	334,591	(147,828)	(444,123)	0	0
Contributed Capital	0	0			
Transfer In (Out)	37,373	0	0	0	0
Change in Net Assets	**371,964**	**(147,828)**	**(444,123)**	**0**	**0**
Net Assets, (Deficit) beginning of year	1,179,970	1,551,934	1,404,106	959,983	959,983
Net Assets, (Deficit) end of year	**$1,551,934**	**$1,404,106**	**$959,983**	**$959,983**	**$959,983**

[1] **Includes Hampton City School portion**

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
Fiscal Year 2013 - 2017

Internal Services Funds (Continued)

Information Technology					Risk Management [1]				
FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Budget	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Budget
$1,680,286	$2,041,421	$1,967,901	$2,557,930	$2,598,485	$8,351,870	$8,206,277	$10,426,078	$8,535,000	$8,561,608
1,680,286	**2,041,421**	**1,967,901**	**2,557,930**	**2,598,485**	**8,351,870**	**8,206,277**	**10,426,078**	**8,535,000**	**8,561,608**
170,494	168,592	169,009	209,546	225,367	272,266	257,204	270,401	318,843	268,740
1,424,255	1,862,672	2,078,119	2,064,384	2,089,118	7,673,983	5,501,300	17,563,051	8,216,157	8,291,868
160,319	116,405	228,371	284,000	284,000	4,121	5,384	1,962	0	1,000
1,755,069	**2,147,669**	**2,475,499**	**2,557,930**	**2,598,485**	**7,950,370**	**5,763,888**	**17,835,414**	**8,535,000**	**8,561,608**
(74,781)	(106,451)	(201,347)	0	0	401,500	2,542,382	(7,409,336)	0	0
493	202	436	0	0	32,880	19,139	24,518	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
493	0	0	0	0	32,880	19,139	24,518	0	0
(74,288)	(106,249)	(200,911)	0	0	440,380	2,561,521	(7,384,818)	0	0
0					0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
(74,288)	**(106,249)**	**(200,911)**	**0**	**0**	**440,380**	**2,561,521**	**(7,384,818)**	**0**	**0**
1,486,965	1,412,677	1,033,601	832,690	832,690	13,743,051	14,183,431	16,331,281	8,946,463	8,946,463
$1,412,677	**$1,306,428**	**$832,690**	**$832,690**	**$832,690**	**$14,183,431**	**$16,744,952**	**$8,946,463**	**$8,946,463**	**$8,946,463**

FY17 COUNCIL APPROVED BUDGET

Enterprise Funds

	Hampton Coliseum					Hampton Roads Convention Center			
	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Budget	FY2017 Budget	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Budget
Operating Revenues									
Charges for Services	$6,202,812	$9,915,141	$13,410,801	$6,751,549	$8,501,549	$2,154,740	$2,437,800	$2,530,390	$2,699,802
Miscellaneous	0	5,167	2,609	0	0	26,163	27,993	0	0
Total Operating Revenues	**6,202,812**	**9,920,308**	**13,413,410**	**6,751,549**	**8,501,549**	**2,180,903**	**2,465,793**	**2,530,390**	**2,699,802**
Operating Expenditures									
Personnel Services	1,142,740	1,483,819	1,388,236	1,668,655	1,582,743	1,103,448	1,150,622	1,180,726	1,268,403
Operating Expenses	5,378,881	8,849,277	11,001,158	4,493,894	4,541,149	2,156,076	2,208,512	5,132,536	2,246,629
Capital Outlay	580,235	548,085	566,893	589,000	2,377,657	2,835,352	2,841,505	0	0
Total Operating Expenses	**7,101,856**	**10,881,181**	**12,956,287**	**6,751,549**	**8,501,549**	**6,094,876**	**6,200,639**	**6,313,262**	**3,515,032**
Operating Income (Loss)	**(899,044)**	**(960,873)**	**457,123**	**0**	**0**	**(3,913,973)**	**(3,734,846)**	**(3,782,872)**	**(815,230)**
Nonoperating Revenues (Expenses)									
Interest Income	0	0	0	0	0	936,110	798,229	799,712	129,863
Interest and fiscal charges	(52)	0	1,776	0	0	(4,431,918)	(4,218,058)	(4,122,752)	0
Other	0	0	0	0	0	0	0	0	0
Gain or (loss) on sale of capital asse	0	0	0	0	0	0	(3,253)	0	0
Net Increase (Decrease) in Fair Market Value of Investments	0	0	0	0	0	(479,171)	167,664	139,815	0
Total Nonoperating Revenues (Expenses)	**(52)**	**0**	**1,776**	**0**	**0**	**(3,974,978)**	**(3,255,418)**	**(3,183,225)**	**129,863**
Income (Loss) before Transfers Contributed Capital	**(899,096)**	**(960,873)**	**458,899**	**0**	**0**	**(7,888,951)**	**(6,990,264)**	**(6,966,097)**	**(685,367)**
Contributed Capital	0	7,567	0	0	0	0	0	0	0
Transfer In (Out)	0	926,102	934,827	0	0	7,580,769	7,215,259	7,243,656	7,159,596
Change in Net Assets	**(899,096)**	**(27,204)**	**1,393,726**	**0**	**0**	**(308,182)**	**224,995**	**277,559**	**6,474,229**
Net Assets, (Deficit) beginning of year	10,338,317	9,439,221	7,191,253	8,584,979	8,584,979	4,822,361	4,514,178	4,739,173	4,739,173
Net Assets, (Deficit) end of year	**$9,439,221**	**$9,412,017**	**$8,584,979**	**$8,584,979**	**$8,584,979**	**$4,514,178**	**$4,739,173**	**$5,016,732**	**$11,213,402**

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS
Fiscal Years 2013-2017

	The Hamptons Golf Course					The Woodlands Golf Course				
FY2017 Budget	**FY2013 Actual**	**FY2014 Actual**	**FY2015 Actual**	**FY2016 Budget**	**FY2017 Budget**	**FY2013 Actual**	**FY2014 Actual**	**FY2015 Actual**	**FY2016 Budget**	**FY2017 Budget**
$2,776,480	$770,164	$818,746	$771,413	$1,055,541	$1,073,743	$645,347	$609,378	$605,072	$855,155	$822,062
0	0	0	0	0	0	0	0	0	0	0
2,776,480	**770,164**	**818,746**	**771,413**	**1,055,541**	**1,073,743**	**645,347**	**609,378**	**605,072**	**855,155**	**822,062**
1,366,696	422,514	399,072	385,576	436,956	482,745	333,562	354,907	325,600	397,758	427,900
2,292,796	1,066,271	775,192	748,818	528,585	590,998	486,334	462,700	421,269	457,397	394,162
0	(19,353)	118,933	110,853	90,000	0	71,592	80,063	86,619	0	0
3,659,492	**1,469,432**	**1,293,197**	**1,245,247**	**1,055,541**	**1,073,743**	**891,488**	**897,670**	**833,488**	**855,155**	**822,062**
(883,012)	**(699,268)**	**(474,451)**	**(473,834)**	**-**	**-**	**(246,141)**	**(288,292)**	**(228,416)**	**0**	**0**
129,863	22	0	0	0	0	0	0	0	0	0
0	(56,620)	(31,291)	(11,482)	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	(339)	0	0	0	0
0	(2)	0	0	0	0	0	0	0	0	0
129,863	**(56,600)**	**(31,291)**	**(11,482)**	**0**	**0**	**(339)**	**0**	**0**	**0**	**0**
(753,149)	**(755,868)**	**(505,742)**	**(485,316)**	**0**	**0**	**(246,480)**	**(288,292)**	**(228,416)**	**0**	**0**
0	0	0	58,437	0	0	94,500	106,798	0	0	0
7,159,596	430,000	430,000	430,000	-	-	0	0	0	0	0
6,406,447	**(325,868)**	**(75,742)**	**3,121**	**0**	**0**	**(151,980)**	**(181,494)**	**(228,416)**	**0**	**0**
				-						
4,739,173	(2,660,442)	(2,986,310)	(3,062,052)	(3,058,931)	(3,058,931)	$1,494,361	$1,342,381	$612,001	$383,585	$383,585
$11,145,620	**($2,986,310)**	**($3,062,052)**	**($3,058,931)**	**($3,058,931)**	**($3,058,931)**	**$1,342,381**	**$1,160,887**	**$383,585**	**$383,585**	**$383,585**

FY17 COUNCIL APPROVED BUDGET

Public Works Funds

	Solid Waste Fund				
	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
Operating Revenues					
Charges for Services	$10,196,836	$10,415,787	$9,409,738	$12,167,397	$15,220,328
Miscellaneous	12,556	12,399	0	0	0
Total Operating Revenues	**$10,209,392**	**$10,428,186**	**$9,409,738**	**$12,167,397**	**$15,220,328**
Operating Expenditures					
Personnel Services	2,166,325	2,167,345	2,119,070	2,388,813	2,336,915
Operating Expenses	7,517,267	7,567,825	7,345,768	8,693,584	9,753,413
Capital Outlay	1,291,892	1,367,125	1,296,988	1,085,000	3,130,000
Debt Service					
Total Operating Expenses	10,975,484	11,102,294	10,761,826	12,167,397	15,220,328
Operating Income (Loss)	(766,092)	(630,123)	(1,352,088)	0	0
Nonoperating Revenues (Expenses)					
Interest Income	0	0	0	0	0
Interest and fiscal charges	0	0	0	0	0
Other	0	0	0	0	0
Net Unrealized Gain (Loss) on Sale of Capital Assets	(75,293)	11,016	(41,361)	0	0
Total Nonoperating Revenues (Expenses)	(75,293)	11,016	(41,361)	0	0
Income (Loss) before Transfers and Contributed Capital	(841,385)	(619,107)	(1,181,089)	0	0
Contributed Capital	0	0	0	0	0
Transfer In (Out)	(55,000)	(55,000)	(171,000)	0	0
Change in Net Assets	(896,385)	(674,107)	(1,352,089)	0	0
Net Assets, (Deficit) beginning of year	10,772,763	9,876,378	5,930,468	4,578,379	4,578,379
Net Assets, (Deficit) end of year	**$9,876,378**	**$9,202,271**	**4,578,379**	**4,578,379**	**4,578,379**

SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS
Fiscal Year 2013 - 2017

Public Works Funds (Continued)

Steam Plant Fund					Wastewater Fund				
FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
$7,942,390	$7,690,243	$6,936,352	$7,915,000	$7,915,000	$9,100,187	$8,960,942	$8,805,518	$11,087,988	$12,287,988
2,500	2,545	0	0	0	211	150,000	0	0	0
$7,944,890	**$7,692,788**	**$6,936,352**	**$7,915,000**	**$7,915,000**	**$9,100,397**	**$9,110,942**	**$8,805,518**	**$11,087,988**	**$12,287,988**
1,643,395	1,765,928	1,815,543	2,046,992	2,150,485	1,671,207	2,065,726	1,873,417	2,735,539	2,916,969
4,828,449	4,487,801	4,868,132	4,808,008	4,824,515	4,151,303	4,058,263	3,531,248	7,418,313	7,541,165
727,898	998,339	805,854	1,060,000	940,000	1,286,602	1,342,169	1,374,550	2,134,136	1,829,854
7,199,742	7,252,068	7,489,529	7,915,000	7,915,000	7,109,112	7,466,158	6,779,215	12,287,988	12,287,988
745,148	435,308	(169,504)	0		1,991,285	1,644,784	2,013,569	(1,200,000)	
7,387	5,411	5,512	0	0	0	0	636	0	0
(221,291)	(206,198)	(190,150)	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	(199,035)	0	0	35,480	10,196	12,097	0	0
(213,905)	(200,787)	(383,673)	0	0	35,480	10,196	12,733	0	0
531,244	234,521	(553,177)	0	0	2,026,765	1,654,980	2,026,302	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
531,244	234,521	(553,177)	0	0	2,026,765	1,654,980	2,026,302	0	0
6,412,183	6,943,427	**3,781,017**	3,227,840	3,227,840	50,533,518	52,560,283	50,856,681	52,882,983	52,882,983
$6,943,427	**$7,177,948**	**$3,227,840**	**$3,227,840**	**$3,227,840**	**$52,560,283**	**$54,215,263**	**$52,882,983**	**$52,882,983**	**$52,882,983**

FY17 COUNCIL APPROVED BUDGET

Special Revenue Funds

	Community Development Block Grant					Economic
	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget	FY 2013 Actual
Revenues						
Other Local Taxes	$0	$0	$0	$0	$0	$0
Intergovernmental revenues:	0	0	0	0	0	0
Commonwealth of Virginia	0	0	0	0	0	0
Federal Government	1,220,438	1,682,627	1,971,453	2,189,104	1,830,609	0
Revenues from Use of Money and Property	0	0	0	0	0	327,359
Charges for Services	0	0	0	0	0	0
Miscellaneous	327,011	967,125	281,400	0	0	8,687
Total Revenues	**$1,547,449**	**$2,649,752**	**$2,252,853**	**$2,189,104**	**$1,830,609**	**$336,047**
Expenditures						
Personnel Services	$268,631	$314,375	$331,211	$337,160	$321,244	$0
Operating Expenses	1,233,286	2,335,377	1,921,642	1,851,944	1,509,365	407,418
Capital Outlay	45,532	0	0	0	0	499,261
Total Expenses	**$1,547,449**	**$2,649,752**	**$2,252,853**	**$2,189,104**	**$1,830,609**	**$906,679**
Excess (deficiency) of revenues over (under) expenditures	**$0**	**$0**	**$0**	**$0**	**$0**	**($570,632)**
Other Financing Sources and Uses						
Appropriations from Retained Earnings	$0	$0	$0	$0	$0	$0
Transfer In	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	(482,815)
Net Other Financing Sources (Uses)	**$0**	**$0**	**$0**	**$0**	**$0**	**($482,815)**
Net Change in Fund Balance	**$0**	**$0**	**$0**	**$0**	**$0**	**($1,053,447)**
Fund Balance at Beginning of Year	0	0	0	0	0	6,857,329
Fund Balance at End of Year	**$0**	**$0**	**$0**	**$0**	**$0**	**$5,803,882**

SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Fiscal Year 2013 - 2017

Special Revenue Funds (Continued)

Development Fund				Stormwater Management Fund				
FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
$0	$0	$0	$0	$0	$0	$0	$0	$0
0	0	0	0	0	0	0	0	0
0	500,000	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
617,597	1,235,251	320,000	507,500	0	0	0	0	0
0	0	0	0	6,726,302	8,024,981	8,008,433	8,614,555	9,636,030
4,394	0	0	0		0	0	0	0
$621,991	**$1,735,251**	**$320,000**	**$507,500**	**$6,726,302**	**$8,024,981**	**$8,008,433**	**$8,614,555**	**$9,636,030**
$0	$0	$0	$0	$1,985,075	$2,126,431	$2,128,048	$2,734,619	$2,832,864
334,063	1,056,901	320,000	507,500	1,906,817	4,625,353	3,660,822	3,089,669	2,982,296
49,892	0	0	0	42,735	120,875	212,744	4,935,000	3,820,870
$383,955	**$1,056,901**	**$320,000**	**$507,500**	**$3,934,626**	**$6,872,658**	**$6,001,615**	**$10,759,288**	**$9,636,030**
$238,036	**$678,350**	**$0**	**$0**	**$2,791,676**	**$1,152,323**	**$2,006,819**	**$0**	**$0**
$0	$0	$0	$0	$0	$0	$0	($2,144,733)	($632,075)
0	0	0	0	0	0	0	0	0
(429,657)	(2,250)	0	0	(1,546,861)	(2,540,921)	(1,589,074)	0	0
($429,657)	**($2,250)**	**$0**	**$0**	**($1,546,861)**	**($2,540,921)**	**($1,589,074)**	**$0**	**$0**
($191,621)	**$676,100**	**$0**	**$0**	**$1,244,815**	**($1,388,598)**	**$2,006,818**	**$0**	**$0**
5,803,882	5,612,261	6,288,361	6,288,361	5,533,576	6,778,391	5,389,793	7,930,713	7,930,713
$5,612,261	**$6,288,361**	**$6,288,361**	**$6,288,361**	**$6,778,391**	**$5,389,793**	**$7,396,611**	**$7,930,713**	**$7,930,713**

FINANCIAL POLICIES SUMMARY

General Fund

The City Council adopted a set of financial parameters to guide future city expenditure patterns. These financial policies and their compliance with the Manager's Recommended Budget are outlined in this section.

City Tax Revenue Guideline

The Tax Revenue Guideline, approved by City Council on May 8, 2013, allows for the adjustment of the real estate tax rate in times of both real property assessment increases and decreases, and shall include other factors such as housing market conditions, personal income, population and cost of living. The Guideline provides for the real estate tax revenue growth (net of new construction), from one fiscal year to the next, limited to the equivalent percentage increase of an inflationary growth factor. The growth factor will be measured by either the consumer price index for urban dwellers (CPI-U) or resident income growth (RI) - whichever is greater in any given year. To the extent that budgetary needs require real estate revenues to grow faster than this factor, the City Manager and City Council shall clearly explain the driving force(s) so that residents may have a clear and concise understanding of the need to deviate from this financial guideline.

For fiscal year 2017, revenues from recurring sources have increased by nearly $5.3 million or 1.65%. Of this increase, the revenues received from general property taxes have increased about $3.4 million or 1.91%. While the Guideline allows for an adjustment in the real estate tax rate, the guideline was not applied to the fiscal year 2017 budget. Rather, the recommendation was made and Council approved to allow for the establishment of new taxes/fees and the increase a few established tax/fee rates.

At a minimum, all revenues and fees should be examined each year to encourage diversity and less reliance on real property revenues during economic declines. To the extent that budgetary needs (new services, capital investments) require the real estate tax rate to be adjusted higher or lower than the factors identified in the guideline, the City Manager and City Council shall explicitly explain the budget driving factors causing this so that residents may have a concise and clear understanding of the need to deviate from this financial guideline.

City Financial Policy

In April 2007, the City Council amended its existing financial policies. The financial policies relate to general operating elements of the city. These policies are used as financial planning parameters during the annual budget process. The five (5) financial polices and the actual results are summarized below. The FY17 Council Approved budget is in compliance with all five policies.

1. **Debt Limit Policy #1.** This policy is comprised of three guidelines as outlined below:

   (a) General obligation debt shall not exceed 3% of the assessed value of all real estate within the city subject to taxation. The legal debt limit authorized by the Virginia State Statute limits bond issuing authority up to 10% of the assessed value. The FY17 estimated general obligation debt will total $241 million or 2.3% of taxable real estate value ($10,271,070,400), which is within the policy parameter.

   (b) General Obligation bonded debt together with indirect debt, which includes certain revenue backed debt and subject-to-appropriation or moral obligation commitments, and debt of certain special purpose entities (i.e. Community Development Authority) shall not exceed 4.5% or $520 million of the estimated FY17 assessed value of all real and personal property subject to taxation within the city. The current level of net direct/indirect/overlapping debt is about $417 million or 3.6% of the assessed value of all taxable real and personal property which is within the policy parameter.

(c) Debt of certain special purpose entities, such as community development authorities, shall not exceed 1% of the assessed value of all real and personal property subject to taxation within the city. The expected amount is $98.9 million or 0.86% of the approximate FY17 assessed value of all taxable real and personal property, which is within the policy parameter.

2. **Debt Service Limit Policy #2.** General obligation bonded debt and indirect debt shall not exceed 10% or $47.3 million of the city's total General Fund, School Operating Fund and Convention Center Fund expenditures of which all are included in the city's total debt service. The total annual debt service cost equals $39.8 million or 8.4% of total expenditures, which is within the policy parameter.

3. **Debt Retirement Policy #3.** The city shall retire at least 60% of the principal balance of general bonded obligation debt within 10 years of the date the debt is issued. The city is on track to retire approximately $190 million or 78.9% of general bonded obligation debt within the next 10 years, which is within the policy parameter.

4. **Equity Funding Policy #4.** This policy is comprised of two guidelines as outlined below:

   (a) A minimum of 2% to 6% of the estimated General Fund revenues, less School funding, shall be utilized for capital expenditures each year. For FY17, the percentage of General Fund revenues, less School funding, utilized for capital expenditures is 4.76% or $15.9 million.

   (b) A minimum of 10% to 15% of the total capital improvement expenditures, over a rolling five-year period, shall be funded from General Fund revenues. For the five year period, FY17 through FY21, the city plans to use an estimated $75.9 million or 36.1% of General Fund revenues on capital projects.

5. **Unassigned Fund Balance Policy #5.** The city shall maintain an Unassigned Fund Balance equal to at least 10% of total General Fund revenues before transfers (plus the School Operating fund transfer). To the extent Unassigned Fund Balance falls below the policy, the shortfall shall be replenished over a three-year period. For FY17, the estimated revenues are projected to total $456.9 million, so $45.7 million (10%) is the minimum required balance. The Unassigned Fund Balance for FY17 is estimated to be $48.5 million, which is within the policy parameter.

The FY17 budget is therefore in compliance with the Financial Policy Guidelines.

CREDIT RATINGS

The city's credit ratings are as follows: AA+ by Standard and Poor's, Aa1 by Moody's Investor Services and AA+ by Fitch Rating. A credit rating is a financial indicator to the public/investor as to the credit worthiness (quality) of a debt issue such as bonds. *See **Debt Management Policies**, for further details.*

FINANCIAL POLICIES
Debt Limit Policy
Fiscal Year 2017

POLICY #1(A):

A) General Obligation (direct) bonded debt shall not exceed 3% of taxable real estate assessed valuation. [1]

Total Taxable Real Estate Assessed Valuation	$10,271,070,400
3% of Taxable Real Estate Assessed Valuation	$308,132,112
Total General Obligation (GO) Debt	$241,157,859
Percentage of GO Debt to Assessed Valuation	**2.3%**
In Compliance With Policy #1(A)	**Yes**

POLICY #1(B):

B) Direct/Indirect/Overlapping debt to total taxable valuation shall not exceed 4.5%. Overlapping debt shall not exceed 1% of total valuation.

Total Taxable Valuation (includes Real and Personal Properties)	$11,562,421,801
4.5% of Total Taxable Valuation	$520,308,981
Total Net Direct/Indirect/ Overlapping Debt [2]	$416,739,859
Percentage of Debt to Taxable Valuation	**3.6%**
In Compliance With Policy #1(B)	**Yes**

POLICY #1(C):

C) Special purpose debt shall not exceed 1% of total taxable valuation.

Total Taxable Valuation (includes Real and Personal Properties)	$11,562,421,801
1% of Total Taxable Valuation	$115,624,218
Total Overlapping Debt	$98,932,000
Percentage of Special Purpose Debt to Taxable Valuation	**0.86%**
In Compliance With Policy #1(C)	**Yes**

(1) Net bonded debt outstanding includes existing and proposed general obligation bonds, general obligation notes payable, less bonds funded with Steam Plant revenues.

(2) Net Direct/Indirect/Overlapping Debt includes existing and proposed general obligation bonds, general obligation notes payable, IDA and the Hampton Roads Convention Center, overlapping debt, less bonds funded with Steam Plant revenues. Overlapping debt consists of the H_20 and the Peninsula Town Center CDA debt.

FINANCIAL POLICIES
Debt Service Limit Policy
Fiscal Year 2017

POLICY #2

Debt service (direct and indirect) shall not exceed 10% of total expenditures of General Fund, plus expenditures of the Hampton City Schools.

10% Total Expenditures [1] ……..	$47,322,695
Annual Debt Service Cost (DSC) [2] ……..	$39,820,407
Debt Service ……..	**8.4%**
In Compliance With Policy #2 ……..	**Yes**

(1) Total expenditures includes Hampton City Schools operating expenditures and the Hampton Roads Convention Center expenditures.

(2) Annual debt service cost includes debt service on all general obligation bonds and the Hampton Roads Convention Center.

FINANCIAL POLICIES
Debt Retirement Policy
Fiscal Year 2017

POLICY #3

The 10 year payout ratio shall not be less than 60% for General Obligation Indebtedness.

Total General Obligation Indebtedness	$241,157,859 Principal
Amount retired within 10 years	$190,319,045 Principal
10 year payout ratio	**78.9%**
In Compliance with Policy #3	**Yes**

FINANCIAL POLICIES
Equity Funding Policy
Fiscal Year 2017

POLICY #4(A):

A) Minimum of 2% to 6% of General Fund revenues applied to capital projects per year.

Total General Fund Revenues (less Schools)	$334,112,718
2% of Total General Fund Revenues	$6,682,254
6% of Total General Fund Revenues	$20,046,763
Total General Revenues Transferred to CIP for FY17	$15,913,623
Percentage General Fund Revenues Applied	**4.76%**
In Compliance With Policy #4(A)	**Yes**

POLICY #4(B):

B) Minimum of 10% to 15% of total Capital Improvement Plan (CIP) over a rolling 5 year period to be funded from General Fund revenues.

Total FY17 - FY21 (5 year) CIP Revenues	$210,074,569
10% of Total General Fund Revenues (less Schools)	$33,411,272
15% of Total General Fund Revenues (less Schools)	$50,116,908
Total FY17 - FY21 General Fund Revenues for CIP	$75,896,187
Percentage Funded from General Fund Revenues	**36.1%**
In Compliance With Policy #4(B)	**Yes**

FINANCIAL POLICIES
Unassigned Fund Balance Policy
Fiscal Year 2017

POLICY #5

A) Unassigned Fund Balance shall be maintained at a level of not less than 10% of total revenues. To the extent that the Unassigned Fund Balance is drawn upon, replenishment of such amount drawn shall occur over 3 years.

Estimated Revenues less General Fund Transfers*	……	$456,910,450
10 % (of the above revenues)	……	$45,691,045
Estimated Unassigned Fund Balance	……	$48,461,965
Estimated Fund Balance as a Percentage of Estimated Revenues	……	**10.6%**
In Compliance With Policy #5	……	**Yes**

*** Budget Note**: This figure is the total revenues including school (before transfers), plus the transfer from the School Operating Fund

FINANCIAL POLICIES ~ DEFINITIONS OF TERMS

1. **Annual Budget** ~ Total General Fund estimated revenues and appropriations.

2. **Assessed Value** ~ Refers to the assessed value of all taxable real estate within the geographic boundaries of the City of Hampton as of the most recent annual appraisal by the Assessor of Real Estate, with the exception of any amounts labeled estimates. Amounts included are based on the estimate prior to actual appraisal.

3. **Capital Expenditures** ~ Amounts appropriated in the General Fund to fund major capital improvements and economic development projects.

4. **CIP** ~ Also known as the Capital Improvement Plan and is a five-year expenditure plan that addresses the acquisition of property and equipment, new construction and other major improvements to existing public facilities. The first year of the CIP is incorporated into the Manager's Recommended Budget as the Capital Budget component for the respective year.

5. **Debt Service ~** Payment of principal and interest related to all long-term debt according to a pre-determined payment schedule.

6. **Local Revenues** ~ Equal all General Fund revenues, except state revenues and federal aid.

7. **Overlapping Debt** ~ There are no overlapping debt or underlying tax jurisdictions.

8. **Net Bonded Debt** ~ The unpaid and outstanding General Obligation bonds of the City as of June 30.

9. **Total Estimated Revenues** ~ Total General Fund estimated revenues, less state and federal revenues, received exclusively for Hampton City School operations.

10. **Unassigned Fund Balance** ~ General Fund Balance and is net of reserves and other restricted or special purpose amounts which is sometimes referred to as a Fund Balance available for appropriation).

ANALYSIS OF ESTIMATED UNASSIGNED GENERAL FUND BALANCE

ABOVE FINANCIAL POLICY GUIDELINES FOR FY 2017

FY 2017 Council Approved Operating Budget (Less General Fund Transfers)*	**$456,910,450**
Undesignated Fund Balance {Estimated Fund Balance per Policy-10%}	45,691,045
Less: Projected Fund Balance at June 30, 2016	52,113,337
Estimated Fund Balance in Excess/ (Deficit) of Policy	**6,422,292**
Fund Balance Utilized in the FY 2017 Budget:	
Less: Fund Balance Unassigned for FY17 Capital Improvement Plan	(3,651,372)
Estimated Unassigned Fund Balance in Excess/(Deficit) of Policy	**$2,770,920**

***** Includes $2.0 million transfer for the Schools Operating Fund

UNASSIGNED GENERAL FUND BALANCE HISTORY
Fiscal Years 2006 - 2016

	Amount (in millions)	Percentage of Operating Budget
Undesignated Fund Balance -- June 30, 2006	52.21	13.5%
Undesignated Fund Balance -- June 30, 2007	54.62	13.1%
Undesignated Fund Balance -- June 30, 2008	55.99	12.8%
Undesignated Fund Balance -- June 30, 2009	53.74	12.3%
Undesignated Fund Balance -- June 30, 2010	56.56	13.2%
Unassigned Fund Balance -- June 30, 2011	49.87	11.9%
Unassigned Fund Balance -- June 30, 2012	51.18	12.1%
Unassigned Fund Balance -- June 30, 2013	54.19	12.4%
Unassigned Fund Balance -- June 30, 2014	51.59	11.5%
Unassigned Fund Balance -- June 30, 2015	52.11	11.7%
Projected Unassigned Fund Balance -- June 30, 2016	52.11	11.4%

Note: During the 2007 fiscal year, City Council approved an increase in the policy guideline from 7.5% to 10%. The rating agencies consider an adequate Fund Balance to be an indicator of a strong financial position and prudent financial management.

TAX AND FEE SCHEDULE
Fiscal Years 2016-2017

Taxes and Fees	FY16 Budget	FY17 Budget
The following taxes and fees are generated to support the General Fund		
General Property Taxes		
REAL ESTATE TAXES (*per $100 of assessed value*)	$1.24	$1.24
PERSONAL PROPERTY TAX (*per $100 of assessed value*)	$4.50[1]	$4.50[1]
PERSONAL PROPERTY TAX for Privately-owned Pleasure Boats and Watercraft, 18 feet and over, Used for Recreational Purposes Only (*per $100 of assessed value*)	$0.000001[1], [2]	$0.000001[1], [2]
PERSONAL PROPERTY TAX for Privately-owned Pleasure Boats and Watercraft motorized, under 18 feet Used for Recreational Purposes Only (*per $100 of assessed value*)	$0.000001[1], [2]	$0.000001[1], [2]
PERSONAL PROPERTY TAX for Privately-owned Pleasure Boats and Watercraft non-motorized, under 18 feet Used for Recreational Purposes Only (*per $100 of assessed value*)	$0.000001[1], [2]	$0.000001[1], [2]
PERSONAL PROPERTY TAX for Boats or Watercraft Weighing Five Tons or More, Used for Business Purposes Only (*per $100 of assessed value*)	$1.00[1]	$1.00[1]
PERSONAL PROPERTY TAX for Boats or Watercraft Weighing Less Than Five Tons, Used for Business Purposes Only (*per $100 of assessed value*)	$1.00[1]	$1.00[1]
PERSONAL PROPERTY TAX for Privately Owned Camping Trailers & Motor Homes Used for Recreational Purposes Only (*per $100 of assessed value*)	$0.000001[1]	$0.000001[1]

TAX AND FEE SCHEDULE
Fiscal Years 2016-2017

Taxes and Fees	FY16 Budget	FY17 Budget
The following taxes and fees are generated to support the General Fund (Cont'd)		
PERSONAL PROPERTY TAX for Vehicles Owned and Regularly Used by a Disbaled Veteran [*per $100 of assessed value; limit (1) vehicle per Veteran*]	$0.000001[1]	$0.000001[1]
PERSONAL PROPERTY TAX for Vehicles Modified for Physically Handicapped Indivduals (*per $100 of assessed value*)	$0.000001[1]	$0.000001[1]
MACHINERY & TOOLS TAX (*per $100 of assessed value*)	$3.50[1]	$3.50[1]
MACHINERY & TOOLS TAX for tools used directly in the manufacture of precision investment castings (*per $100 of assessed value*)	$3.25[1]	$3.25[1]
Amusement/Admission Tax	10%	10%
Boat License Fee (privately owned boats and watercraft for recreational purposes only)	$20 - less than 16 feet {motorized}; $40 - 16 feet to less than 20 feet {motorized}; $75 - 20 feet to less than 40 feet {motorized and non-motorized} and $150 - 40 feet or longer {motorized and non-motorized}	$20 - less than 16 feet {motorized}; $40 - 16 feet to less than 20 feet {motorized}; $75 - 20 feet to less than 40 feet {motorized and non-motorized} and $150 - 40 feet or longer {motorized and non-motorized}
Cigarette Tax	$0.85 per (20 cigarette) pack[3]	$0.85 per (20 cigarette) pack[3]
Communications Sales Tax	5% of gross receipts	5% of gross receipts
Communications Tax	5% of gross receipts	5% of gross receipts
Courthouse Maintenance Fee	$2.00 per court case	$2.00 per court case
Courtroom Security Fee	$10.00 per court case	$10.00 per court case
Electric Utility Tax - Commercial	$2.29 plus the rate of $0.013953 on the first 2,703 kWh delivered; $0.003321 on each kWh thereafter, not to exceed $80 per month	$2.29 plus the rate of $0.013953 on the first 2,703 kWh delivered; $0.003321 on each kWh thereafter, not to exceed $80 per month

TAX AND FEE SCHEDULE
Fiscal Years 2016-2017

Taxes and Fees	FY16 Budget	FY17 Budget
The following taxes and fees are generated to support the General Fund (Cont'd)		
Electric Utility Tax - Residential	$1.40 + $0.014953/kWh; $3 Maximum	$1.40 + $0.014953/kWh; $3 Maximum
Emergency Medical Service Recovery *(per transport occurrence)*	$500-Basic Life Support (BLS); $600-Advanced Life Support (ALS-1); $750-Advanced Life Support (ALS-2); $125-Patient Assessment Fee; $11-Ground Transport Mileage (GTM) per loaded mile	$500-Basic Life Support (BLS); $600-Advanced Life Support (ALS-1); $750-Advanced Life Support (ALS-2); $125-Patient Assessment Fee; $11-Ground Transport Mileage (GTM) per loaded mile
Food Tax (Groceries)	2.5%	2.5%
Gas Utility Tax - Commercial	$2.78 + $0.135199/CCF on the first 130; plus $0.032578/CCF thereafter, maximum $65.00 per month	$2.78 + $0.135199/CCF on the first 130; plus $0.032578/CCF thereafter, maximum $65.00 per month
Gas Utility Tax - Residential	$1.98 + $0.191/CCF delivered monthly; maximum $2.40 per month	$1.98 + $0.191/CCF delivered monthly; maximum $2.40 per month
Hotel/Motel Lodging Tax	8.0%	8.0%
Motor Vehicle License (Passenger Car; Not for Hire)	$35 up to 4,000 lbs; $40 over 4,000 lbs	$35 up to 4,000 lbs; $40 over 4,000 lbs
Public Rights-of-Way Use Fee	$1.05/Per Line/Per Month(4)	**$1.11/Per Line/Per Month(4)**
Food & Beverage Tax	7.5%	7.5%
Sales Tax	6.0%	6.0%
Taxes and Fees Supporting the Solid Waste Fund		
Landfill Tipping Fee	$38.00 per ton	$38.00 per ton
Soild Waste User Fee - Recyclers (Rate for up to 2 refuse containers)	$5.88 per week(5)	$5.88 per week(5)
Soild Waste User Fee - Non-Recyclers (Rate for up to 2 refuse containers)	$11.63 per week(6)	$11.63 per week(6)

TAX AND FEE SCHEDULE
Fiscal Years 2016-2017

Taxes and Fees	FY16 Budget	FY17 Budget
Taxes and Fees Supporting the Stormwater Fund		
Stormwater User Fee - Commercial	$7.83 per 2,429 sq. ft. of impervious area per month[6]	$7.83 per 2,429 sq. ft. of impervious area per month[6]
Stormwater User Fee - Residential	$7.83 per month[7]	$7.83 per month[7]
Taxes and Fees Supporting the Wastewater Management Fund		
Sewer User Fee	$1.48 per 100 cu. ft. of water consumption	$1.48 per 100 cu. ft. of water consumption
Sewer Surcharge Fee	$0.66 per 100 cu. ft. of water consumption	$0.66 per 100 cu. ft. of water consumption

[1] Personal Property taxes are taxed on a calendar year basis. The FY2017 tax rate stated above is effective January 1, 2017.

[2] The authority to impose this fee can be found in the Code of Virginia Section 58.1-3506(A)(12),(28) & (29).

[3] The authority to impose this fee can be found in the Code of Virginia Section 58.1-3840.

[4] The authority to impose this fee increase can be found in the Code of Virginia Section 56-468.1. This rate is determined by the Virginia Department of Transportation.

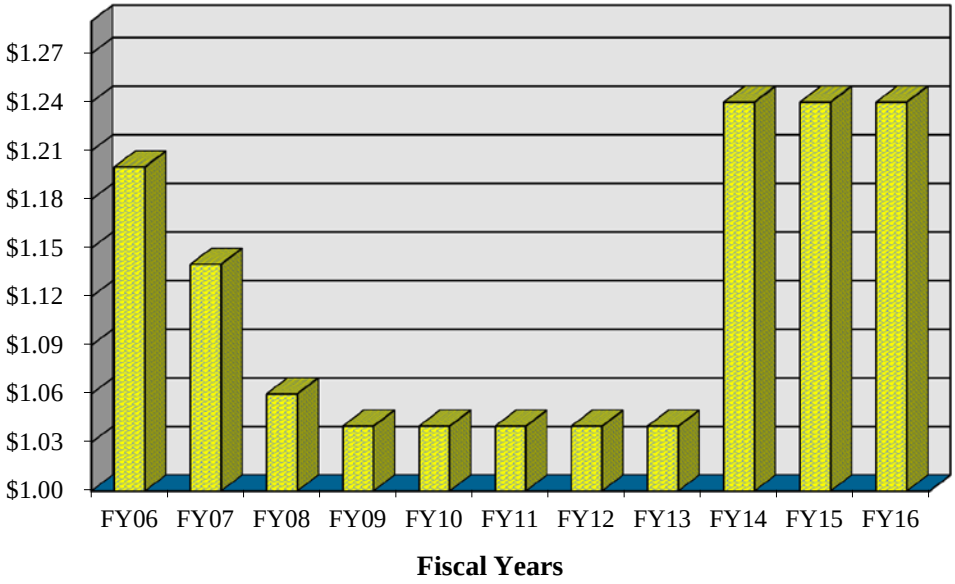
[5] The authority to impose this fee can be found in the Code of Virginia Section 15.2-928(A).

[6] The authority to impose this fee can be found in the Code of Virginia Section 15.2-928(A). The FY2016 was increased by ordinance on August 12, 2015 (former rate of $10.00 per week).

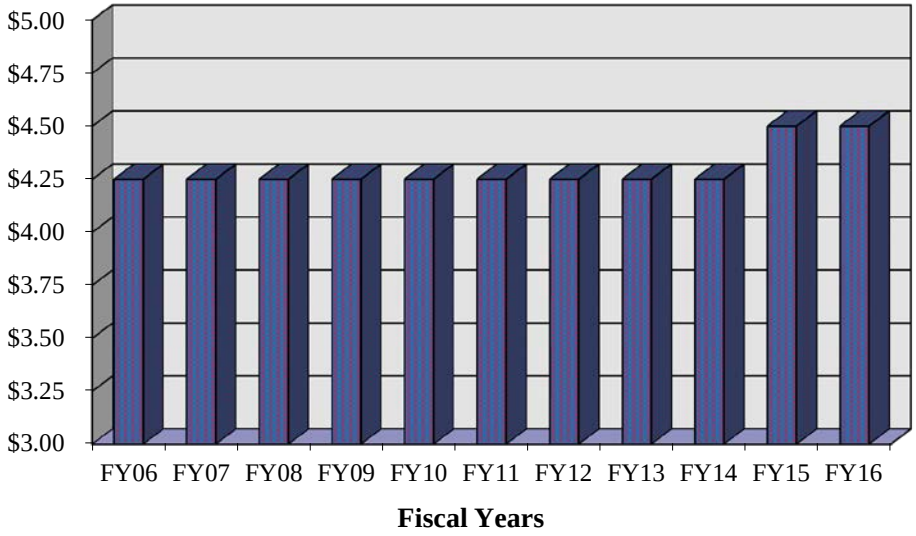
[7] The authority to impose this fee can be found in the Code of Virginia Section 15.2-2114.

HISTORICAL GRAPH
Property Tax Rates
Fiscal Years 2006 - 2016

Real Estate Tax Rate
(per $100 of Assessed Value)



Personal Property Tax Rate
(per $100 of Assessed Value)



CITY OF HAMPTON TEN LARGEST REAL PROPERTY TAXPAYERS

FY 2016 Assessed Values

Taxpayer	Assessment Value	Real Estate Taxes Due
Peninsula Main VA LLC	$118,645,000	$1,471,198
City of Newport News/NN Waterworks	56,853,900	704,988
FCLA LP	40,861,000	506,676
MOLA LLC	40,855,800	506,612
Hampton University	39,794,200	493,448
Ginkgo Lake Ridge LLC c/o Ginkgo Residential LLC	38,905,500	482,428
Trail Creek Apartments LLC c/o Fellers Schewe Scott & Rober	36,791,400	456,213
Hampton Exchange LLC c/o Hampton Center LLC c/o Marvin Poer & Co.	33,099,800	410,438
Cambridge Apartments LC	31,856,400	395,019
Coliseum Invetsment CO LLC	30,302,800	375,755
Total	**$467,965,800**	**$5,802,776**

Source: 2016 Comprehensive Annual Financial Report
City of Hampton

CITY OF NEWPORT NEWS TEN LARGEST REAL PROPERTY TAXPAYERS

FY 2016 Assessed Values

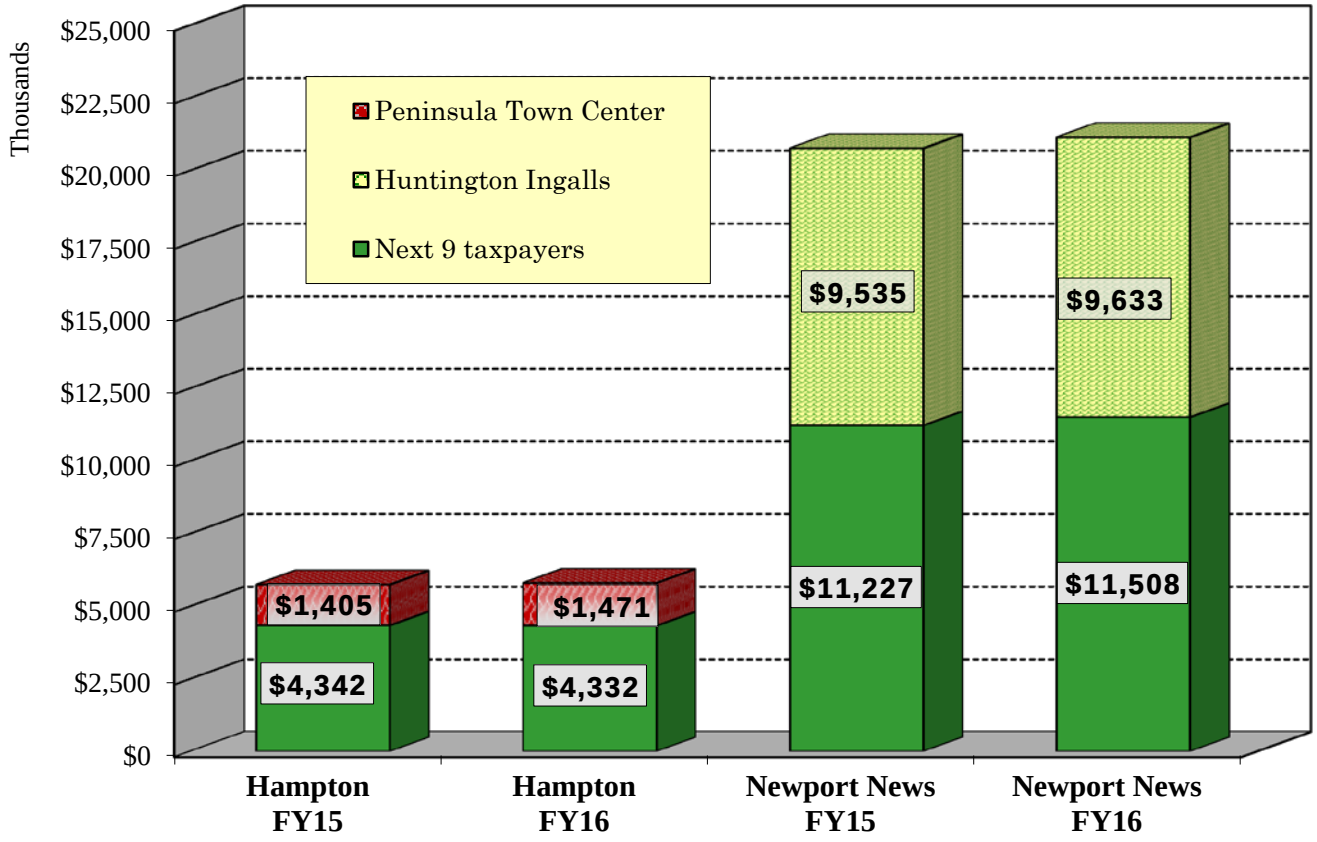
Taxpayer	Assessment Value	Real Estate Taxes Due
Huntington Ingalls Incorporated	$789,626,200	$9,633,440
The Mariners Museum	228,738,200	2,790,606
PR Patrick Henry LLC	148,345,700	1,809,818
Virginia Electric and Power Company	136,961,966	1,670,936
Canon USA Inc	117,069,600	1,428,249
Verizon Virginia LLC	80,265,443	979,238
Inland Western Newport News Jefferson LLC	69,526,200	848,220
Virginia Natural Gas	64,235,227	783,670
Kinder Morgan Operation LP "C"	52,358,200	638,770
Patrick Henry Hospital	45,771,600	558,414
Total	**$1,732,898,336**	**$21,141,361**

Source: Real Estate Assessor's Annual Report January 2016
City of Newport News

TEN LARGEST PROPERTY TAX PAYERS COMPARISON

FY 2015 - FY 2016

City of Hampton and City of Newport News



Note: This chart represents the assessed real estate values for the top ten taxpayers in the cities of Hampton and Newport News. For FY16 assessments, the annual taxes due from the top ten taxpayers in Hampton totals **$5,802,776**. Real Estate taxes due from the top ten taxpayers in Newport News totals **$21,141,361.** Hampton's top real estate taxpayer is the Peninsula Main VA LLC (Peninsula Town Center) at **$1,471,198**. Newport News' top real estate taxpayer is Huntington Ingalls, Inc. (Newport News Shipbuilding) at **$9,633,440**.

REVENUE GENERATED FROM HUNTINGTON INGALLS AND WATERWORKS

For Fiscal Year 2015

Huntington Ingalls [1]	
Real Estate/Personal Property	$20,086,000
Return on Equity	0
Total	**$20,086,000**

Newport News Waterworks	
Payment in Lieu of Taxes	$1,650,000
Return on Equity	9,500,000
Indirect Costs	1,100,000
Total	**$12,250,000**

Total Revenue: $32,336,000

Notes:

1. Newport News collected approximately $20.1 million in revenue from Huntington Ingalls for fiscal year 2015. This equates to approximately 20 cents of Hampton's Real Property Tax rate.

2. Newport News received approximately $12.25 million in revenue from the Waterworks for the City in FY14. This equates to approximately 12 cents of Hampton's Real Property Tax rate.

3. In total, Newport News generates approximately $32.3 million from Huntington Ingalls and Waterworks, the equivalent of over 32 cents of our Real Property Tax rate.

4. The dollar amount associated with "Return on Equity" is based on a percentage of the total value of the system. This includes capital assets, cash less bond debt and working capital. The percentage recommended by the Utilities Department to the City Council for approval is formulated on an annual basis.

5. The dollar amount associated with "Indirect Costs for Public Utilities" is based on the City of Newport News Cost Allocation Plan and paid to the General Fund.

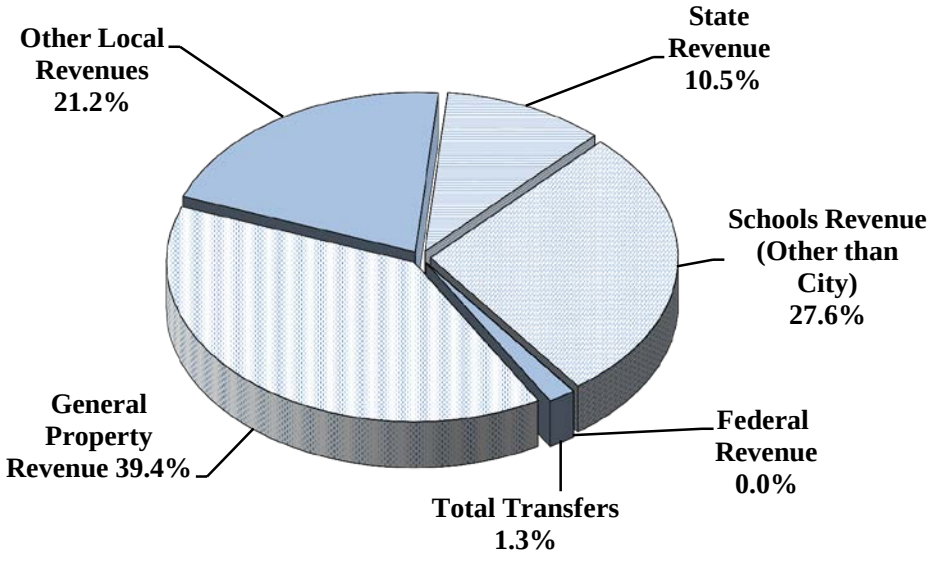
[1] Previously Northrop Grumman

Source: *City of Newport News Comprehensive Annual Financial Report and Council Approved Budget*

GENERAL FUND REVENUE SUMMARY
Fiscal Years 2015 - 2017

Revenues	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)	% Change
General Property Taxes	$175,164,110	$177,268,616	$177,268,616	$180,647,876	$3,379,260	1.91%
Other Local Taxes	75,405,819	77,515,272	77,515,272	78,509,567	994,295	1.28%
License, Permit & Privilege Fees	1,298,883	1,296,144	1,296,144	1,296,144	0	0.00%
Fines and Forfeitures	1,967,230	2,087,265	2,087,265	1,640,293	(446,972)	(21.4%)
Rev. from Use of Money/Prop.	454,139	368,738	368,738	438,592	69,854	18.94%
Charges for Services	9,232,118	8,889,430	8,889,430	8,947,513	58,083	0.65%
Miscellaneous Revenues	5,382,424	5,430,054	5,430,054	5,533,584	103,530	1.91%
Unrestricted State Revenues	821,467	798,010	798,010	813,825	15,815	1.98%
State Rev. for City/State Depts.	22,549,174	24,216,318	24,216,318	24,227,362	11,044	0.05%
State Rev. for City Depts.	22,779,822	22,752,936	22,752,936	23,846,193	1,093,257	4.80%
Federal Funding for City Depts.	47,324	30,500	30,500	30,500	0	0.00%
Total before Schools & Transfers	**315,102,511**	**320,653,283**	**320,653,283**	**325,931,449**	**5,278,166**	**1.65%**
School Funds From Other Than City	123,477,722	124,137,031	124,137,031	128,979,001	4,841,970	3.90%
Total Transfers from Other Funds	15,352,289	5,673,986	5,673,986	8,283,656	2,609,670	45.99%
Total Revenues	**$453,932,522**	**$450,464,300**	**$450,464,300**	**$463,194,106**	**$12,729,806**	**2.83%**

FY 2017 General Fund Revenues



FY17 COUNCIL APPROVED BUDGET

GENERAL FUND REVENUES DETAIL

Description	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
GENERAL PROPERTY TAXES					
Current Real Property Tax	$123,944,792	$123,360,333	$123,360,333	$124,929,893	$1,569,560
Real Estate 1st, 2nd & 3rd Prior	1,445,518	2,035,386	2,035,386	1,878,589	(156,797)
Real Estate BID Tax	774,595	795,030	795,030	795,346	316
Delinquent Taxes Collected	330,768	450,000	450,000	450,000	0
Special Assessment - PTC	3,137,417	3,300,000	3,300,000	4,377,463	1,077,463
Special Assessment - H20	270,865	611,302	611,302	539,170	(72,132)
Current Personal Property Tax	36,450,452	38,389,090	38,389,090	39,193,143	804,053
Personal Prop. Tax 1st, 2nd & 3rd Prior	1,945,362	1,787,138	1,787,138	1,787,138	0
Public Service Tax	3,841,490	3,789,802	3,789,802	3,789,802	0
Machinery & Tool Tax	2,338,831	2,150,625	2,150,625	2,307,422	156,797
Mobile Home Taxes - Current	41,816	40,910	40,910	40,910	0
Refunds	(338,134)	(450,000)	(450,000)	(450,000)	0
Penalties	980,337	1,009,000	1,009,000	1,009,000	0
Total	**175,164,110**	**177,268,616**	**177,268,616**	**180,647,876**	**3,379,260**
OTHER LOCAL TAXES					
Utility Tax-Electric & Gas	4,915,828	5,000,000	5,000,000	5,000,000	$0
Communications Sales & Use Tax	9,172,979	9,232,518	9,232,518	8,941,603	(290,915)
Right-of-Way Fee	526,984	550,383	550,383	550,383	0
Tobacco Tax	4,077,120	4,550,000	4,550,000	4,550,000	-
Business License Tax	11,435,245	12,390,000	12,390,000	12,390,000	0
Short Term Rental Tax	91,234	72,000	72,000	72,000	-
Sales & Uses Tax	15,050,331	15,083,767	15,083,767	15,556,505	472,738
Recordation Tax	1,361,935	1,300,000	1,300,000	1,450,000	150,000
Lodging-Transient Tax	3,481,781	3,457,297	3,457,297	3,600,000	142,703
License Fee-Para Mutual	3,557	0	0	0	0
Amusement Tax	1,088,002	1,218,306	1,218,306	1,218,306	0
Meal Tax	19,470,911	19,377,331	19,377,331	20,100,000	722,669
Motor Vehicle License Tax	4,273,362	4,403,135	4,403,135	4,403,135	0
Bank Stock Tax	456,550	477,635	477,635	477,635	-
Boat License Fee	0	402,900	402,900	200,000	(202,900)
Total	**75,405,819**	**77,515,272**	**77,515,272**	**78,509,567**	**994,295**
LICENSE, PERMIT & PRIVILEGE FEE					
Animal License	41,005	55,000	55,000	55,000	$0
Street and Taxi Permit	195,631	168,000	168,000	168,000	0
Zoning, Land and Site Fee	270,349	245,000	245,000	245,000	0
Building Permit	764,521	808,144	808,144	806,544	(1,600)
Miscellaneous Permit	27,377	20,000	20,000	21,600	1,600
Total	**1,298,883**	**1,296,144**	**1,296,144**	**1,296,144**	**0**

GENERAL FUND REVENUES DETAIL

Description	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
FINES AND FORFEITURES					
Fines and Forfeitures	1,967,230	2,087,265	2,087,265	1,640,293	(446,972)
Total	**1,967,230**	**2,087,265**	**2,087,265**	**1,640,293**	**(446,972)**
REVENUE FROM USE OF MONEY & PROPERTY					
Parking Fee	43,631	48,000	48,000	48,000	$0
Interest from Investment + Net Apprec.	131,454	177,815	177,815	220,000	42,185
Rental of Property	40,317	7,373	7,373	33,016	25,643
Sales of Property, Material	159,587	65,019	65,019	65,019	0
Vending Machines-Other	11,527	3,000	3,000	3,000	0
Revenue from Advertising & Commiss.	67,623	67,531	67,531	69,557	2,026
Total	**454,139**	**368,738**	**368,738**	**438,592**	**69,854**
CHARGES FOR SERVICES					
Fees-Arts Commission	0	0	0	0	$0
Fees-Community Develop. Technology	47,540	65,000	65,000	65,000	0
Fees-Court Officers	33,300	27,000	27,000	27,000	0
Fees-DMV Select	65,665	55,000	55,000	55,000	0
Fees-Sheriff + Animal Control	16,081	14,741	14,741	14,741	0
Fees-Excess Of Clerk	32,600	60,000	60,000	60,000	0
Fees-Recreation	1,084,488	1,067,550	1,067,550	1,020,120	(47,430)
Fees-Ambulance Service	4,179,299	3,919,061	3,919,061	3,919,061	0
Fees-Healthy Family Partnership Class	11,765	14,800	14,800	10,450	(4,350)
Fees-Teen Center	23,907	6,556	6,556	75,000	68,444
Fees- School Age Program	1,290,980	1,253,338	1,253,338	1,278,383	25,045
Fees-Cobra Administration	1,025	1,000	1,000	1,000	0
Fees-Housing Federal Prisoners	1,198	1,000	1,000	1,000	0
Fees-Funeral Escort Fees	52,500	53,000	53,000	53,000	0
Fees for Work Release Program-Sheriff	30,345	39,635	39,635	39,635	0
Fees-Jail Admission Fee	11,750	8,350	8,350	8,350	0
Fire Prevention	206,902	205,600	205,600	205,600	0
Fort Monroe Authority	983,960	983,960	983,960	983,960	0
Library Fines & Fees	33,724	50,000	50,000	50,000	0
PEG Capital Grant Surcharge Fee	213,777	200,000	200,000	200,000	0
Passport Application Fees	67,330	50,000	50,000	50,000	0
Landfill Host Fees + Hazmat	830,312	800,000	800,000	800,000	0
Radio Maintenance Fees	13,671	13,839	13,839	30,213	16,374
Total	**9,232,118**	**8,889,430**	**8,889,430**	**8,947,513**	**58,083**
MISCELLANEOUS REVENUES					
Miscellaneous Revenue	282,124	190,600	190,600	150,000	(40,600)
Administrative Fees (CDA + Operating)	1,109,390	1,075,000	1,075,000	1,173,600	98,600
Payment In Lieu of Taxes	66,957	75,000	75,000	75,000	0
Miscellaneous Fees and Donations	30,045	0	0	0	0

GENERAL FUND REVENUES DETAIL

Description	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
MISCELLANEOUS REVENUES *(continued)*					
Reimbursement For Services-School	1,439,685	1,495,400	1,495,400	1,534,539	39,139
Returned Check Fees	7,934	14,010	14,010	14,010	0
Unemployment Fees	3,484	4,000	4,000	4,000	0
Indirect Costs-Solid Waste	356,470	356,470	356,470	356,470	0
Indirect Costs-Steam Plant	218,000	218,000	218,000	218,000	0
Indirect Costs-Wastewater Management	456,000	456,000	456,000	456,000	0
Indirect Costs-Others	123,275	123,275	123,275	123,275	0
Reimb for Radio Main. - Coliseum	48,301	48,437	48,437	50,837	2,400
Reimb for Radio Main. - Fleet Services	1,823	1,845	1,845	1,918	73
Reimb for Radio Main. - Storm Water	26,886	27,217	27,217	28,296	1,079
Reimb for Radio Main. - Wastewater	22,329	22,604	22,604	23,500	896
Return on Investment - Wastewater	0	113,292	113,292	113,292	0
Reimb for Radio Main. - Solid Waste	36,912	36,904	36,904	38,847	1,943
Return on Investment - Solid Waste	0	116,000	116,000	116,000	0
Recovered Costs-NASA Fire Station	906,000	906,000	906,000	906,000	0
Recovered Costs-Miscellaneous	246,809	150,000	150,000	150,000	0
Total	**5,382,424**	**5,430,054**	**5,430,054**	**5,533,584**	**103,530**
UNRESTRICTED STATE REVENUES					
Vehicle Rental Tax	384,190	373,448	373,448	384,190	$10,742
Mobile Home Titling Tax	19,404	20,046	20,046	25,119	5,073
Tax on Deeds	400,679	394,000	394,000	394,000	0
Railroad Tax	10,516	10,516	10,516	10,516	0
State Share Isabel (FEMA)	6,678	0	0	0	0
Total	**821,467**	**798,010**	**798,010**	**813,825**	**15,815**
STATE REVENUE FOR CITY/STATE DEPTS.					
Sheriff and Jail	6,168,971	6,513,233	6,513,233	6,531,245	$18,012
City Treasurer	266,418	271,448	271,448	274,743	3,295
Clerk of the Circuit Court	785,634	780,133	780,133	812,346	32,213
Commissioner of the Revenue	287,765	293,800	293,800	297,629	3,829
Commonwealth's Attorney	1,319,669	1,364,590	1,364,590	1,384,843	20,253
Social Services - Federal/State	13,169,573	13,956,189	13,956,189	13,863,769	(92,420)
VA. Juvenile Block Grant	315,703	279,725	279,725	279,725	0
Recovered Costs - Sheriff Jail	854,283	698,359	698,359	722,460	24,101
Recovered Costs-Probation	7,263	8,500	8,500	8,500	0
Electoral Board and Voter Registrar	52,103	50,341	50,341	52,102	1,761
Net State Reduction in Revenues	(678,208)	0	0	0	0
Total	**22,549,174**	**24,216,318**	**24,216,318**	**24,227,362**	**11,044**
STATE REVENUE FOR CITY DEPTS.					
E911 Wireless Grant	447,599	409,000	409,000	409,000	0
Recovered Costs-Police	6,523,452	6,523,451	6,523,451	6,732,202	208,751

GENERAL FUND REVENUES DETAIL

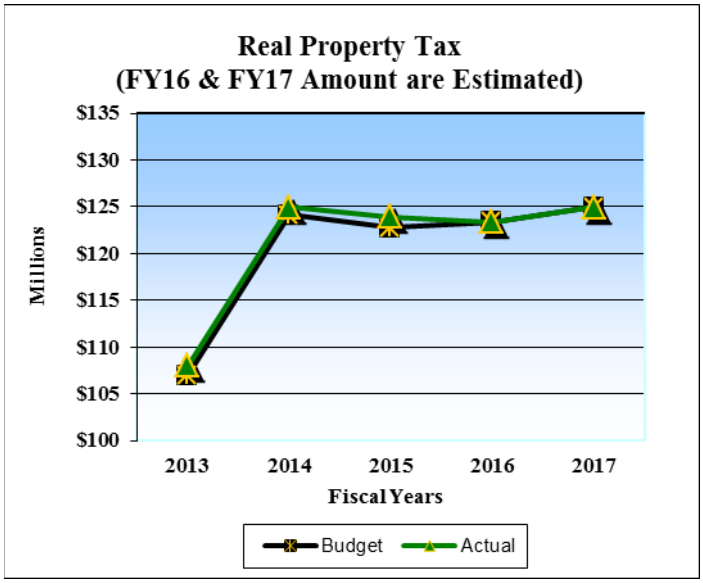
Description	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
STATE REVENUE FOR CITY DEPTS. ***(continued)***					
Street & Highway Maintenance	15,138,430	15,138,430	15,138,430	15,902,855	764,425
Healthy Families Prog. - Federal/State	506,818	520,000	520,000	640,081	120,081
Public Library Books	163,524	162,055	162,055	162,055	0
Total	**22,779,822**	**22,752,936**	**22,752,936**	**23,846,193**	**1,093,257**
FEDERAL FUNDING FOR CITY DEPTS.					
Indirect Costs	10,000	10,000	10,000	10,000	$0
Federal Assistance - Other	23,289	0	0	0	0
Rad. Emergency Response	14,035	20,500	20,500	20,500	0
Total	**47,324**	**30,500**	**30,500**	**30,500**	**0**
TOTAL (BEFORE SCHOOLS & TRANSFERS)	**315,102,511**	**320,653,283**	**320,653,283**	**325,931,449**	**5,278,166**
SCHOOL FUNDS FROM OTHER THAN CITY					
State Funds	99,086,822	86,103,156	86,103,156	88,184,578	$2,081,422
State Lottery Profits	0	12,772,873	12,772,873	14,981,167	2,208,294
Other Funds	2,566,532	2,872,500	2,872,500	2,722,500	(150,000)
Share 1% Sales Tax	21,059,634	21,465,502	21,465,502	22,150,756	685,254
Federal Projects	764,734	923,000	923,000	940,000	17,000
Total	**123,477,722**	**124,137,031**	**124,137,031**	**128,979,001**	**4,841,970**
TOTAL (INCLUDING SCHOOL BUT NOT TRANSFERS)	**438,580,233**	**444,790,314**	**444,790,314**	**454,910,450**	**10,120,136**
TRANSFERS					
Unassigned General Fund Balance	7,390,456	2,750,000	2,750,000	3,651,372	$901,372
Transfer from EDA	42	0	0	0	0
Transfer from School Operating Fund	2,000,000	2,000,000	2,000,000	2,000,000	0
Transfer from P/Y Encumbrance	2,428,885	0	0	0	0
Committed Fund Balance (CFB)	0	0	0	350,000	350,000
CFB-Debt Reserve	592,984	592,984	592,984	757,984	165,000
CFB-Budget Savings	2,822,582	0	0	1,365,000	1,365,000
CFB-Drainage Program	116,000	0	0	0	0
CFB-ATF Funds	0	331,002	331,002	159,300	(171,702)
Transfer from Federal Grant Fund	1,340	0	0	0	0
Total	**15,352,289**	**5,673,986**	**5,673,986**	**8,283,656**	**2,609,670**
GRAND TOTAL	**453,932,521**	**450,464,300**	**450,464,300**	**463,194,106**	**12,729,806**

REVENUE DESCRIPTIONS

The General Fund revenues (before school funding and transfers) are projected to increase by $5,278,166, or 1.65%. These estimates are based on historical trends, current market condition, and consultation with the Commissioner of Revenue, the Treasurer, City staff and the Commonwealth of Virginia's 2016-2018 Biennium Budget.

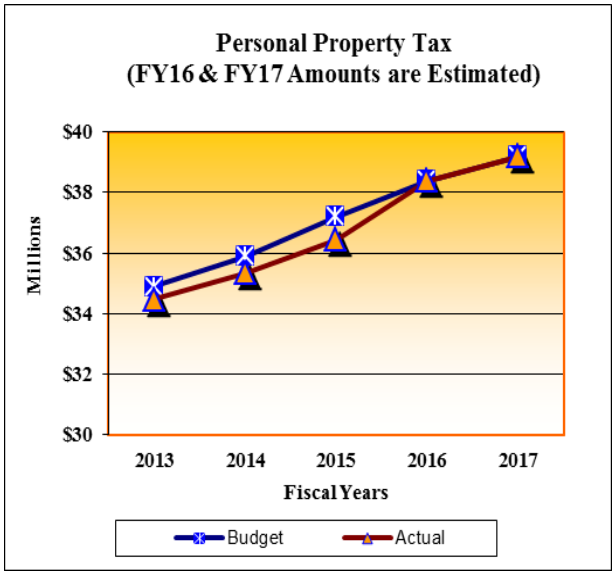
The following is a brief summary of the $463,194,106 in expected revenue sources for the City's FY 2017 Council Approved Budget.

General Property Taxes



Real Property Tax represents the largest revenue source for the City. The ad valorem taxes are based on the assessed value of all real property. Current real property is assessed at fair market value as of July 1 of each year. While 69% of home values didn't change, 17% decreased and 14% increased, averaging to an overall decline of .06%. However, multifamily and commercial properties showed gains in values of 5.52% and 2.6%, respectively. Those gains offset the decline in all residential properties, which make up more than half the value of all property in the city. The estimated real property tax revenues for FY17 totals $124,929,893, an increase of $1,569,560 over FY16. The projected collection rate for current real estate taxes is 98.4%. ***The real estate tax rate for FY17 remains at $1.24 per $100 of assessed value.***

Personal Property Tax includes taxes levied on tangible personal property, recreational vehicles, trailers, and motor vehicles owned by citizens and businesses. Taxes are levied on a calendar year basis. The estimated increase in personal property tax revenues from FY16 to FY17 is $804,053, or 2.1%. The projected collection ratio is 95%. ***The FY17 tax rates remains at $4.50 for most personal property and $0.000001 per $100 assessed value*** for all recreational vehicles and personal property for the disabled, the elderly and 100% disabled Veterans.



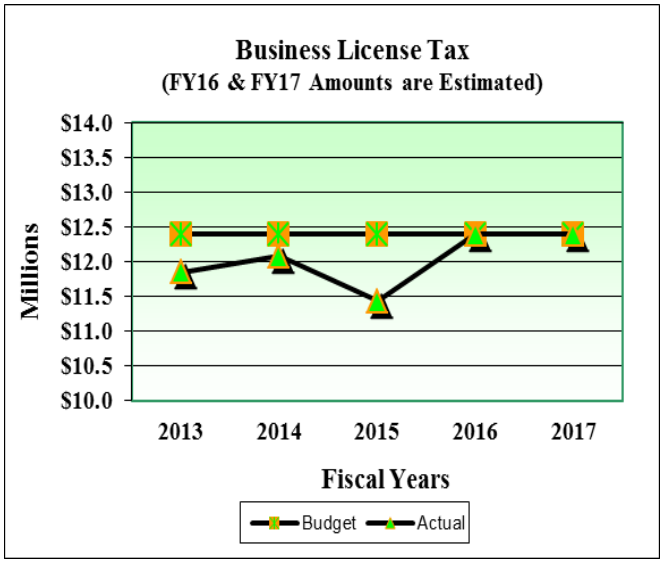
Machinery & Tool Tax is a personal property tax levied on tangible business machinery and tools. ***The current rate remains the same at $3.50 per $100 of assessed value***. The estimated revenues for FY17 increased to $2,307,422. The collection rate is estimated to be at 98%.

Other General Property Revenues consist of Public Service Tax, delinquent real estate and personal property tax revenues from previous years along with refunds, penalties, and mobile home taxes totaling $4,839,712 for FY17, exactly as it was for FY2016.

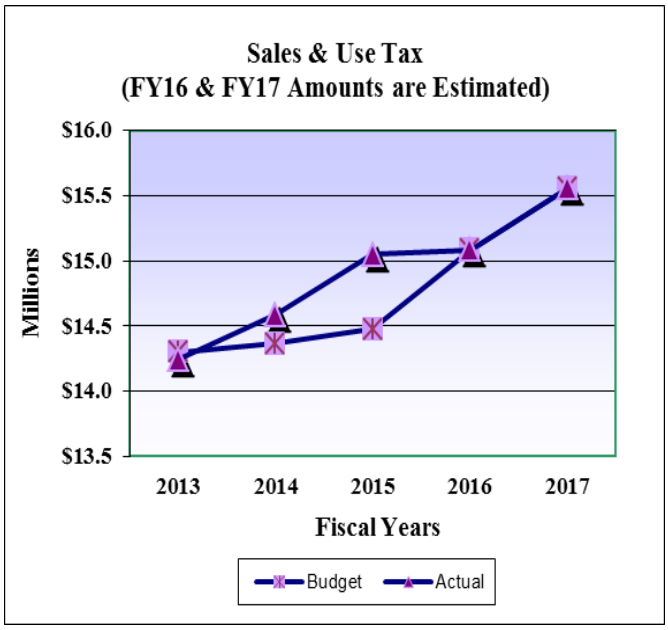
Other Local Revenues

Utility Tax - Electric & Gas: The City has the authority by the State to impose and levy a monthly tax, on a "per meter" basis, on each purchase of natural gas (delivered by pipeline) and electricity. This tax is collected by the service provider from the consumers. The total revenues for FY17 remain level to FY15 at $5,000,000. The current rates for residential, commercial, industrial and all other consumers are listed in the ***Tax and Fee Rates*** section of this document.

Communications Sales & Use Tax/Right of Way Fees: Effective July 1, 2007, the State combined the local telephone service, mobile telecommunication service, cable service, cable franchise fees, video programming excise tax and E911 service tax into one communication sales and use tax. The imposed rate will be 5% of gross receipts and imposed separate right-of-way fees for land line phones, cable lines and 911 land line services. These taxes and fees are now State imposed fees which will be collected by the State and distributed to localities. The projected revenue for FY17 decreased to $8,941,603. ***For FY17, the right-of-way rate increased to $1.11 per line.***



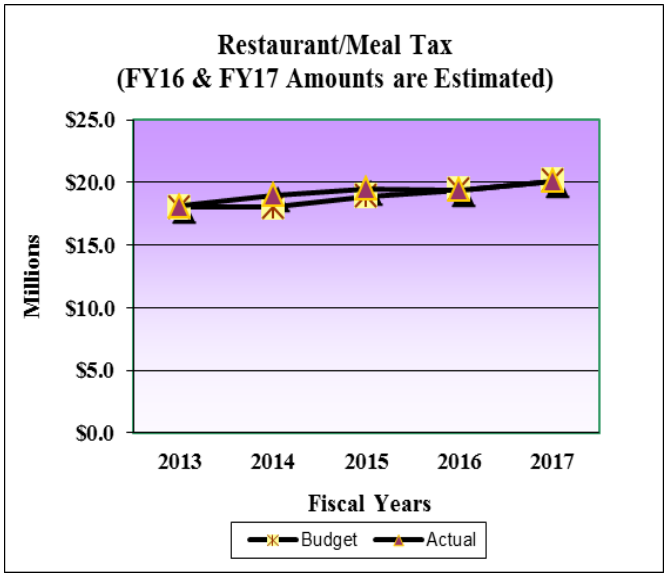
Business License Tax is generally assessed on the gross receipts of a business. Tax rates vary depending on the business category. A new business must obtain a business license from the Commissioner of the Revenue before conducting business in Hampton. The total revenues for FY17 remain level to FY16 at $12,390,000.



Sales & Use Tax is the retail and use taxes charged and collected by certain businesses on behalf of the Commonwealth of Virginia. One percent of this tax is designated as the "local portion" and is directly returned by the Commonwealth of Virginia to the localities in which the business operates. Effective September 1, 2004, the combined state and local rate is 5% for most retail items. This category continues to project strong growth as investments in expanding our retail tax base continue to pay off. The projected revenue for FY17 is $15,556,505 an increase of $472,738 over FY16. ***The current sales tax rate remains at 6%.***

Lodging -Transient Tax is imposed and levied by the City in the amount of 8% of the total amount paid for lodging, by or for any transient, to any hotel. Two percent of this tax rate is designated to the Convention Center Fund. In FY14, a $1 per room, per night hotel tax was implemented. Funds from this tax will be utilized to protect important cultural

attractions and ensure that visitor-generating businesses continue to generate room nights for our hotel community. The projected revenue for FY17 anticipates an increase of $142,703.



Restaurant/Meal Tax is assessed on the sales price of prepared food and beverages sold at food establishments (as defined in Section 37-226 of the City Charter) in the City. Meal Tax revenue continues to grow with a projected $722,669 increase over FY16. The total revenues for FY17 restaurant/meal tax are $20,100,000.

Admission/Amusement Tax is levied at a current rate of 10% of any admission charge (per person) to any place of amusement or entertainment, where the admission charge is thirty-five cents ($0.35) or more. The projected revenue total is expected to remain at $1,218,306.

Other Local Taxes Collected are the remaining local taxes not previously mentioned including; bank stock taxes, motor vehicle license taxes, license fees-para mutual, recordation taxes, short term rental taxes, tobacco taxes and boat license fee (new). The projected combined total for these revenues is $11,152,770 for FY17. It is anticipated that revenue from the short term rental, motor vehicle license and bank stock tax will remain level at $72,000, $4,403,135 and $477,635 respectively. The projected recordation tax, tobacco tax and the boat license fee are expected to bring in a combined total of $6,200,000. The boat license fee, which was brand new in FY16, is expected to produce less income in FY17.

License, Permit & Privilege Fee

These revenues are generated from various activities within the City primarily from the growth of construction by issuance of building plans; and electrical and plumbing permits to ensure the quality and appearance of the City along with the safety of our citizens. Other fees are collected for animal licenses, street and taxi permits, zoning and land fees. The projected revenue for FY17 remains the same, at $1,296,144.

Fines and Forfeitures

These collections are the results of charges ordered by the courts for violations of City ordinances. These revenues are projected to have a decrease in court appeals which results in an overall decline of $446,972 for FY17. Funds received from this function are to be expended in the Sheriff's budget for court security. Revenue is projected at $1,640,293.

Revenues from Use of Money & Property

Interest earned on investments generates the majority of the revenue in this category. The projected revenue has a slight increase, for a FY17 total of $438,592.

REVENUE DESCRIPTIONS

Charges for Services

This category consists of revenues from fees charged by court officers, the Sheriff's department, recreation, ambulance services, Healthy Start Programs, Healthy Family Partnership Classes, Library fines/fees, legal services, landfill host fees and miscellaneous fees. Revenues in this category increased by $58,083, bringing total revenues projected in this category to $8,947,513. The primary increase is due to the Teen Center's increased services.

Miscellaneous Revenues

This category includes School service reimbursements, payment in lieu of taxes, indirect cost from other funds to the General Fund, recovered costs, and other revenues not classified in any other category. This category reflects an increase of $103,530 over adopted FY16 revenues. The total estimated FY17 revenue for this category is $5,533,584.

Unrestricted State Revenues

Non-categorical aid received from Virginia for the City's share of taxes levied on vehicle rental, mobile home titling, and deeds make up this category. The estimated FY17 revenue for this category is $813,825 which is an increase of $15,815 over the FY16 adopted revenues.

State Revenues for City/State Departments

This category consists of shared-expenses in which the State provides funding assistance for the Constitutional Officer's salaries/wages as determined by the State Compensation Board on an annual basis; funds for the elected official offices include Clerk of Circuit Court, Commissioner of Revenue, Commonwealth's Attorney, Electoral Board, Voter Registrar, Treasurer, Sheriff's Office and Jail. Funding is also provided for Federal/State share of Social Services' Programs. Funding for these programs is affected by the Governor's 2016-2018 Biennial Budget. The projected revenue in this category is $24,227,362; an increase of $11,044 over FY16.

State Revenue for City Departments

This section includes categorical State and Federal funding. The City's police department recovers some of its costs from the "599 funds" distributed by the Commonwealth of Virginia. For Street & Highway Maintenance revenues, the Virginia Department of Transportation has appropriated $15,902,855 for FY17, an increase of $764,425 over FY16. This category has an anticipated revenue increase of $1,093,257 bringing the total to $23,846,193.

School Funds from Other than City

State funding for education represents the largest categorical aid received by the City from the Commonwealth of Virginia. The *State Funds* are revenues received based on a formula comprised of a ratio of the number of school age children within the City compared to the number of school-aged children statewide. The State has appropriated $88,184,578 for FY 2017 which is an increase of 2,081,422 due to an increase in student enrollment. The *State Lottery Profits* dedicated for the purpose of public education is estimated to increase by $2,208,294 in FY17 to $14,981,167.

Other Funds include miscellaneous revenues such as fees from students, tuition from day students, Medicare reimbursement and interest earnings. Revenues are expected to decrease by $150,000 to $2,722,500 for FY17.

The *Federal Impact Funds* is aid from the federal government to support special education under the Individuals with Disabilities Education Act and related services for students with learning disabilities. The federal government also provides aid under Public Law 874 to assist local schools systems for the number of federal employees including military families by providing financial assistance for school construction and operations. The total revenues are expected to increase by $17,000 to $940,000 in FY17.

Of the *Share 1% Sales Tax* collected by the State for sales and use taxes, the City contributes the entire 1% to the Hampton City Schools. This amount will increase by $685,254 to $22,150,756 in FY17.

General Fund Balance

Each year the City allocates a specific portion of unassigned fund balance to be used for one-time operational costs in the proceeding fiscal year. This amount designated shall comply with the City's financial policies regarding unassigned fund balance.

For FY17, a total of $3,651,372 will be appropriated from unassigned fund balance for one-time funding items. The Committed Fund Balance-Debt Reserve account, which was established in FY 2007, are funds set aside to be used to mitigate debt service obligations in subsequent years.

Transfer from School Operating Fund

The Hampton City School Board has agreed to contribute $2,000,000 from their operating fund to the City's debt service reserve for the future debt service repayment on the general obligations bonds issued for school construction.

GENERAL FUND EXPENDITURE SUMMARY
Fiscal Years 2015 - 2017

City Operations	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)	Percent Change
Business Teams						
Constitutional, Judicial & Electoral Offices	$15,360,501	$15,564,642	$15,692,444	$15,691,685	($759)	(0.00%)
Economic Vitality & Neighborhoods	7,339,002	7,645,004	7,784,950	7,788,296	3,346	0.04%
Infrastructure	17,412,525	18,255,295	18,410,836	18,188,951	(221,885)	(1.22%)
Leisure Services	6,633,561	6,723,735	6,846,714	6,822,603	(24,111)	(0.36%)
Public Safety	45,445,728	45,553,565	46,571,694	47,248,223	676,529	1.49%
Quality Government	14,361,622	15,067,666	15,242,806	16,732,133	1,489,327	9.88%
Youth and Families	25,932,893	27,962,521	28,040,046	27,925,272	(114,774)	(0.41%)
Retirement and Employee Benefits	38,050,998	41,815,721	39,998,659	43,028,612	3,029,953	7.25%
Total Business Teams & Employee Benefits	**170,536,830**	**178,588,149**	**178,588,149**	**183,425,775**	**4,837,626**	**2.71%**
Contributions to Outside Agencies	18,284,133	19,303,945	19,303,945	20,655,161	1,351,216	7.00%
Debt Service	34,162,922	33,392,972	33,392,972	33,392,972	0	0.00%
Transfer to Capital Budget	17,469,639	14,839,019	14,839,019	15,913,623	1,074,604	7.24%
Transfer to Other Funds	9,504,042	9,090,961	9,090,961	9,356,158	265,197	2.92%
Total City Operations	**$249,957,566**	**$255,215,046**	**$255,215,046**	**$262,743,689**	**7,528,643**	**2.95%**
School Operations						
State Funds	$121,389,891	$120,341,531	$120,341,531	$125,316,501	$4,974,970	4.13%
Federal Funds	1,323,000	923,000	923,000	940,000	17,000	1.84%
Miscellaneous Revenue	2,419,000	2,872,500	2,872,500	2,722,500	(150,000)	(5.22%)
Total State & Federal Funds	**125,131,891**	**124,137,031**	**124,137,031**	**128,979,001**	4,841,970	**3.90%**
Required Local Contribution according to State Law	38,619,751	38,245,174	38,245,174	37,666,384	(578,790)	(1.51%)
Local Contribution in Excess of State Requirements	31,992,472	32,867,049	32,867,049	33,805,032	937,983	2.85%
Total Local Contribution	**70,612,223**	**71,112,223**	**71,112,223**	**71,471,416**	**359,193**	**0.51%**
Total Schools' Operations	**$195,744,114**	**$195,249,254**	**$195,249,254**	**$200,450,417**	**5,201,163**	**2.66%**
Total Expenditures	**$445,701,680**	**$450,464,300**	**$450,464,300**	**$463,194,106**	**$12,729,806**	**2.83%**

MAJOR EXPENDITURE INCREASES/(DECREASES) Fiscal Year 2017

Additional Information is located behind the respective tab.

Category	Increases/ (Decreases)	Explanation
Infrastructure	($221,885)	The net decrease in Infrastructure is attributed to a decrease in Facilities Management to account for energy efficiency savings and a reorganization in the Parks Division, partially offset by an increase in Traffic Engineering for additional street lighting in an effort to enhance public safety perception.
Leisure Services	(24,111)	The decrease in Leisure Services is attributed to a reorganization in the Recreation Division and vacated positions in the Public Library being filled at lower than budgeted salaries.
Public Safety	676,529	The net increase in this business team is attributed to fully funding the SAFR grant positions in the Fire and Rescue Division and funding a body camera and taser contract that will equip all sworn officers in the Police Division.
Quality Government	1,489,327	The increase in this business team is predominately attributed to technology, i.e. the establishment of a personal computer (PC) replacement program funded out of departmental savings; funding public safety equipment and leases in Non-Departmental; funding the increased maintenance cost of Granicus (the Council agenda software); introduction of a 311 mobile app and an increase in the Motorola radio maintenance costs. In addition, a position is being transferred from the Recreation Division to the City Manager's Office to focus on Council's strategic priority of place making full time.
Youth and Families	(114,774)	The net decrease in the Youth and Family business team results from the transfer of a youth violence prevention coordinator position to *the Youth Violence Prevention Unit/ATF*; savings from merging the Hampton Health Department with the Peninsula Health District, additional funds for the grass roots mini-grants to address youth violence prevention and a decrease in fixed costs.

MAJOR EXPENDITURE INCREASES/(DECREASES) Fiscal Year 2017

Additional Information is located behind the respective tab.

Category	Increases/ (Decreases)	Explanation
Retirement and Employee Benefits	3,029,953	The increase in Retirement and Employee Benefits reflects the employee compensation increase of 3% (2% general wage increase {GWI} and 1% for compression adjustments). This budget also includes funding to fully cover the health insurance premium increase, funding for the restored Citizen Satisfaction Bonus program (funded with departmental savings) and state revenues for the Healthy Families Program which will be used to fund that department's portion of the compensation plan.
Contributions to Outside Agencies	1,351,216	The net increase in Contributions to Outside Agencies is driven by an increase in contributions to the Hampton Roads Regional Jail, the Peninsula Regional Animal Shelter, Hampton Roads Transit and the Peninsula Town Center CDA for an increase in special assessments. Please note that for the Peninsula Town Center CDA, the City serves as a pass thru, and as such, there is no impact to the City's budget.
Transfer to Capital Budget	1,074,604	The increase reflects increased VDOT funding for street programs as well as a greater use of recurring General Fund revenues.
Transfer to Other Funds	265,197	The net increase reflects increased 2+2 revenues dedicated to the Convention Center, offset by savings in the Hamptons Golf Course Clubhouse lease and the Coliseum Fund.
School Operations (Local Funds)	359,193	The increase in the local contribution, in excess of the state requirement, is attributed to the agreed upon school funding formula in which the school's receive a predetermined percentage of the growth in residential general property and utility taxes.
School Operations (State, Federal and Miscellaneous Funds	4,841,970	State funding increases substantially for the first time since fiscal year 2008.
Net Increase/(Decrease)	**$12,727,219**	

DISTRIBUTION OF BUDGETED FUNDS

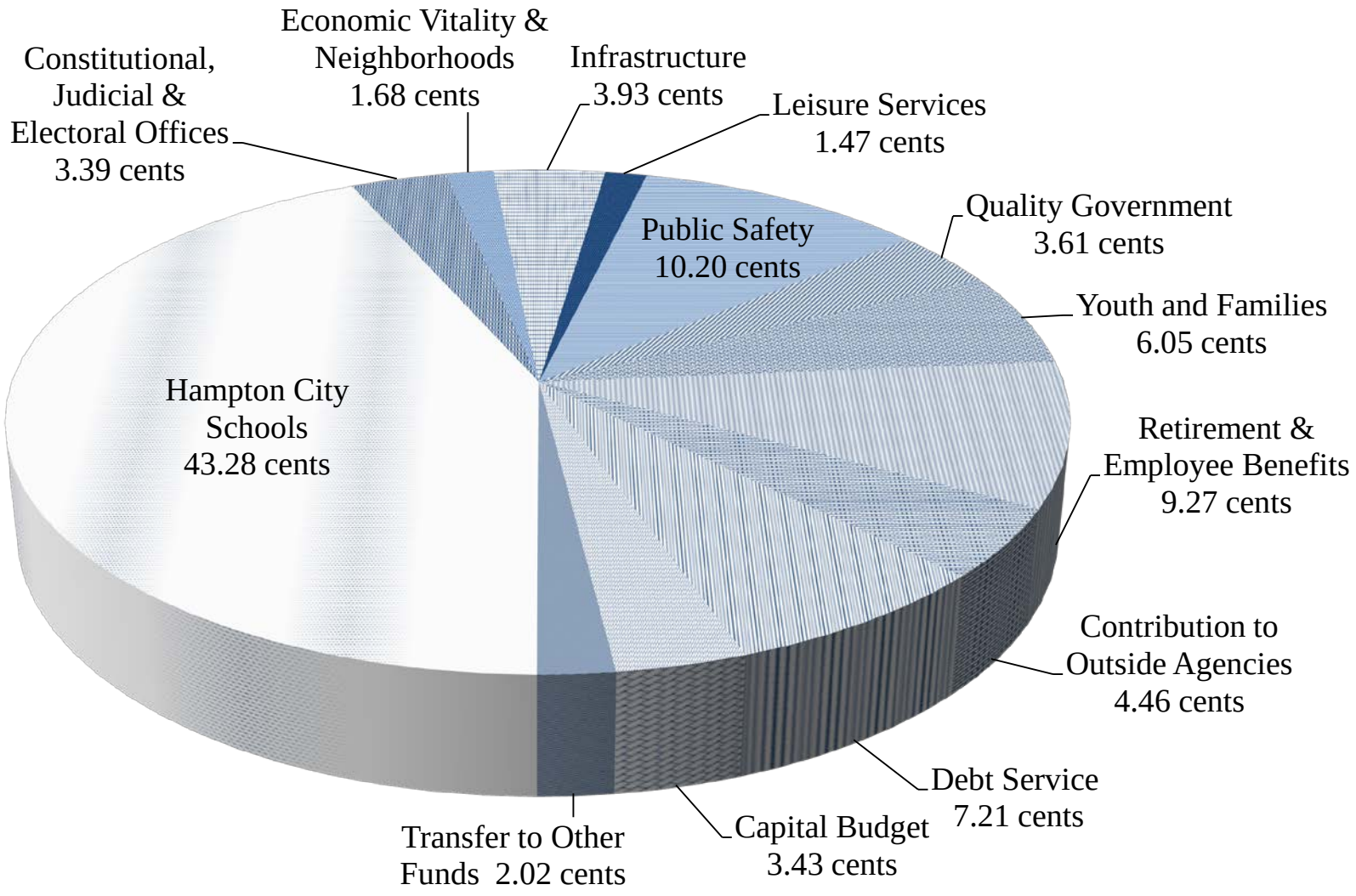
City Operations	FY16 Budget	FY17 Budget	Increase / (Decrease)	Percentage of FY17 City Budget
Personal Services	$82,555,584	$84,568,468	$2,012,884	
Employee Benefits*	41,815,721	43,028,612	1,212,891	
Total Personal Services	**124,371,305**	**127,597,080**	**3,225,775**	**48.6%**
Operating and Capital Outlay	54,216,844	55,828,695	1,611,851	**21.2%**
Contributions to Outside Agencies	19,303,945	20,655,161	1,351,216	**7.9%**
Debt Service	33,392,972	33,392,972	0	**12.7%**
Transfer to Capital Budget	14,839,019	15,913,623	1,074,604	**6.1%**
Transfer to Other Funds	9,090,961	9,356,158	265,197	**3.6%**
Total City Budget	**$255,215,046**	**$262,743,689**	**$7,528,643**	**100.0%**

School Operations	FY16 Budget	FY17 Budget	Increase / (Decrease)	Percentage of FY17 School Budget
Personal Services	$110,050,935	$112,606,537	$2,555,602	
Employee Benefits	45,238,554	47,044,962	1,806,408	
Total Personal Services	**155,289,489**	**159,651,499**	**4,362,010**	**79.6%**
Operating and Capital	39,959,765	40,798,918	839,153	**20.4%**
Total School Budget	**195,249,254**	**200,450,417**	**5,201,163**	**100.0%**
Total Expenditures	**$450,464,300**	**$463,194,106**	**$12,729,806**	

*** Budget Note:** *Funds are included for a 3% total compensation package, the details of which can be found in the Retirement and Employee Benefits tab.*

FY17 COUNCIL APPROVED BUDGET

HOW $1 OF REVENUE IS SPENT



PURPOSE OF DEPARTMENTAL BUSINESS TEAMS

The City of Hampton has seven business teams - *Constitutional, Judicial and Electoral Offices; Economic Vitality and Neighborhoods; Infrastructure; Leisure Services; Public Safety; Quality Government* and *Youth and Families* - that are facilitated by the City Manager and the Assistant City Managers to achieve an interconnectedness critical in today's operating environment. The business teams focus the City's organization on the initiatives selected by their elected and appointed leaders. Many departments contribute to more than one business area.

Business team management enhances financial control and long-range planning by requiring that all departments focus not only on their individual needs but also on the needs of the business unit as well. The teams are expected to develop annual and long-range goals; integrate departmental plans to key business unit plans; share resources across departmental lines as necessary; eliminate disparity in the application of organizational policies; and most of all, make a positive and substantial contribution to the attainment of the City's mission statement – to be a vibrant waterfront community celebrating and embracing more than 400 years of history and innovation to create an even more dynamic future.

Increased demands for services with dwindling local, state and federal revenues compel us to tighten financial and operational control in the organization. The clustering of departments into key business units accomplishes that goal. More importantly, however, business team management allows us to be better prepared for future challenges. No one department acting in isolation can prepare our citizens or community for these challenges – it takes a strong, coordinated and integrated effort on the part of multiple departments and outside entities to achieve what our community will need in the future.

The City Manager and staff continue their commitment to present the budget according to key business team areas.

DEPARTMENTAL BUSINESS TEAMS
Fiscal Years 2014 - 2017

Business Teams/Departments	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Constitutional, Judicial & Electoral Offices						
Clerk of the Circuit Court	921,206	912,146	939,818	939,818	971,396	31,578
City Sheriff and Jail	9,055,331	9,272,492	8,933,149	8,934,338	8,920,802	(13,536)
City Treasurer	1,583,340	1,543,077	1,736,979	1,772,659	1,766,312	(6,347)
Commissioner of the Revenue	1,210,293	1,195,478	1,244,769	1,274,276	1,261,036	(13,240)
Commonwealth's Attorney	1,669,563	1,597,268	1,665,748	1,712,082	1,710,564	(1,518)
Circuit Court	371,277	362,775	362,963	371,050	370,201	(849)
Electoral Board and Voter Registrar	311,985	266,215	373,794	379,739	383,095	3,356
General District Court	154,674	146,108	217,405	218,465	218,262	(203)
Juvenile and Domestic Relations Court	32,742	45,339	49,101	49,101	49,101	0
Office of the Magistrate	17,745	19,603	40,916	41,516	40,916	(600)
Total	**15,328,156**	**15,360,501**	**15,564,642**	**15,693,044**	**15,691,685**	**(1,359)**
Economic Vitality & Neighborhoods						
Assessor of Real Estate	1,101,304	1,136,115	1,106,715	1,136,393	1,132,915	(3,478)
Community Development	3,079,458	2,931,083	3,090,524	3,160,370	3,154,800	(5,570)
Conventions and Visitor Bureau	2,140,331	2,232,799	2,263,895	2,281,112	2,283,237	2,125
Economic Development	990,359	1,039,005	1,183,870	1,207,075	1,217,344	10,269
Total	**7,311,452**	**7,339,002**	**7,645,004**	**7,784,950**	**7,788,296**	**3,346**
Infrastructure						
Parks and Recreation ~ Parks	5,198,844	5,819,869	5,922,426	5,975,043	5,843,449	(131,594)
Public Works ~ Administration	224,554	215,737	209,949	214,938	217,087	2,149
Public Works ~ Drainage Maintenance	1,237,677	1,187,517	1,326,847	1,342,743	1,353,293	10,550
Public Works ~ Engineering	607,044	571,292	583,913	597,440	617,180	19,740
Public Works ~ Facilities Management	4,237,711	4,270,024	4,321,136	4,353,099	4,198,997	(154,102)
Public Works ~ Parking Facilities	731,112	717,887	721,446	722,353	722,179	(174)
Public Works ~ Streets and Roads	1,932,409	1,908,348	2,284,951	2,308,370	2,312,634	4,264
Public Works ~ Traffic Engineering	2,757,785	2,721,851	2,884,627	2,896,850	2,924,132	27,282
Total	**16,927,136**	**17,412,525**	**18,255,295**	**18,410,836**	**18,188,951**	**(221,885)**
Leisure Services						
Hampton History Museum	312,716	309,852	349,318	356,099	345,904	(10,195)
Parks and Recreation ~ Recreation	3,822,018	4,159,340	4,220,222	4,300,954	4,380,823	79,869
Recreation~Outside Agency(ies)	50,000	35,572	25,000	25,000	25,000	0
Public Library	2,119,571	2,128,797	2,129,195	2,164,661	2,070,876	(93,785)
Total	**6,304,305**	**6,633,561**	**6,723,735**	**6,846,714**	**6,822,603**	**(24,111)**

DEPARTMENTAL BUSINESS TEAMS
Fiscal Years 2014 - 2017

Business Teams/Departments	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Public Safety						
911 Emergency Communications**	0	2,400,706	2,565,512	2,614,837	2,622,488	7,651
Citizens' Unity Commission	150,422	146,211	150,477	153,527	133,342	(20,185)
Emergency Management	284,389	276,576	292,036	299,476	297,164	(2,312)
Fire and Rescue Division	19,352,222	19,456,887	19,346,332	19,792,801	20,089,849	297,048
Police Division	22,856,835	22,535,161	22,412,393	22,911,178	23,219,012	307,834
Police Division - Animal Control	448,201	399,932	455,813	464,193	463,344	(849)
Strategic Customer Service (911~311)**	2,983,925	0	0	0	0	0
Youth Violence Prevention (ATF)	11,335	230,255	331,002	335,682	423,024	87,342
Total	**46,087,329**	**45,445,728**	**45,553,565**	**46,571,694**	**47,248,223**	**676,529**

**** Formerly combined as Strategic Customer Service (911~311)**

Quality Government						
311 Customer Service Center**	0	474,888	466,503	478,500	517,181	38,681
Budget and Management Analysis***	394,721	0	0	0	0	0
City Attorney	936,059	1,030,920	1,059,350	1,086,675	1,084,700	(1,975)
City Manager	854,936	1,116,794	1,219,299	1,254,401	1,306,553	52,152
Contingency	0	0	1,134,619	1,134,619	1,134,619	0
Finance and Consolidated Procurement	1,227,268	1,151,968	1,189,419	1,218,797	1,241,469	22,672
Human Resources	616,960	654,666	645,819	664,795	734,085	69,290
Independent Auditors	181,656	204,782	200,475	200,475	200,475	0
Information Technology	2,899,807	3,101,731	3,024,145	3,055,016	3,729,396	674,380
Internal Audit	173,312	160,514	167,736	172,361	175,869	3,508
Marketing and Outreach	629,900	661,420	745,087	755,700	747,480	(8,220)
Municipal Council	500,467	493,690	473,859	480,112	486,225	6,113
Non-Departmental	5,098,613	5,310,249	4,741,355	4,741,355	5,374,081	632,726
Total	**13,513,699**	**14,361,622**	**15,067,666**	**15,242,806**	**16,732,133**	**1,489,327**

**** Formerly combined as Strategic Customer Service (911~311)**

***** Department has been merged into the City Manager's Office.**

Youth and Families						
Court Services Unit	1,556,615	1,686,431	1,678,099	1,683,985	1,683,091	(894)
Hampton Health Department	1,411,570	1,417,292	1,408,286	1,408,286	1,259,122	(149,164)
Human Services						
Social Services	15,566,658	15,693,089	17,415,437	17,415,437	17,534,552	119,115
Youth, Education and Family Services	3,580,871	3,341,891	3,579,230	3,650,850	3,570,826	(80,024)
Human Services~Outside Agency(ies)	3,443,548	3,728,281	3,815,815	3,815,815	3,815,815	0
Virginia Cooperative Extension Service	68,901	65,909	65,654	65,673	61,866	(3,807)
Total	**25,628,163**	**25,932,893**	**27,962,521**	**28,040,046**	**27,925,272**	**(114,774)**
Grand Total	**$131,100,240**	**$132,485,832**	**$136,772,428**	**$138,590,090**	**$140,397,163**	**$1,807,073**

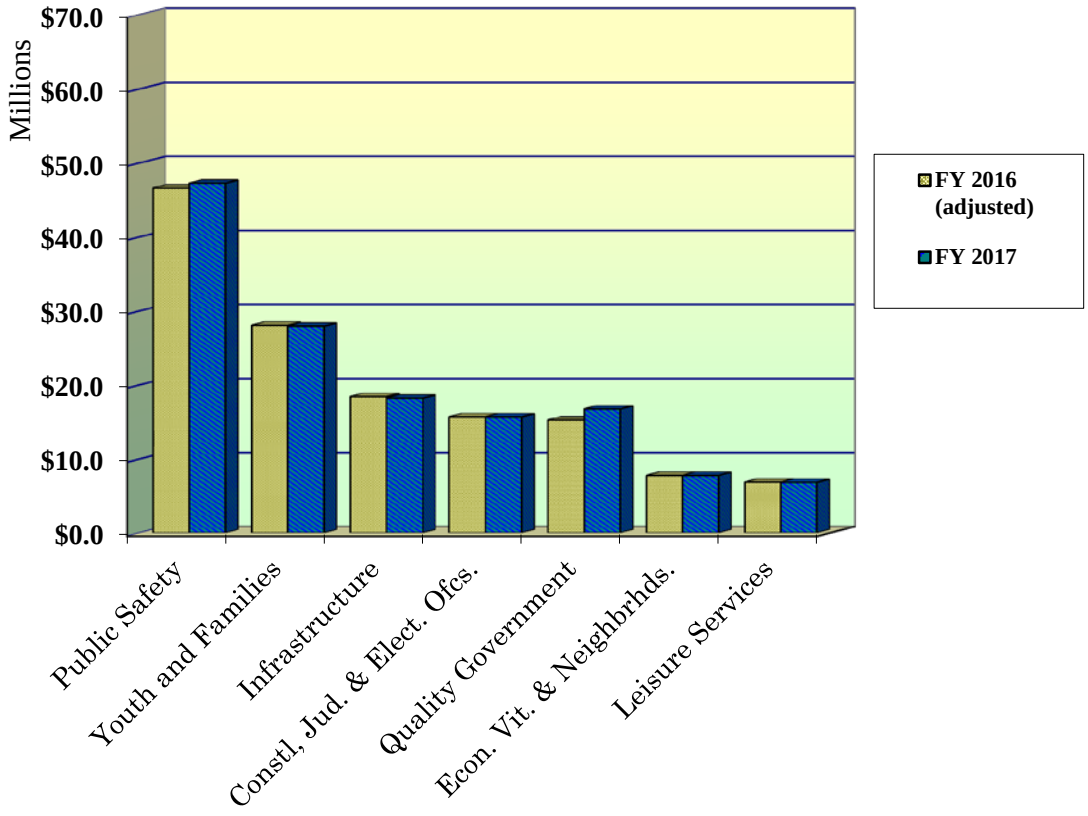
DEPARTMENTAL BUSINESS TEAMS ~ GRAPH

Fiscal Years 2016 - 2017

Business Teams	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	% of FY17 Budget
Constitutional, Judicial & Electoral Offices	15,564,642	15,693,044	15,691,685	11%
Economic Vitality and Neighborhoods	7,645,004	7,784,950	7,788,296	6%
Infrastructure	18,255,295	18,410,836	18,188,951	13%
Leisure Services	6,723,735	6,846,714	6,822,603	5%
Public Safety	45,553,565	46,571,694	47,248,223	34%
Quality Government	15,067,666	15,242,806	16,732,133	12%
Youth and Families	27,962,521	28,040,046	27,925,272	20%
Grand Total	**136,772,428**	**138,590,090**	**140,397,163**	**100%**

General Fund Expenditures
(by Business Team)

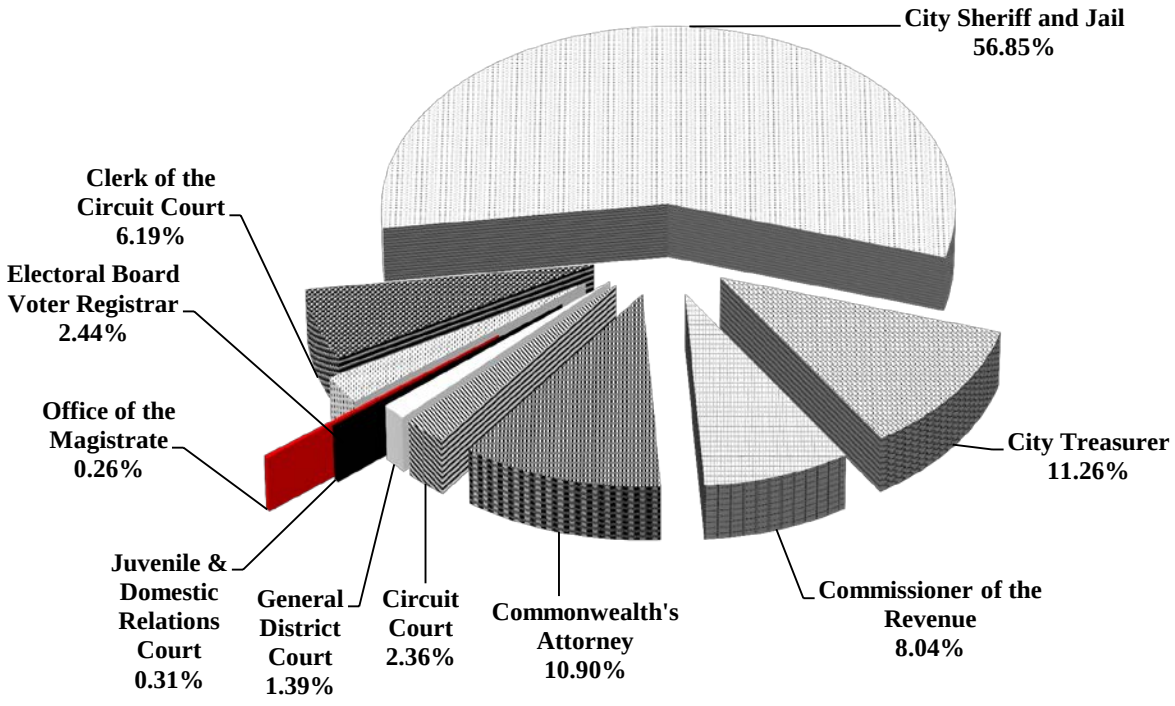
Fiscal Year 2016~2017



CONSTITUTIONAL, JUDICIAL AND ELECTORAL
Expenditure Summary/Graph
Fiscal Years 2014 - 2017

Departments	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase / (Decrease)
Constitutional						
Clerk of the Circuit Court	$921,206	$912,146	$939,818	$939,818	$971,396	$31,578
City Sheriff and Jail	9,055,331	9,272,492	8,933,149	8,934,338	8,920,802	(13,536)
City Treasurer	1,583,340	1,543,077	1,736,979	1,772,659	1,766,312	(6,347)
Commissioner of the Revenue	1,210,293	1,195,478	1,244,769	1,274,276	1,261,036	(13,240)
Commonwealth's Attorney	1,669,563	1,597,268	1,665,748	1,712,082	1,710,564	(1,518)
Judicial						
Circuit Court	371,277	362,775	362,963	371,050	370,201	(849)
General District Court	154,674	146,108	217,405	218,465	218,262	(203)
Juvenile & Domestic Relations Court	32,742	45,339	49,101	49,101	49,101	0
Office of the Magistrate	17,745	19,603	40,916	40,916	40,916	0
Electoral						
Electoral Board and Voter Registrar	311,985	266,215	373,794	379,739	383,095	3,356
Grand Total	**$15,328,156**	**$15,360,501**	**$15,564,642**	**$15,692,444**	**$15,691,685**	**($759)**

Fiscal Year 2017
Percentage of Budget



CLERK OF THE CIRCUIT COURT

As the court of record, the mission of the Office of the Clerk of the Circuit Court is to professionally, respectfully and competently serve citizens of the Commonwealth of Virginia, particularly those who reside in the City of Hampton, as they interact with the judicial system. The Clerk's Office provides over 800 functions that are statutorily required including the probate of wills, appointment of estate administrators and guardians for minors and incapacitated adults; issuance of marriage licenses, recording and maintaining the land ownership deeds, deed of trust, release of mortgages, judgments, military discharges and maintenance of City Council meeting records.

We pledge to the citizens of the City of Hampton and the Commonwealth of Virginia:
- A competent staff dedicated to excellent service.
- Integrity and honesty in all our actions.
- A commitment to excellence in our performance.
- Highest standards of ethics and business conduct.

The total budget for this department is $971,396 which funds the following services in these approximate amounts:

	FY17 Budget
Court Services	**$328,034**
Create and maintain all criminal and civil cases. This includes the preparation of thousands of cases, any and all court orders required, witness subpoenas, and subpoena duces tecums, filing of motions, preparation of appeals, etc. This involves the handling of hundreds of thousands of pieces of paper. This expensive process requires the cooperative interaction with many state agencies such as Adult Probation and Parole Office, Commonwealth's Attorney, State Police, Department of Corrections, Supreme Court of Virginia, Court of Appeals, Sheriff's Department, Hampton Roads Regional Jail, Division of Motor Vehicles, General District Court, Juvenile and Domestic Relations District Court, Docket Coordinator, public, etc. to provide 100 percent customer service. As a court of record all court orders must be prepared and	
Public Service	**$266,212**
Provide over 800 services mandated by the Code of Virginia such as divorce filings, name changes, concealed weapon permits, adoptions, civil suits, condemnation suits, erroneous tax assessment suits, pleadings and orders, military discharges (DD-214) administering oaths to elected and/or appointed officials, issuing marriage licenses, recording deeds, copying court documents, collecting court fines and costs, etc. All filed documents are assigned case numbers, indexed in the appropriate court and electronically scanned for public view.	
Records and Indexing	**$234,388**
Provide accurate and up-to-date information on property transfers, recordings and the release of liens on properties located within the city, index and electronically scan documents for public view by title searchers, attorneys, mortgage lenders, credit bureaus, the Department of Social Services, the Department of Taxation, and any others who may have a need to search a title or approve a loan.	
Probate and Wills	**$101,525**
Assist survivors and all interested parties—locally, nationally, and internationally—with understanding the Code of Virginia procedures that must be followed regarding testate and intestate decedents and appointments and to treat with great sensitivity, respect, and concern all grieving persons. Additionally, appoint all qualified guardians and conservators pursuant to court order. As a court of record, the appropriate wills, list of heirs, inventories, accountings, etc. must be prepared and scanned for public view.	
Fixed Costs	**$41,237**
Total FY17 Budget	**$971,396**

CLERK OF THE CIRCUIT COURT

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Ninety percent of appointments for probate and guardianships will be scheduled within a two-week period.	Outcome	100%	100%	100%	100%
All documents and accountings will be indexed, imaged, filed for safekeeping in the Court's vaults and available for search and retrieval by the general public within 72 hours.	Outcome	100%	100%	100%	100%
The general public shall have access to search and retrieve 100% of public documents filed in this Court.	Outcome	100%	100%	100%	100%
Filings with the Commissioner of Accounts will be increased from monthly to weekly and filings with the City's Assessor of Real Estate will be made on the 5th of the month for the previous month's activities.	Outcome	100%	100%	100%	100%
The general public and organizations shall have access to search and retrieve judgments and land records within 72 hours.	Outcome	100%	100%	100%	100%
All processed land documents shall be returned to sender within 72 hours after being electronically scanned.	Outcome	100%	100%	100%	100%
Court Services' requests from the general public, other court services and legal agencies shall be answered within 48 hours.	Outcome	100%	100%	100%	100%
Appeals to the Court of Appeals and the Supreme Court of Virginia shall be filed within three months from the sentencing date.	Outcome	100%	100%	100%	100%

CLERK OF THE CIRCUIT COURT

Expenditure Summary

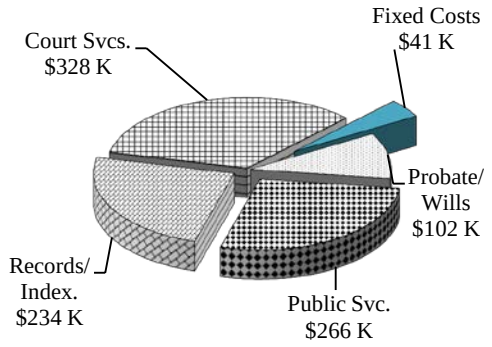
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	833,312	799,594	814,428	814,428	822,915	**8,487**
Operating Expenses	87,894	112,552	123,150	123,150	146,241	**23,091**
Capital Outlay	0	0	2,240	2,240	2,240	**0**
Grand Total	**921,206**	**912,146**	**939,818**	**939,818**	**971,396**	**31,578**

Budget Note: *This is a maintenance level budget with the only changes reflecting a State funded increase for salaries and technology.*

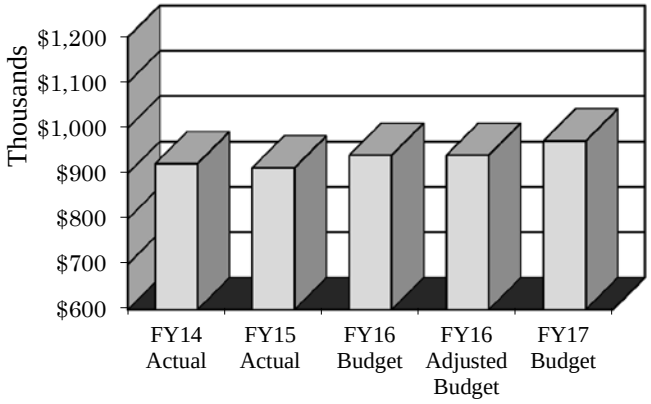
FY 2017 Department Staffing History

The staffing level of the Clerk of the Circuit Court's office is established and approved by the State Compensation Board.

FY 2017 Service Summary



Budget Comparison FY14-17



CLERK OF THE CIRCUIT COURT
- Local and State Support Analysis

Expenditures	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Department Expenditures	921,206	944,541	939,818	939,818	971,396	**31,578**
Benefit Expense	316,659	311,277	317,627	317,627	320,937	**3,310**
Grand Total with Benefits	**1,237,865**	**1,255,818**	**1,257,445**	**1,257,445**	**1,292,333**	**34,888**

Under State policy, the State should be paying 100% of the cost of operating the Clerk of the Circuit Court's office. However, over the years, the General Assembly and State Compensation Board have failed to adequately fund the salaries or positions needed to more effectively run the Office.

The following accounting of revenues shows the amount actually paid by the State as well as the locality's subsidy of the State's responsibility. If the State was fully funding its obligation, the amount of local aid to the State could be reallocated to other City priorities.

Required Local Support	0	0	0	0	0	**0**
Actual State Support	795,407	785,634	780,133	780,133	812,346	**32,213**
Local Aid to the State	**442,458**	**470,184**	**477,312**	**477,312**	**479,987**	**2,675**
Grand Total	**1,237,865**	**1,255,818**	**1,257,445**	**1,257,445**	**1,292,333**	**34,888**

CITY SHERIFF AND JAIL

The mission of the Hampton Sheriff's Office is to safely and securely maintain all city correctional facilities, thus ensuring the safety of the public; to ensure safe and secure operation of all courts; and to guarantee timely and accurate service of civil and criminal warrants.

The total budget for the department is $8,920,802 which funds the following services in these approximate amounts:

	FY 17 Budget
Leadership & Management	**$1,275,330**
To provide leadership by setting policies and procedures and oversight of the correction and court services divisions.	
Corrections Division	**$7,018,656**
This division is responsible for the security, safety and control of inmate's population through supervision of meals, recreation, programs, visitation and other daily activities. In addition to providing medical, dental and mental health services for inmates, this division ensures that a case record is established on each individual committed to the facility and inmates are referred to educational and other programs.	
Work Release Program	**$40,824**
The inmate Work Release Program provides inmates who are committed to the custody of the Sheriff, and who met the eligibility requirements of the program the opportunity to participate in the work release program. Further, the court may authorize the offender to participate in the program, if approved by the Sheriff. The Sheriff shall qualify for compensation for the cost of incarceration from the participants, less any payment for room and board collected from the inmate. The prescribed regulations to govern the work release program are: to pay an amount to defray the cost of keep; to pay travel and other such expenses made necessary for his work release employment; to provide support and maintenance for his dependents and to pay any fines, restitution or costs ordered by the court.	
Court Services Division	**$223,186**
This division is responsible for maintaining order within the City's Circuit Courtrooms, General District Courtrooms and Juvenile and Domestic Relations Courtrooms. This division also provides support services to judges as situations dictate, manages, jurors both in the courtroom and when sequestered, transport defendants and inmates before the court, and perform other related task/duties as required by the courts. The Civil Process unit serves all summonses, orders and other civil processes issued by the courts and regulatory offices. This unit is also responsible for evictions within the City, and executes levies, sales and seizures of property, in conjunction with the Treasurer's Office, as well as assists in the collection of delinquent taxes. In addition, the Transportation unit is responsible for transporting individuals to state facilities, to and from courts in other jurisdictions, and for medical, dental and other appointments outside of the Correctional Facilities.	
Fixed Costs	**$362,806**
Total FY 17 Budget	**$8,920,802**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Average Inmate Population	Output	423	366	394	394
Subpoenas Served	Output	41,813	18,596	19,000	19,000
Jury Summons	Output	2,527	2,752	2,500	2,500
Other Civil Process Served	Output	10,553	33,064	32,000	32,000
# Processes Served per Full-time Employees	Efficiency	10,979	11,070	10,860	10,860

CITY SHERIFF AND JAIL

Expenditure Summary

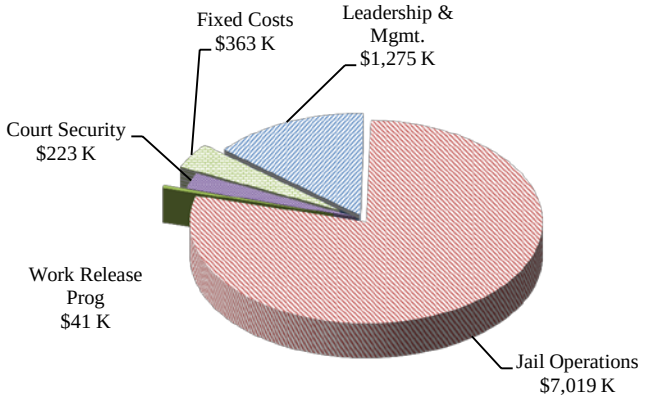
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	6,873,629	7,103,456	6,917,314	6,918,503	6,953,024	**34,521**
Operating Expenses	2,127,388	2,106,447	1,955,835	1,955,835	1,907,778	**(48,057)**
Capital Outlay	54,314	62,589	60,000	60,000	60,000	**0**
Grand Total	**9,055,331**	**9,272,492**	**8,933,149**	**8,934,338**	**8,920,802**	**(13,536)**

Budget Note: *The decrease in operating expenses is due to a slight decrease in fixed costs. Otherwise, this is a maintenance level budget.*

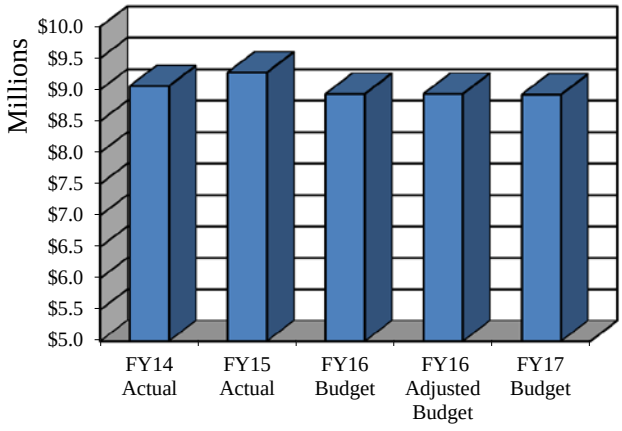
Department Staffing History

The Sheriff Department's staffing levels are established by the Virginia Sheriff's Association and approved by the State's Compensation Board.

FY 2017 Service Summary



Budget Comparison FY14-17



CITY SHERIFF AND JAIL
Local and State Support Analysis

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)
Expenditures						
Department Expenditures	$9,055,331	$9,272,492	$8,933,149	$8,934,338	$8,920,802	($13,536)
Benefit Expenditures	2,611,979	2,699,313	2,697,752	2,698,216	2,920,270	222,054
Hampton Roads Regional Jail Expenditures	3,800,961	4,382,085	4,371,095	4,371,095	4,441,095	70,000
Grand Total with Benefits	**$15,468,271**	**$16,353,890**	**$16,001,996**	**$16,003,649**	**$16,282,167**	**$278,518**

Under State policy, the State should be paying 100% of the cost of operating the Sheriff's Office and Jail. However, over the years, the General Assembly and Compensation Board have failed to adequately fund the salaries or positions needed to adequately run the Office/Jail.

The following accounting of revenues shows the amount actually paid by the State as well as the locality subsidy of the State responsibility. If the State was fully funding its obligation, the amount of local aid to the State could be reallocated to other City priorities.

Required Local Support	**0**	**0**	**0**	**0**	**0**	**0**
Actual State Support	6,809,517	7,023,254	7,211,592	7,211,592	7,253,705	**42,113**
Local Aid to the State	**8,658,754**	**9,330,636**	**8,790,404**	**8,792,057**	**9,028,462**	**236,405**
Grand Total	**$15,468,271**	**$16,353,890**	**$16,001,996**	**$16,003,649**	**$16,282,167**	**$278,518**

CITY TREASURER

The City of Hampton Treasurer's Office is committed to providing courteous and efficient services to all citizens and taxpayers in Hampton. We adhere to the Code of Virginia and the Hampton Municipal Code in the billing and collection of various taxes and fees. It is the accountability and reconciliation of those funds that provides the cornerstone of trust with the citizens we serve.

The total budget for the department is $1,766,312 which funds the following services in these approximate amounts:

	FY 17 Budget	FY 17 Positions
Leadership & Management	**$175,172**	**1.5**

To provide leadership and management to meet departmental goals through proper guidance and supervision. This service supports the goals and objectives of each segment of Hampton's Strategic Plan by the collection of revenue to support the community.

Tax Collection	**$547,322**	**9.5**

To bill, collect and process taxes on real estate, personal property, business personal property, machinery and tools and animal licenses as required by the Virginia Code and the Hampton Municipal Code. Coordinate with the Commissioner of the Revenue and the Assessor's Office to update address and owner information and to re-route all undelivered bills/notices in a timely manner. Maintain records of dog and cat ownership, bill, collect and process fees for animal licenses. Serve as a passport acceptance agency and DMV Select location to provide citizens with a convenient alternative place to conduct business. The DMV Select location impacts tax collections by providing information pertaining to newly registered vehicles garaged in the City of Hampton at the time of registration which in turn allows for the faster billing and collection of personal property taxes.

Collection of State Income Tax	**$46,684**	**1.0**

To collect state income taxes based on filings and estimations on the current filing year. This includes returning all state income calls the same day as received and providing customer service assistance to the Commissioner of the Revenue's Office during tax season.

Delinquent Tax and Fee Collection	**$781,611**	**9.5**

To collect delinquent taxes owed to the City of Hampton within thirty (30) days after the due date. To facilitate the collection of delinquent Court Fines, Library Fines, Return Checks, Ambulance Fees and Accounts Receivables that are owed to the City. This includes processing delinquent letters, making phone calls, field visits, issuing employer and bank liens and other third party liens, filing Debt Set off Claims, Motions for Judgments and placing DMV Stops.

Accounting	**$175,530**	**3.5**

To properly maintain and reconcile the accounting of all tax receipts and bank accounts for the City of Hampton and the Hampton City Schools; reconcile records with the City's Finance Department and execute the printing and mailing of checks.

Fixed Costs	**$39,993**	**N/A**

Total FY 17 Budget	**$1,766,312**	
Total FY 17 Positions		**25.0**

CITY TREASURER

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Target
Properly maintain & reconcile annual audit & monthly reconciliations	Efficiency	100%	100%	100%	100%
Ensure a Customer Service satisfaction rate of 97% (goal was 95% in FY 13- FY14)	Efficiency	99%	99%	97%	97%
Average 97% combined collection rate of annually budget projections for the collection of real estate & personal property taxes	Efficiency	100%	100%	97%	97%
Issue 25,000 (goal was 15,000 for FY13-FY14) liens annually for delinquent taxes and/or fees.	Output	110%	110%	100%	100%
Ensure a State Income Tax collection rate above 92% (goal was 90% for FY 13-FY 14)	Efficiency	96%	96%	92%	92%
Ensure the timely mailing of all tax bills & notices in accordance with Virginia Code & Hampton Municipal Code	Efficiency	100%	100%	100%	100%

CITY TREASURER

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,160,459	1,129,598	1,273,892	1,309,572	1,311,431	**1,859**
Operating Expenses	408,933	413,142	458,087	458,087	454,881	**(3,206)**
Capital Outlay	13,948	337	5,000	5,000	0	**(5,000)**
Grand Total	**1,583,340**	**1,543,077**	**1,736,979**	**1,772,659**	**1,766,312**	**(6,347)**

Budget Note*: The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year.*

Department Staffing History

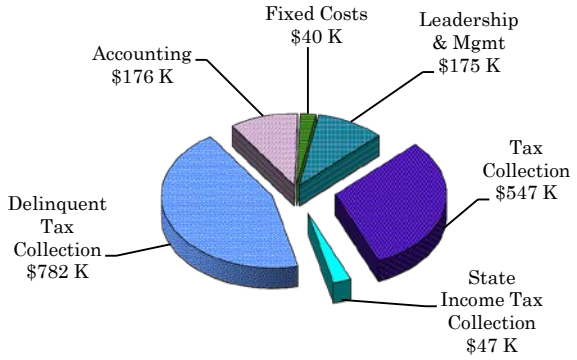
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**23**	**23**	**25**	**25**	**25**	**0**

FY 2017 Position Summary

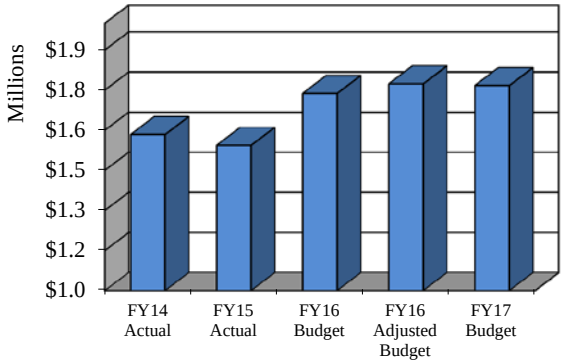
1 City Treasurer	1 Real Estate Accounting Coordinator
1 Comptroller / Treasurer	1 Accounting Coordinator
1 Deputy III ~ Supervisor	1 Accountant
1 Senior Chief Deputy Treasurer	1 Analyst/Treasurer Office
1 Deputy II ~ Team Leader	3 Account Clerk I
1 Chief Deputy	6 Deputy II/Delinquent Tax Coordinator
4 Deputy I ~ Treasurer	1 Delinquent Tax Specialist
1 Real Estate Paralegal	

TOTAL PFT POSITIONS 25

FY 2017 Services Summary



Budget Comparison FY14 -17



CITY TREASURER
Local and State Support Analysis

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)
Expenditures						
Department Expenditures	1,583,340	1,543,077	1,736,979	1,772,659	1,766,312	(6,347)
Benefit Expenditures	382,951	372,767	496,818	510,733	550,801	40,068
Grand Total with Benefits	**$1,966,291**	**$1,915,844**	**$2,233,797**	**$2,283,392**	**$2,317,113**	**$33,721**

Under State policy, the State should be paying for 50% of the cost of operating the City Treasurer's Office. However, over the years, the General Assembly and Compensation Board have failed to adequately fund the salaries or positions needed to efficiently run the office.

The following accounting of revenues shows the amount actually paid and projected to be paid by the State as well as the locality's subsidy of the State responsibility. If the State was fully funding its obligation, the amount of local aid to the State could be reallocated to other City priorities.

Required Local Support	983,146	957,922	1,067,399	1,092,196	1,158,557	66,361
Actual State Support	265,853	266,418	271,448	271,448	274,743	3,295
Local Aid to the State	**717,292**	**691,504**	**894,950**	**919,748**	**883,813**	**(35,935)**
Grand Total	**$1,966,291**	**$1,915,844**	**$2,233,797**	**$2,283,392**	**$2,317,113**	**$33,721**

COMMISSIONER OF THE REVENUE

The mission of the Commissioner of the Revenue's Office is to administer and assess all local and state income taxes, with the exception of real estate taxes, in a professional, uniform and equitable manner, while providing exceptional customer service to citizens and businesses in order to provide revenue for the City of Hampton's General Fund.

The total budget for this department is $1,261,036, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$247,715**	**2.0**

The Commissioner is responsible for establishing the value of property for ad valorem tax purposes and to apply tax rates established by City Council. It is the Commissioner's responsibility to carry out the specified duties as contained in the Code of Virginia and the Hampton City Code. The primary statutes that delineate the responsibilities of the Commissioner of the Revenue are contained in Title 58.1 of the Code of Virginia. Local ordinances and resolutions are the means by which the governing body regulates local affairs and provides services for its citizens. The Commissioner of the Revenue performs functions critical to the effectiveness of local government. The Commissioner's discovery, assessment, defense and correction of local taxes provide revenue as well as shape taxpayers' views of government.

Personal Property/License Fees/DMV Select	**$418,770**	**11.0**

This service is responsible for operating the DMV Select office, maintaining accounts and assessing vehicle and boat license fees and tangible personal property for taxation. They determine the personal property tax relief rate annually and process the weekly DMV import. They ensure machinery and tools and business personal property returns are filed and taxes are assessed. In addition, they process the national change of address (NCOA) data files to ensure address accuracy.

Business License/Excise Fees	**$215,100**	**4.5**

The Business License/Excise Tax service is responsible for the classification, assessment and issuance of business, profesional and occupational license (BPOL) and for ensuring that all fiduciary and miscellaneous taxes are reported and remitted to the Commissioner of the Revenue's Office at the appropriate time.

Audit Program	**$201,038**	**3.0**

The Audit Program is responsible for ensuring local tax compliance through local business tax audits. The auditors provide required financial reporting; compiling quarterly and annual reports of business tax data to be used in decision making in the City and to support City projects. They serve as liaisons to other City departments and agencies and provide professional, technical and administrative assistance to the office for business tax administration. Legislative issues are monitored regarding taxation and auditors represent the office on special projects and task forces. In addition, they monitor VA sales tax to ensure proper distribution. The auditors are a resource to staff in the resolution of various complex tax issues, advising and interpreting applicable City and State tax codes. The activities performed in this service are directly tied to the assessment and collection of taxes that might otherwise be overlooked.

State Income Taxes/Real Estate Tax Relief	**$154,926**	**3.5**

The State Income/Real Estate Tax Relief service is responsible for preparing and processing state income tax returns and estimated income tax payments, as well as administering the Real Estate Tax Relief Program for the elderly and disabled. They are also responsible for administering real estate tax exemptions for qualifying veterans and their surviving spouses based on legislation adopted by the General Assembly in 2011.

Fixed Costs	**$23,487**	**NA**
Total FY17 Budget	**$1,261,036**	
Total FY17 Positions		**24.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Number of accounts maintained on trailers, automobiles, motorcycles, mobile homes and motor homes	Outcome	103,555	103,600	105,395	106,000
Number of accounts maintained on business personal property and machinery and tools	Outcome	10,390	10,500	9,755	9,755
Number of accounts maintained on business licenses and excise taxes	Outcome	9,575	9,575	9,221	9,200
Number of applications processed for Real Estate Tax Relief and exemptions for disabled veterans	Outcome	2,430	2,390	2,300	2,350
Number of DMV imports completed weekly	Outcome	565	600	566	600
Audit compliance of BPOL, excise taxes and business personal property taxes	Outcome	$811,864	$600,000	604,298	600,000
Number of summons issued/failures to appear on business license and excise taxes	Outcome	1,412	1,500	1,401	1,400
Number of field audits on business licenses, excise taxes, personal property, business personal property and machinery and tools	Outcome	1,073	1,100	45	50
Number of DMV Select service transactions performed monthly	Outcome	2,642	2,372	2,500	2,500

COMMISSIONER OF THE REVENUE

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,012,272	1,001,707	1,078,275	1,107,782	1,094,125	**(13,657)**
Operating Expenses	187,257	167,692	162,987	162,987	163,404	**417**
Capital Outlay	10,764	26,079	3,507	3,507	3,507	**0**
Grand Total	**1,210,293**	**1,195,478**	**1,244,769**	**1,274,276**	**1,261,036**	**(13,240)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

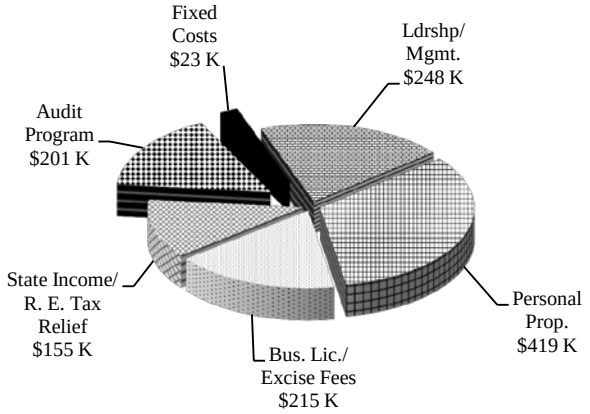
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**24**	**24**	**24**	**24**	**24**	**0**

FY 2017 Position Summary

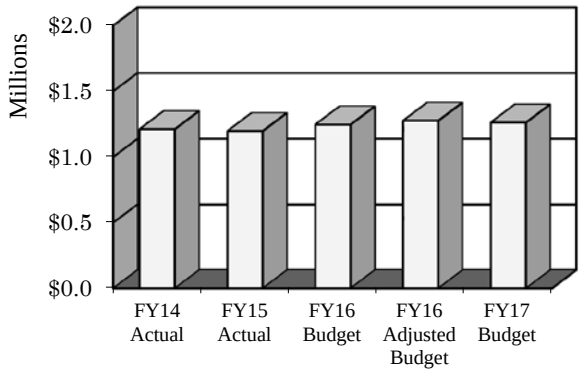
1	Commissioner of the Revenue	2	Deputy/Team Leader
1	Chief Deputy of the Commissioner	2	Account Clerk I
10	Deputy Commissioner of the Revenue	4	Account Clerk II
1	Audit Supervisor	2	Business Tax Auditor
1	Tax Management Special		

TOTAL PFT POSITIONS: 24

FY 2017 Service Summary



Budget Comparison FY14-17



COMMISSIONER OF THE REVENUE - Local and State Support Analysis

Expenditures	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Department Expenditures	1,210,293	1,195,478	1,244,769	1,274,276	1,261,036	**(13,240)**
Benefit Expense	384,663	380,649	420,527	432,035	426,709	**(5,326)**
Grand Total with Benefits	**1,594,956**	**1,576,127**	**1,665,296**	**1,706,311**	**1,687,745**	**(18,566)**

Under State policy, the State should be paying 50% of the cost of operating the Commissioner of the Revenue's Office. However, over the years, the General Assembly and State Compensation Board have failed to adequately fund the salaries or positions needed to more effectively run the Office.

The following accounting of revenues shows the amount actually paid by the State as well as the locality's subsidy of the State's responsibility. If the State was fully funding its obligation, the amount of local aid to the State could be reallocated to other City priorities.

Required Local Support	797,478	788,064	832,648	853,155	843,872	(9,283)
Actual State Support	280,088	284,688	293,800	293,800	297,629	3,829
Local Aid to the State	**517,390**	**503,375**	**538,848**	**559,356**	**546,244**	**(13,112)**
Grand Total	**1,594,956**	**1,576,127**	**1,665,296**	**1,706,311**	**1,687,745**	**(18,566)**

COMMONWEALTH'S ATTORNEY

The mission of the Office of the Commonwealth's Attorney is to achieve justice in the prosecution of felonies and serious misdemeanors which occur in the City of Hampton in accordance with the laws of the Commonwealth of Virginia.

The total budget for the department is $1,710,564 which funds the following services in these approximate amounts:

	FY 17 Budget	FY 17 Positions
Leadership and Management	**$ 167,370**	**1.0**
To act as a legal consultant for constitutional officers, grand juries, police divisions, magistrates, and other state agencies wishing to pursue matters in local courts. To provide effective leadership and management to the attorneys and support staff of the Commonwealth's Attorney's Office.		
Criminal Prosecution	**$ 1,309,010**	**21.0**
We process civil matters such as the declaration of habitual offenders, forfeiture of property involved in drug offenses and other serious crimes, injunctions for common nuisances, and appeals from commitment hearings. On a routine and necessary basis, we act as legal resource for constitutional officers, grand juries, the Hampton Police Division, magistrates, and other state agencies wishing to pursue matters in local courts. We also administer the collection of court fines and costs through an agreement with the City Treasurer. A percentage of these funds becomes part of the City's General Fund. We supervise the victim witness assistance program and domestic violence prosecution efforts in the City of Hampton and supervise the regional drug prosecution effort.		
Drug Prosecution	**$ 216,651**	**3.0**
To process civil matters such as the declaration of habitual offenders, forfeiture of property involved in drug offenses and other serious crimes, injunctions for common nuisances, and appeals from commitment hearings. Act as legal consultant for constitutional officers, grand juries, police division, magistrates, and other state agencies involved in pursuing these matters in local courts. This division of the Commonwealth's Attorney's Office prosecutes regional drug sales in both state and federal courts. The focus of this unit has expanded to include gang activity which has increased significantly in recent years.		
Fixed Costs	**$ 17,533**	**N/A**
Total FY17 Budget	**$ 1,710,564**	
Total FY17 Positions		**25.0**

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Target
Prosecutions: Circuit Court, Criminal, Traffic, General District, Juvenile and Domestic Relations Courts (calendar year)	Output	5,291	5,635	6,100	6,400

COMMONWEALTH'S ATTORNEY

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,511,510	1,515,727	1,596,640	1,642,974	1,641,456	**(1,518)**
Operating Expenses	77,260	81,541	67,108	67,108	67,108	**0**
Capital Outlay	80,793	0	2,000	2,000	2,000	**0**
Grand Total	**1,669,563**	**1,597,268**	**1,665,748**	**1,712,082**	**1,710,564**	**(1,518)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

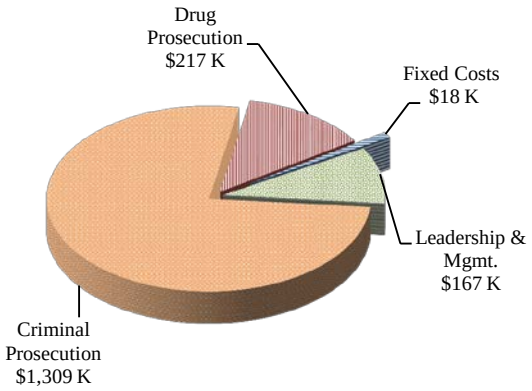
	FY 14	FY 15	FY 16	FY 16 Adusted	FY 17	Net Increase/ (Decrease)
Positions (PFT)	**25**	**25**	**25**	**25**	**25**	**0**

FY 2017 Position Summary

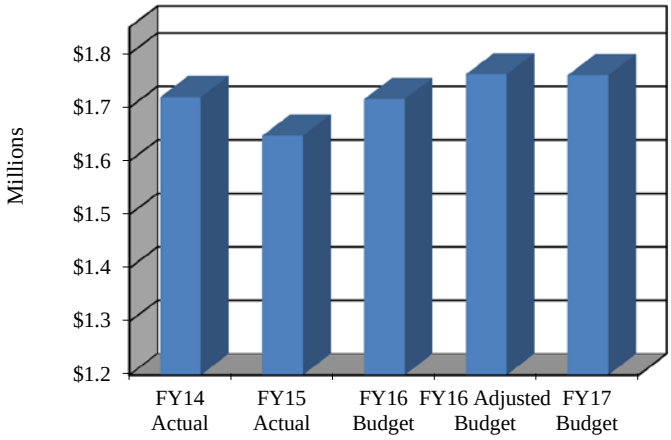
1	Commonwealth's Attorney	3	Deputy Commonwealth's Attorney
1	Admin Services Manager	5	Assist. Commonwealth's Attorney I
2	Sr. Administrative Assistant	3	Assist. Commonwealth's Attorney II
4	Paralegal Assistant	2	Senior Commonwealth's Attorney III
3	Legal Secretary	1	Chief Deputy Commonwealth's Attorney

TOTAL PFT POSITIONS 25

FY 2017 Service Summary



Budget Comparison FY14-17



COMMONWEALTH'S ATTORNEY
Local and State Support Analysis

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase (Decrease)
Expenditures						
Department Expenditures	$ 1,669,563	$ 1,597,268	$ 1,665,748	$ 1,712,082	$ 1,710,564	$ (1,518)
Benefit Expenditures	574,374	575,976	606,723	624,330	689,412	65,081
Grand Total with Benefits	**2,243,937**	**2,173,244**	**2,272,471**	**2,336,412**	**2,399,976**	**63,563**

Under State policy, the State should be paying 100% of the cost of operating the Commonwealth Attorney's Office. However, over the years, the General Assembly and Compensation Board have failed to adequately fund the salaries or positions needed to adequately run the Office.

The following accounting of revenues shows the amount actually paid by the State as well as the locality subsidy of the State responsibility. If the State was fully funding its obligation, the amount of local aid to the State could be reallocated to other City priorities.

Required Local Support	0	0	0	0	0	0
Actual State Support	1,283,469	1,319,669	1,364,590	1,364,590	1,384,843	20,253
Local Aid to the State	**960,468**	**853,575**	**907,881**	**971,822**	**1,015,133**	**43,310**
Grand Total	**$ 2,243,937**	**$ 2,173,244**	**$ 2,272,471**	**$ 2,336,412**	**$ 2,399,976**	**$ 63,563**

CIRCUIT COURT

The Circuit Court will maintain and improve the quality of justice for all citizens of the City of Hampton, emphasize efficiency, effectiveness and fairness, and value and respect the individual.

The total budget for this department is $370,201 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Local Match Circuit Court	**$362,492**	**6.0**

The circuit court has jurisdiction over all felonies, crimes punishable by commitment to the State penitentiary, and those misdemeanors, crimes carrying a penalty of not more than twelve months in jail, originally charged in circuit court. In civil cases, the circuit court has jurisdiction involving all claims of more than $15,000, and shares authority with the general district court to hear those matters involving claims between $4,500 and $15,000. Jury trials are exclusive to the circuit court.

The circuit court handles domestic (family) matters, all divorce actions, all cases appealed from the general district court and juvenile and domestic relations district court and determines the validity of City ordinances and will disputes. Appeals from certain administrative agencies also fall under the jurisdiction of the circuit court.

Fixed Costs	**$7,709**	**N/A**

Total FY17 Budget	**$370,201**	
Total FY17 Positions		**6.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Total Case Filings	Output	7,493	7,503	7,332	7,443
Total Case Dispositions	Outcome	6,571	6,072	6,996	6,546
Total Overall Case Clearance Rate	Efficiency	87.7%	80.8%	95.4%	87.9%

CIRCUIT COURT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	331,958	318,678	303,511	311,598	310,749	**(849)**
Operating Expenses	39,319	44,097	54,952	54,952	54,952	**0**
Capital Outlay	0	0	4,500	4,500	4,500	**0**
Grand Total	**371,277**	**362,775**	**362,963**	**371,050**	**370,201**	**(849)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

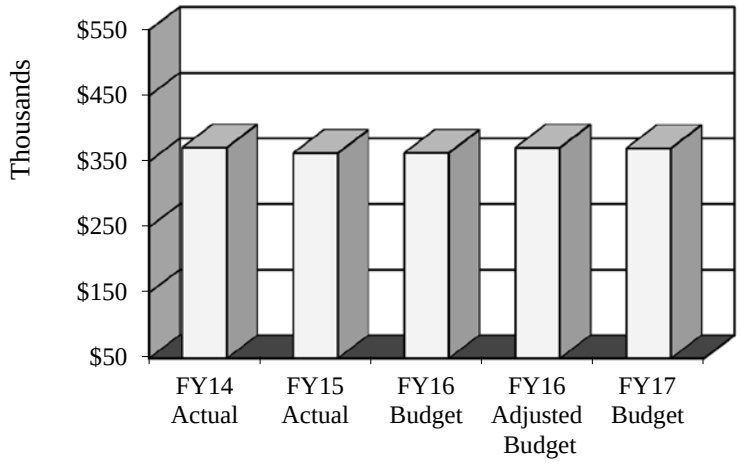
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**7**	**7**	**6**	**6**	**6**	**0**

FY 2017 Position Summary

1 Courts Administrator	1 Docket Coordinator
3 Executive Assistant	1 Jury Coordinator

TOTAL PFT POSITIONS: 6

Budget Comparison FY14-17



GENERAL DISTRICT COURT

It is the mission of the Hampton General District Court to provide effective access to justice to all persons including the opportunity to resolve disputes without undue hardship, cost, inconvenience or delay. To assure that access to the court is not inhibited because of an individual's race, language, gender, age, disability or financial status.

The total budget for this department is $218,262 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Court - Local Match	**$206,150**	**1.0**

The General District Court is the court that most people have contact with. This court handles most traffic cases, tries misdemeanors and conducts preliminary hearings on felonies. It also tries civil cases involving amounts up to $25,000. In order to accomplish it's mission, the court operates under multiple segmented dockets each day in an effort to comply with the policy that no litigant should have to wait more than one hour for his or her case to be called on the day of hearing. The court provides interpreters for non-English speaking litigants and the deaf and hard of hearing. Additionally, various court forms have been developed in Spanish. The court provides legal representation to indigent defendants on certain types of criminal offenses. Upon conviction, a minimal fee is assessed as court costs. The court provides appropriate services to the elderly and disabled.

Fixed Costs	**$12,112**	**N/A**

Total FY17 Budget	**$218,262**	
Total FY17 Positions		**1.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Total Criminal Cases Processed	Output	8,717	8,041	8,416	8,584
Total Traffic Cases Processed	Output	41,184	35,806	36,806	37,542
Total Civil Cases Processed	Output	23,059	22,636	23,135	23,597

GENERAL DISTRICT COURT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	38,927	35,346	34,639	35,699	35,496	**(203)**
Operating Expenses	115,747	110,762	182,766	182,766	182,766	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**154,674**	**146,108**	**217,405**	**218,465**	**218,262**	**(203)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

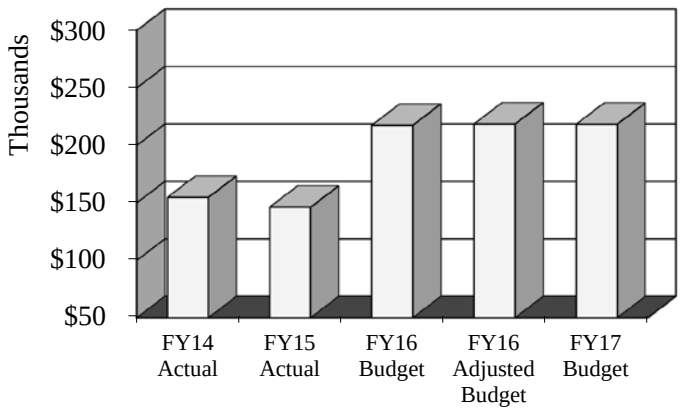
	FY14	FY 15	FY 16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**1**	**1**	**1**	**1**	**1**	**0**

FY 2017 Position Summary

1 Executive Assistant

TOTAL PFT POSITIONS: 1

Budget Comparison FY14-17



JUVENILE AND DOMESTIC RELATIONS COURT

The Hampton Juvenile and Domestic Relations District Court serves as a core function of government by resolving criminal and civil conflicts involving juveniles and families in the City of Hampton. The Court further plays a leadership role in bringing together community partners so that services are provided in a more efficient manner to the children and families of Hampton.

The total budget for the department is $49,101 which funds the following services in these approximate amounts:

	FY17 Budget
Local Match	**$37,669**

The JDR Court has jurisdiction over all proceedings involving minors such as delinquency petitions, juvenile traffic violations, children in need of services and children who have been abused and/or neglected. This court also hears cases involving adults accused of an offense wherein the victim is a minor; child abuse; offenses against members of their own family; support, visitation and custody disputes; abandonment of children; foster care and entrustment agreements, court ordered rehabilitation services and court consent for certain medical treatment. Our goal is to handle all cases coming before the court in a timely manner.

Fixed Costs	**$11,432**
Total FY17 Budget	**$49,101**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Number of Juvenile Cases Brought Before the Court	Output	6,418	7,018	6,900	6,900
Number of Domestic Cases Brought Before the Court	Output	5,549	6,920	6,200	6,200
Number of Juvenile Transactions Processed	Output	13,572	17,243	14,600	14,600
Number of Domestic Transactions Processed	Output	15,801	15,061	17,800	17,800

*The court does not set a goal for case numbers. Upon notification, estimated numbers will be updated by the JDR Court.

JUVENILE AND DOMESTIC RELATIONS COURT

Expenditure Summary

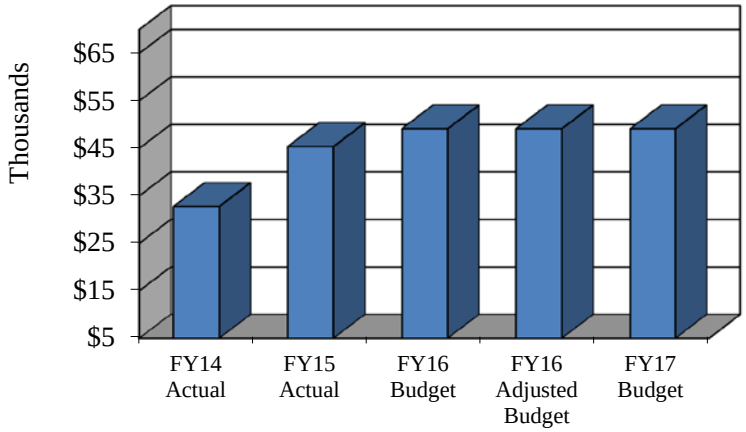
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Operating Expenses	$32,742	$45,339	$49,101	$49,101	$49,101	**0**
Grand Total	**$32,742**	**$45,339**	**$49,101**	**$49,101**	**$49,101**	**0**

Budget Note: *This is a maintenance level budget.*

Department Staffing History

The City of Hampton does not fund any permanent full-time positions with the Juvenile and Domestic Relations Court.

Budget Comparison FY14-17



OFFICE OF THE MAGISTRATE

The Hampton Magistrate's Office mission is to provide an independent, accessible, assessment of probable cause provided by complainants or law enforcement agencies in order to preserve the rule of law and to protect the rights and liberties, of all parties, guaranteed by the United States and Virginia Constitutions.

The total budget for this department is $40,916 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Magistrate	**$36,925**	**N/A**

A principal function of the magistrate is to provide an independent, unbiased review of complaints of criminal conduct brought to the office by law enforcement or the general public. Other duties include: issuing various types of processes such as arrest warrants, summonses, bonds, search warrants, subpoenas, and certain civil warrants. The State provides most of the Magistrates' funding outside of the City's budget. The City is responsible for providing office space and certain support costs. The City also provides a supplement to the salaries of the Magistrate.

Fixed Costs	**$3,991**	**N/A**
Total FY17 Budget	**$40,916**	

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Warrants Issued	Output	6,547	7,606	8,000	8,000
Emergency Protective Orders Issued	Output	961	926	1,500	1,500

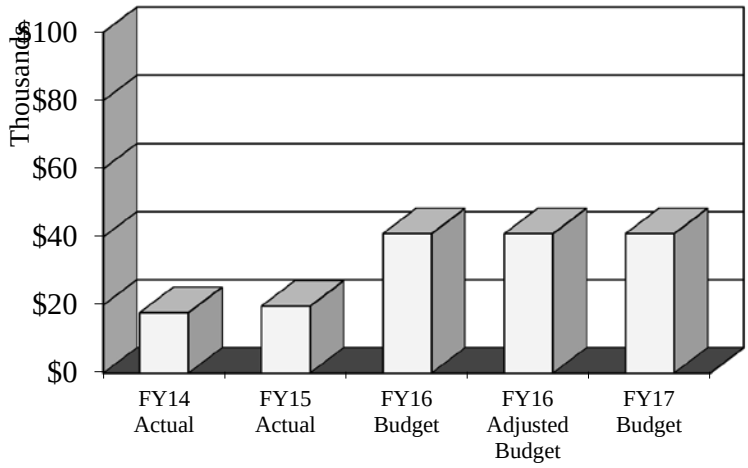
OFFICE OF THE MAGISTRATE

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	10,744	12,720	20,000	20,000	20,000	**0**
Operating Expenses	1,934	6,883	20,916	20,916	18,416	**(2,500)**
Capital Outlay	5,067	0	0	0	2,500	**2,500**
Grand Total	**17,745**	**19,603**	**40,916**	**40,916**	**40,916**	**0**

Budget Note: *This is a maintenance level budget.*

Budget Comparison FY14-17



ELECTORAL BOARD AND VOTER REGISTRAR

The Electoral Board and Voter Registrar provides voter registration services to all legal Virginia residents and processes those records for Hampton residents; also the voter registration office ensures the accuracy of and maintains the registration records for Hampton. In addition to this service the Voter's Registrar prepares for, conducts and assists in the process of fair and accurate elections.

The total budget for the department is $383,095 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Conduct Elections	**$161,119**	**N/A**

The Electoral Board adheres to State, Federal and Local Election Laws; is responsible for all aspects to conduct fair and accurate elections and certifies correct and true abstracts for all elections. Training staff and training officers of election on new voting practices and regulations and continuing to integrate new federal required equipment.

Registration of Voters	**$217,803**	**3.0**

The Registrar's office conducts voter registration; maintains accurate records; prevents election fraud; facilitates prospective candidates and incumbents in running for office; assists the Electoral Board with conducting fair and accurate elections; trains office staff employees on the registration system and trains election officers on new voting practices and regulations.

Fixed Costs	**$4,173**	**N/A**

Total FY17 Budget	**$383,095**	
Total FY17 Positions		**3.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Statement of Results from election night show equal amount of voters on Poll book compared to ballots in tabulator.	Efficiency	100%	100%	100%	100%
Election officials understand how to work voting equipment and understand laws and regulations in the polling place.	Effectiveness	100%	100%	100%	100%
Registration is entered into VERIS and applications are filed in their correct order by close of books for election day.	Output	100%	100%	100%	100%
Absentee ballot applications are entered correctly and ballots sent out by the 45 day deadline for our Military and overseas voters.	Efficiency	100%	100%	100%	100%

ELECTORAL BOARD AND VOTING REGISTRAR

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	242,089	203,611	302,498	308,443	311,799	**3,356**
Operating Expenses	69,896	61,186	71,296	71,296	71,296	**0**
Capital Outlay	0	1,418	0	0	0	**0**
Grand Total	**311,985**	**266,215**	**373,794**	**379,739**	**383,095**	**3,356**

Budget Note*: The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

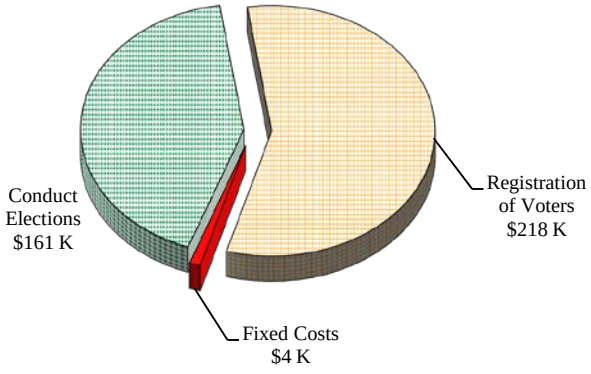
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**3**	**3**	**3**	**3**	**3**	**0**

FY 2017 Position Summary

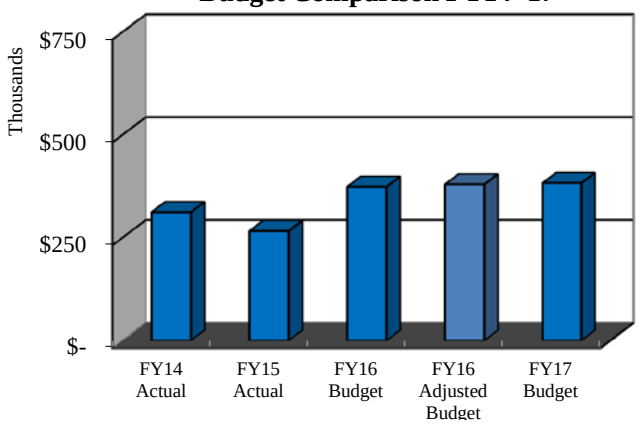
1 Voting Registrar
1 Sr. Assistant Registrar
1 Assistant Registrar/Ballot Admin.

TOTAL PFT POSITIONS: 3

FY 2017 Service Summary



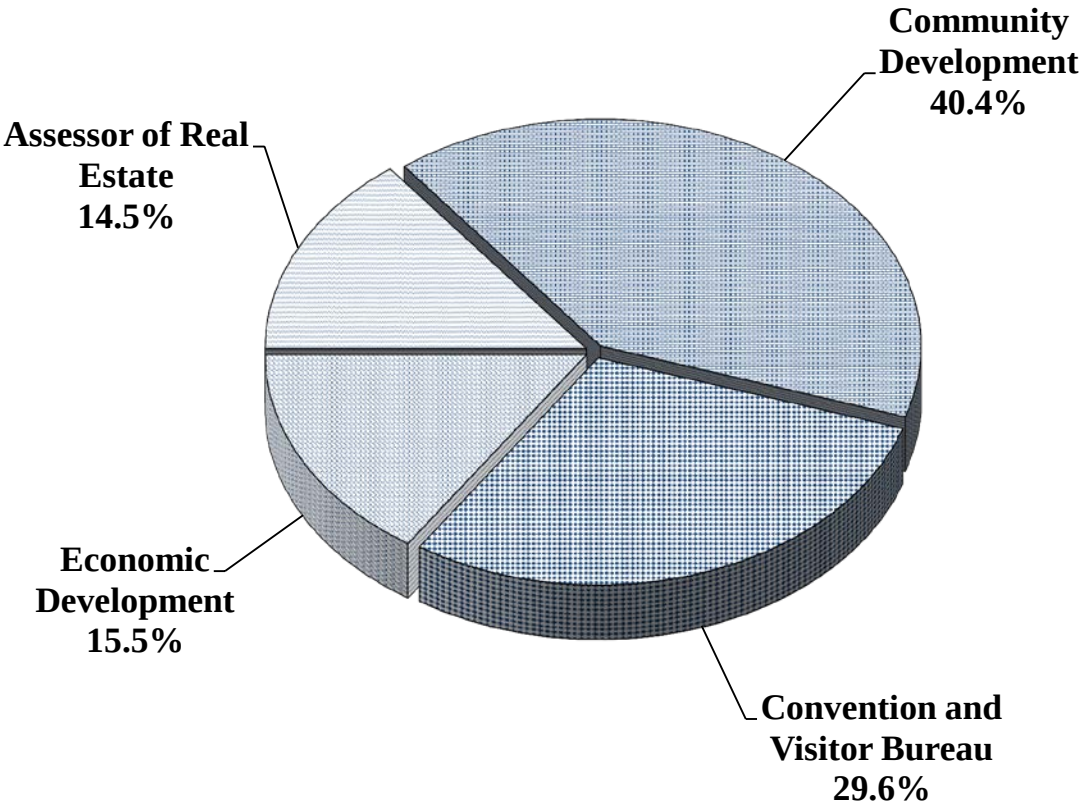
Budget Comparison FY14 -17



ECONOMIC VITALITY AND NEIGHBORHOODS
Expenditure Summary / Graph
Fiscal Years 2014 - 2017

Departments	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Assessor of Real Estate	$1,101,304	$1,136,115	$1,106,715	$1,136,393	$1,132,915	($3,478)
Community Development	3,079,458	2,931,083	3,090,524	3,160,370	3,154,800	(5,570)
Convention and Visitor Bureau	2,140,331	2,232,799	2,263,895	2,281,112	2,283,237	2,125
Economic Development	990,359	1,039,005	1,183,870	1,207,075	1,217,344	10,269
Grand Total	**$7,311,452**	**$7,339,002**	**$7,645,004**	**$7,784,950**	**$7,788,296**	**$3,346**

Fiscal Year 2017
Percentage of Budget



ASSESSOR OF REAL ESTATE

The mission of the Office of the Assessor of Real Estate is to fairly and equitably assess the real estate in the City of Hampton annually and provide accurate property information under the authority of the Constitution of Virginia, Code of Virginia and Municipal Code of Hampton, and in accordance with standards of professional practice.

The total budget for this department is $1,132,915, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$161,356**	**2.0**

Provide leadership and management for all assessment and information functions and responsibilities. Oversee the annual reassessment program which becomes effective July 1st of each year and includes mailing change of assessment notices during the preceding months. Coordinate supplemental assessments of new construction throughout the year, as well as partial assessments, as of July 1st. Provide the forecast of taxable real property to the City Manager in the form of a preliminary Land Book by February 1st. Publish the Land Book, which provides the basis for the tax roll, by September 1st.

Real Estate Valuation	**$766,143**	**13.0**

Conduct complex research, analysis and valuation on all commercial and residential properties in the City annually. This research includes obtaining information from primary and secondary sources such as property owners, attorneys, real estate agents and other real estate professionals. Conduct office reviews of assessments, prepare cases to be presented to the Board of Review and provide expert witness for cases that progress to the court system. Assessments are also conducted for parcels being split or combined. Provide information to the public and internal customers within twenty-four hours of request.

Technical ~ Administrative Support	**$175,507**	**3.0**

Provide technical support and assistance with data entry and administrative support to the land use, exemption and rehabilitation tax credit programs, as well as the Board of Review. Update the property database with information from the Clerk of the Circuit Court on property transfers, wills conveying real estate, property splits and combinations and ownership changes within ten days of notification. Change of address requests are normally updated within five days. Abatements and supplements are also processed.

Board of Review	**$5,000**	**N/A**

Five-member citizen board, appointed by the City Council and authorized by the Municipal Code of the City of Hampton and the Code of Virginia to hear cases of assessment appeals each May and June, following the January mailing of change in assessment notices.

Fixed Costs	**$24,909**	**N/A**
Total FY17 Budget	**$1,132,915**	
Total FY17 Positions		**18.0**

ASSESSOR OF REAL ESTATE

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Target	FY17 Estimate
No. of Parcels Assessed	Output	50,862	48,900	50,840	50,900
No. of Parcels in Exemption Programs	Output	2,045	2,071	2,079	2,080
No. of Parcels Inspected	Output	10,000	10,000	10,000	10,000
No. of Appeals Processed	Output	81	241	63	100

ASSESSOR OF REAL ESTATE

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	982,848	989,605	974,260	1,003,938	998,345	**(5,593)**
Operating Expenses	115,412	114,618	132,455	132,455	134,570	**2,115**
Capital Outlay	3,044	31,892	0	0	0	**0**
Grand Total	**1,101,304**	**1,136,115**	**1,106,715**	**1,136,393**	**1,132,915**	**(3,478)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees, which was originally budgeted in Retirement and Employee Benefits. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments, since they were implemented later in the fiscal year, after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to the department during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

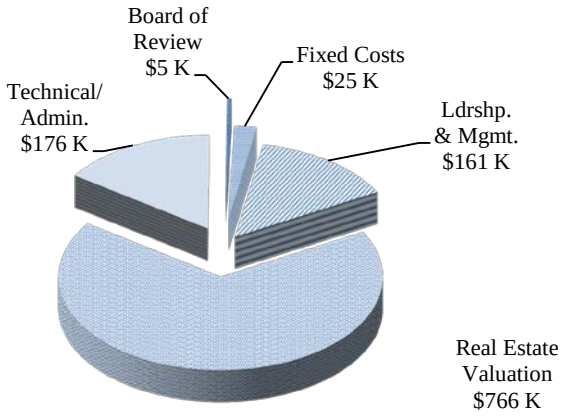
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**18**	**18**	**18**	**18**	**18**	**0**

FY 2017 Position Summary

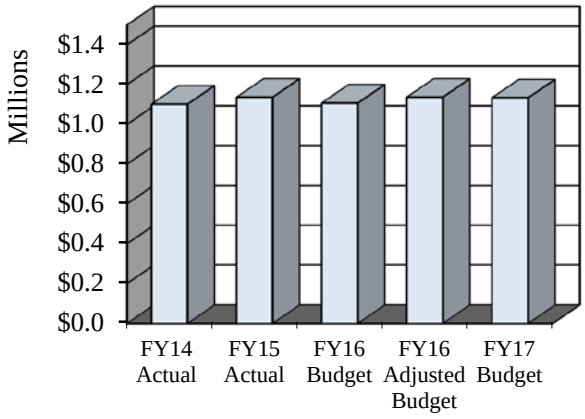
1	City Assessor	2	Appraiser II
1	Mgr. Real Estate Assessment	3	Appraiser I
1	Senior Real Estate Analyst	1	Title Examiner
1	Real Estate Analyst	1	Administrative Assistant
7	Appraiser III		

TOTAL PFT POSITIONS: 18

FY 2017 Services Summary



Budget Comparison FY14-17



COMMUNITY DEVELOPMENT

The mission of the Community Development Department is to promote the health, safety, and welfare of our citizens, neighborhoods and districts through orderly land use and development as well as the preservation of our historic and natural resources in an efficient and effective manner that contributes toward making Hampton the most livable city in Virginia.

The total budget for the department is $3,154,800 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$360,520**	**2.0**

Provide leadership and management for the Community Development Department so that the objectives of the Community Plan are met. Provide guidance for the daily activities of staff for the five major divisions of Community Development. Manage the budget and administrative functions of the department and provide technical resources for difficult issues.

Construction Inspections	**$454,263**	**10.0**

Perform building, plumbing, mechanical, fuel gas and electrical inspections of new construction to ensure that the International Building Code, International Residential Coode, International Plumbing Code, International Mechanical Code, International Fuel Gas Code and the National Electrical Code are being complied with. Provide timely response to inspection requests by performing them within 2 working days of their request ensures Customer Delight.

Development Services Center	**$873,530**	**18.0**

Reviews all construction plans, subdivision plans, site plans to ensure that they meet all adopted local, state or federal codes & standards and issues all building, plumbing, mechanical, electrical permits. Process all Chesapeake Bay Preservation District applications and all applications to the Board of Zoning Appeals. Provide a single point of contact for all managed projects.

Planning & Zoning Administration	**$400,951**	**6.0**

Provide strategic master plans, the Community Plan, and policies to support the major development decisions our community makes to achieve our vision of "Making Hampton the Most Livable City in Virginia". These plans and policies integrate the visions of residents, businesses and local officials into a strategy for managing change. Provide for the implementation of City plans and policies through evaluation of land use applications and administration of the zoning ordinance. Support the City's Planning Commission, Board of Zoning Appeals and the Wetlands Board. Provide technical support and information on development-related issues to residents and businesses.

Housing & Neighborhood Services	**$245,334**	**5.0**

Maximizes the effectiveness of the city's investment in neighborhoods and increases the alignment of citizens, neighborhood based organizations, commissions and city staff around the vision and the strategies for neighborhoods. This services also builds the image of Hampton neighborhoods as the best places to be as well as assures that people are confident in the future of Hampton's neighborhoods and are reinvesting in the housing stock. The core services and priorities for the Housing and Neighborhood Services Division are as follows: Housing Reinvestment, Federal Grant Administration, Community Engagement, and Facilitation.

Property Maintenance & Zoning Enforcement	**$432,843**	**9.0**

Perform proactive inspections and responds to complaints regarding existing structures, both residential and commercial, in an assigned geographic area to ensure compliance with the International Property Maintenance Code, the City of Hampton Zoning Ordinance as well as numerous other care of premise ordinances (weed and debris, inoperative vehicle, graffiti) so as to reduce the substandard structures and structures with major and minor deterioration. Enforcement of the Zoning Ordinance ensures orderly land development. Enforcement of the Hampton Wetlands Ordinance and Chesapeake Bay Preservation District Ordinance helps preserve the environment. The funds for the Safe and Clean Initiative are also included under this category.

Support Services	**$249,486**	**5.0**

Provides records management, data collection (performance and otherwise), leadership for all department technology (including BasicGoc), clerical support to our five Boards/Commissions, and administrative support to the Director, Deputy Director, and the five other divisions of the Community Development Department (to include purchasing/procurement, payroll, administration and tracking of all leave, processing and cashiering of permits, budget oversight, citizen inquiries, and FOIAs).

Fixed Costs	**$137,873**	**N/A**

Total FY 17 Budget	**$3,154,800**	
Total FY 17 Positions		**55.0**

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Target
Percent of commercial plans reviewed within 30 calendar days	Outcome	83%	77%	90%	92%
Percent of neighborhood leaders reporting that their neighborhood is stable or improving	Outcome	90%	87%	90%	90%
Percent of inspections closed in 110 days	Outcome	97%	89%	93%	94%
Percent of Residential plan review within 7 days of submittal	Outcome	88%	69%	94%	95%
Percent of Subdivision plan review within 60 days of submittal	Outcome	100%	94%	100%	100%

COMMUNITY DEVELOPMENT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	2,484,680	2,504,452	2,636,001	2,705,847	2,699,199	**(6,648)**
Operating Expenses	438,443	374,211	381,623	381,623	382,701	**1,078**
Capital Outlay	156,335	52,420	72,900	72,900	72,900	**0**
Grand Total	**3,079,458**	**2,931,083**	**3,090,524**	**3,160,370**	**3,154,800**	**(5,570)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. A new Neighborhood Development Associate position has been added, which will enhance our neighborhood capacity building efforts. The reduced budget is due to positions being filled at lower salary rates than previously budgeted for when the vacancies occurred.*

Departmental Staffing History

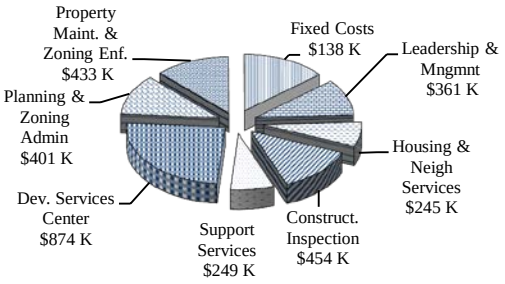
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**53**	**54**	**54**	**54**	**55**	**1**

FY 2017 Position Summary

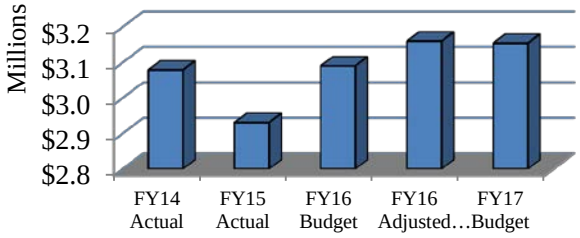
1 Director	2 Codes Compl Insp II	2 Zoning Official
1 Deputy Director	1 Plumbing/Mechanical Insp II	1 Planning Services Manager
1 Codes Comp/Envrn. Inspector	2 Plumbing/Mechanical Insp I	1 Support Services Manager
1 Senior Zoning Official	1 Building Codes Inspector II	4 City Planner
1 Support Svcs. Coordinator	2 Development Services Assistant I	3 Permit Tech I
1 Staff Support Tech II	1 Inspection Services Mgr	3 Neighborhood Dev Assoc I
1 Sr Site Plan Subdvs Agent/S	1 Site Plan Subdivision Agent I	1 Administrative Assistant
1 Property Maint. Div. Mgr.	2 Plans Reviewer II	1 Housing Reinvestment Spec
1 Information Systems Specialist	1 Perform. & Quality Control Ofcr.	2 Building Codes Inspector I
2 Electrical Inspector II	1 Development Services Assistant II	1 Plans Reviewer II
5 Codes Comp Insp I	1 Sr Site Plan Subdivision Agent	1 Chief Planner
1 Electrical Inspector I	1 Sr Plans Review	1 Neighborhood Services Manager
1 Deputy Zoning Administrator		

TOTAL PFT POSITIONS: 52

FY 2017 Services Summary



Budget Comparison FY14 - 17



CONVENTION AND VISITOR BUREAU

The Hampton Convention and Visitor Bureau (HCVB) is responsible for revenue generation for the citizens of Hampton by marketing Hampton as a destination to travelers for both business and leisure. The HCVB promotes Hampton to the traveling public, thus producing revenue in the form of lodging, meal, retail, admission and other associated taxes.

The total budget for this department is $2,283,237, which funds the following services in these approximate amounts:

	FY17	FY17 Positions
Leadership and Management	**$290,626**	**3.0**
Provide strategic planning and vision for the department. This service also handles all accounting and human resource management for the department and ensures the compliance with all City of Hampton policies and procedures.		
Group Sales	**$1,017,796**	**6.5**
The sales and group services team promotes and sells Hampton to meetings, conventions and events.		
Media/Advertising	**$202,634**	**3.0**
Creative development of the advertising used to market Hampton as a tourism destination. In addition, the media team works with travel journalists to produce articles on Hampton.		
Consumer/Advertising	**$639,574**	**1.5**
Creative development of the advertising used to market Hampton as a tourism destination. This service also provides convention and leisure advertising.		
Visitor Services	**$112,163**	**0**
Provides front-line interaction with our visitors. Staff operates the Visitor's Center in downtown Hampton, convention sites and the Hampton Roads Convention Center. In addition, staff sells and markets to AAA offices in the mid-Atlantic region to promote Hampton as a destination to their traveling public. State Welcome Center demonstrations and staff education is also the responsibility of this team.		
Fixed Costs	**$20,444**	**N/A**
Total FY17 Budget	**$2,283,237**	
Total FY17 Positions		**14.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Target	FY17 Estimate
Hotel room nights booked City-wide in Hampton	Outcome	103%	96%*	100%	100%
Room nights books based on ERA proforma for Hampton Roads Convention Center	Outcome	95%	80%	100%	100%
Demonstrations at State Welcome Centers	Outcome	140%	140%	100%	100%
RFPs received at Tradeshows	Outcome	108%	118%	100%	100%

**In 2015 CVB raised room night goals by 10,000 room nights. They achieved 96% of the goal which resulted in 5590 more room bookings than in 2014.*

NOTE: The Hampton Convention and Visitor Bureau (HCVB) keeps statistics based on a calendar year (CY) rather than fiscal year (FY) to more closely align with the hospitality industry standards.

CONVENTION AND VISITOR BUREAU

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	746,116	671,064	749,843	767,060	769,185	**2,125**
Operating Expenses	1,387,539	1,559,665	1,514,052	1,514,052	1,514,052	**0**
Capital Outlay	6,676	2,070	0	0	0	**0**
Grand Total	**2,140,331**	**2,232,799**	**2,263,895**	**2,281,112**	**2,283,237**	**2,125**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise this is a maintenance level budget.*

Department Staffing History

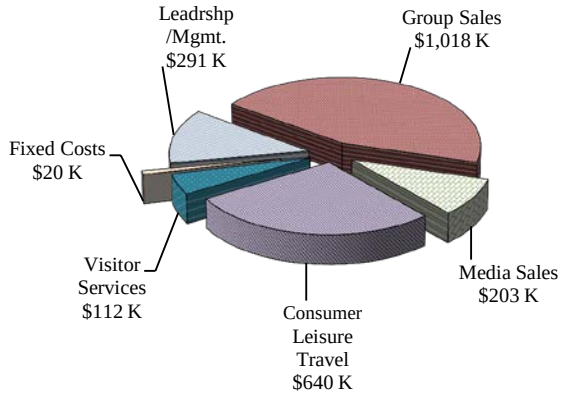
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**14**	**14**	**14**	**14**	**14**	**0**

FY 2017 Position Summary

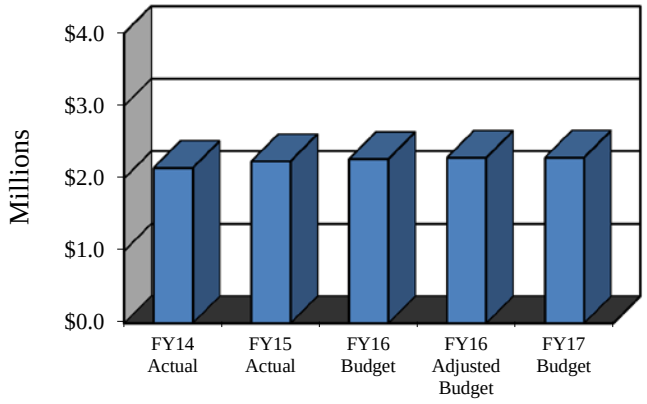
1 Director	1 Administrative Services Manager
1 Director, Media/Community Relations	1 Media Relations Manager
1 Senior Group Sales Manager	1 Administrative Assistant
1 Group Services Manager	1 Office Specialist
4 Group Sales Manager	1 Media Relations Specialist
1 Senior Group Services Manager	

TOTAL PFT POSITIONS: 14

FY 2017 Service Summary



Budget Comparison FY14-17



ECONOMIC DEVELOPMENT

The Department of Economic Development's mission is to increase revenue for the City by encouraging and facilitating growth of Hampton's tax base and taxable sales, minority businesses and employment opportunities.

The total budget for this department is $1,217,344, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$325,110**	**2.0**
Provide leadership and management to the staff of the Economic Development Department in order to implement the Department's goals and objectives of increasing revenue for the City by encouraging and facilitating growth in the business tax base and taxable sales; increasing employment opportunities; and supporting the growth of procurement opportunities for minority-owned and woman-owned businesses.		
Business and Retail Development	**$712,715**	**7.5**
Increase Hampton's business tax base and employment opportunities by focusing on business attraction, retention and expansion. This is accomplished through business visits; participation in marketing missions, attendance at trade shows and conferences; strategic communications with businesses inside and outside of the City and State; hosting and/or sponsoring events business related events.		
Minority Business Development	**$157,008**	**2.5**
The Minority Business Program provides support for the growth of minority and woman-owned businesses in the City of Hampton. This is done by cultivating and developing the program and implementing policies that facilitate increased utilization by the City and Hampton City Schools of minority and woman-owned businesses in procuring goods and services. Training events are developed and promoted to assist small, minority and woman-owned businesses with business growth and stability.		
Fixed Costs	**$22,511**	**N/A**
Total FY17 Budget	**$1,217,344**	
Total FY17 Positions		**12.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Number of visits to businesses to promote business attraction, retention and expansion.	Output	300	300	300	475
Number of marketing events (i.e. marketing missions, trade shows, conferences, etc.) to attract economic development projects to Hampton.	Output	40	50	50	73

ECONOMIC DEVELOPMENT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	801,913	701,728	781,523	804,728	815,780	**11,052**
Operating Expenses	186,943	330,383	402,347	402,347	401,564	**(783)**
Capital Outlay	1,503	6,894	0	0	0	**0**
Grand Total	**990,359**	**1,039,005**	**1,183,870**	**1,207,075**	**1,217,344**	**10,269**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Funding in the amount of $20,000 is to be made available to the Phoebus Partnership, the terms of which will be determined by the Department of Economic Development.*

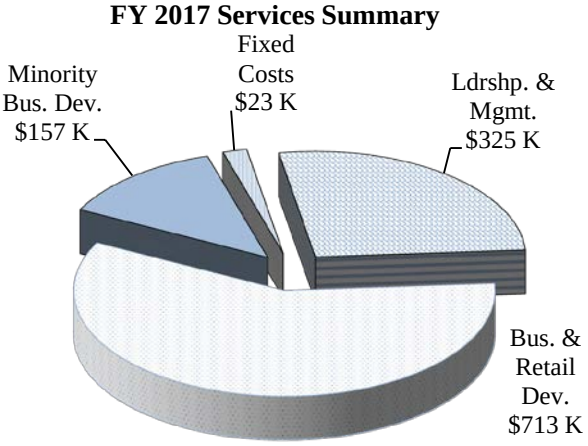
Department Staffing History

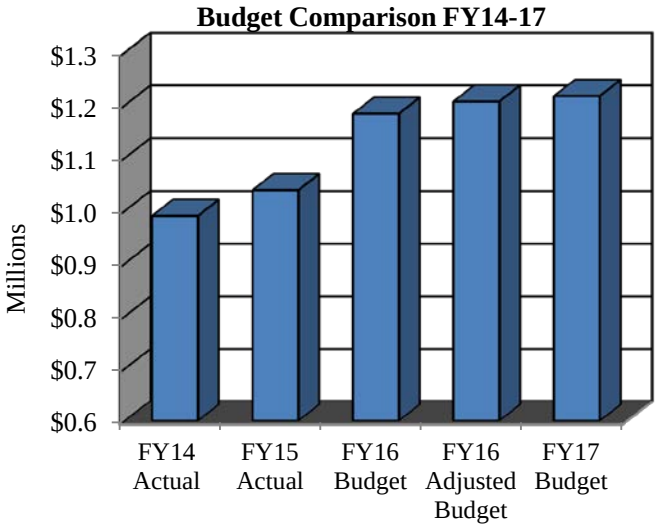
	FY14 Actual	FY15 Budget	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**13**	**12**	**12**	**12**	**12**	**0**

FY 2017 Position Summary

1	Director	1	Redevelopment Manager
1	Marketing/Development Manager	1	Contract Compliance Specialist
2	Sr Business Development Manager	1	Finance/Administrative Manager
1	Business Development Manager	1	Minority Business Coordinator
1	Asset Manager	1	Retail Assistant Coordinator
1	Administrative Assistant		

TOTAL PFT POSITIONS: 12

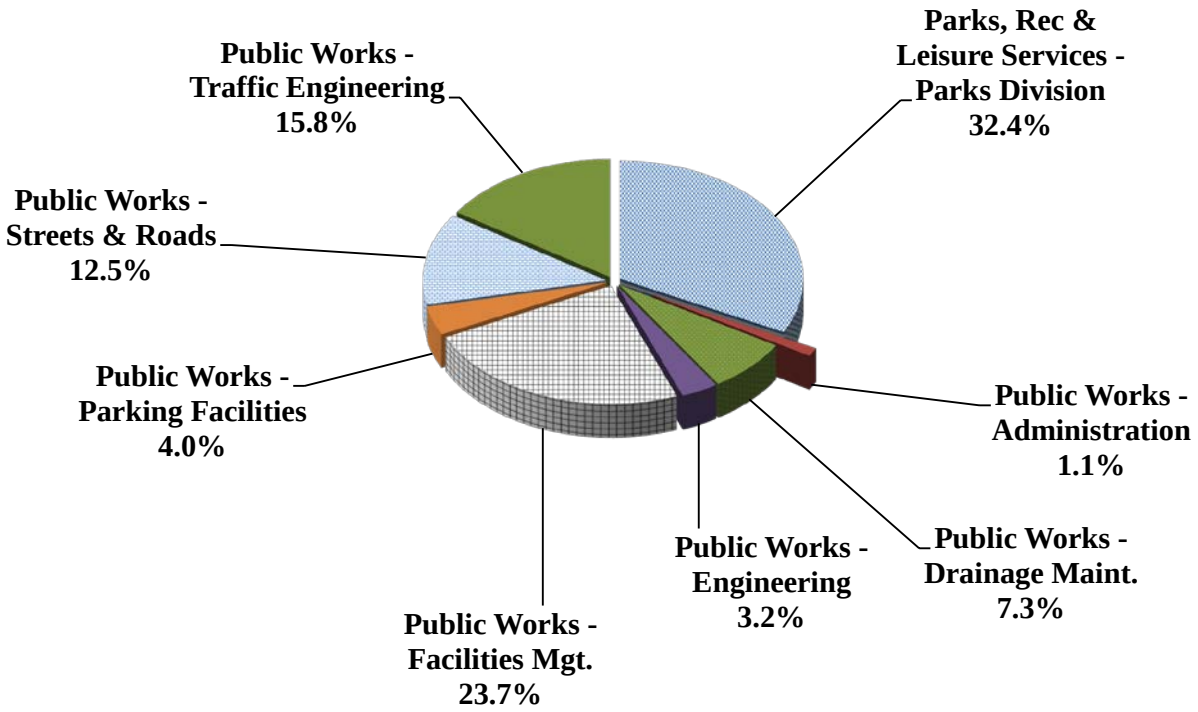




INFRASTRUCTURE EXPENDITURE SUMMARY/GRAPH
Fiscal Years 2014 - 2017

Departments	FY 14 Actual	FY 15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Parks, Rec & Leisure Services - Parks Division	$5,198,844	$5,819,869	$5,922,426	$5,975,043	$5,843,449	($131,594)
Public Works - Administration	224,554	215,737	209,949	214,938	217,087	2,149
Public Works - Drainage Maint.	1,237,677	1,187,517	1,326,847	1,342,743	1,353,293	10,550
Public Works - Engineering	607,044	571,292	583,913	597,440	617,180	19,740
Public Works - Facilities Mgt.	4,237,711	4,270,024	4,321,136	4,353,099	4,198,997	(154,102)
Public Works - Parking Facilities	731,112	717,887	721,446	722,353	722,179	(174)
Public Works - Streets & Roads	1,932,409	1,908,348	2,284,951	2,308,370	2,312,634	4,264
Public Work - Traffic Engineering	2,757,785	2,721,851	2,884,627	2,896,850	2,924,132	27,282
Grand Total	**$16,927,136**	**$17,412,525**	**$18,255,295**	**$18,410,836**	**$18,188,951**	**($221,885)**

Fiscal Year 2017
Percentage of Budget



PARKS, RECREATION AND LEISURE SERVICES
~ Parks Division

The Parks and Recreation Department, in conjunction with a nine-member Council-appointed Parks and Recreation Advisory Board, provides enriching experiences, beautiful environments and recreational activities for all ages and maintains parks, playgrounds, school grounds and street medians throughout the city.

The total budget for the department is $5,843,449 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$110,609**	**1.0**
Provide daily and long-term guidance and management to ensure departmental goals and objectives are met. Ensure proper maintenance of all municipal parks, grounds, beaches, golf courses, recreational areas and the Hampton History Museum. Adopt rules and regulations in order to provide for public health, safety and welfare of the city in the areas of supervision, authority and control to ensure compliance with City Code Chapter 26.		
Administrative Support	**$278,733**	**8.0**
Provide administrative support and oversight for the Parks Department including specialized interdepartmental support.		
Grounds Maintenance	**$2,446,391**	**19.0**
Maintain grounds for a variety of city-owned properties, the use of which determines the degree of maintenance performed at each site. Rights-of-way are mowed on a 14-day schedule. All major roadway curb lines and medians are edged monthly and swept behind the operation to reduce stormwater contamination. Public buildings and high-profile areas are mowed weekly. Park grounds, irrigation systems and decorative fountains are maintained year-round. Shelters located at larger parks are maintained and monitored during events. Other duties are performed based on seasonal requirements. Participation in the Safe		
Facility Maintenance/Special Event Support	**$735,402**	**9.0**
Perform select repairs and maintenance of systems in park facilities and recreation centers; build, install and remove display structures for Hampton History Museum; provide set-up, support and clean-up services for special events; transport and attend mobile stage engagements; plan and execute staff construction projects or contract projects; coordinate refuse collection at all parks and city facilities; provide oversight and supervision of the Buckroe Beach Park and Buckroe Pier; inspect, repair and maintain all playgrounds on city property.		
Hampton City Schools' Maintenance	**$505,185**	**1.0**
Provide contract services to landscape, mow, edge, remove litter and debris and provide improvement and beautification enhancements for 16 area public schools on a ten (10) day work schedule. Inspect, repair and provide complete maintenance services for school playground equipment and athletic facilities on a quarterly basis.		
Athletic Field Maintenance	**$340,397**	**3.0**
Provide daily management and field maintenance at 36 ball fields, 20 football fields, 26 soccer fields, 66 tennis courts, 15 softball fields and Darling Stadium in support of high school, little league and adult sports programs. Maintain scoreboards, athletic field fencing and lighting systems to ensure equipment is operational and citizens are safe.		
Tree Maintenance Services	**$289,572**	**6.0**
Perform all aspects of tree maintenance on city properties and rights-of-way city-wide, respond to emergency call outs and storm cleanup and provide oversight of contractor.		

Equipment Maintenance	**$9,466**	**N/A**

Supply inventory needed to operate basic repair shop for small tools and equipment.

Litter Maintenance	**$43,301**	**N/A**

Provide daily city-wide litter collection for major thoroughfares such as Mercury and Victoria Boulevards, Armistead, LaSalle and Pembroke Avenues, Big Bethel Road, King Street and six interstate connection locations in Hampton.

Fixed Costs	**$1,084,393**	**N/A**

Total FY17 Budget	**$5,843,449**	
Total FY17 Positions*		**47.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Mow and trim all athletic fields weekly during respective seasons.	Outcome	99%	99%	99%	100%
Mow, trim, edge and clean all non-contract rights-of-way, city-wide, during mowing season (April to October).	Outcome	100%	100%	99%	100%
All city playgrounds inspected on a monthly basis	Outcome	99%	99%	99%	100%

PARKS, RECREATION AND LEISURE SERVICES
~ Parks Division

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,920,116	1,805,702	1,987,758	2,040,375	1,913,507	**(126,868)**
Operating Expenses	3,247,199	3,958,330	3,872,597	3,872,597	3,867,871	**(4,726)**
Capital Outlay	31,529	55,837	62,071	62,071	62,071	**0**
Grand Total	**5,198,844**	**5,819,869**	**5,922,426**	**5,975,043**	**5,843,449**	**(131,594)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Departmental restructuring in the Parks and Recreation Department results in the net decrease of two positions in the Parks Division. Adjustments to operating expenses resulted from a decrease in fixed costs.*

Department Staffing History

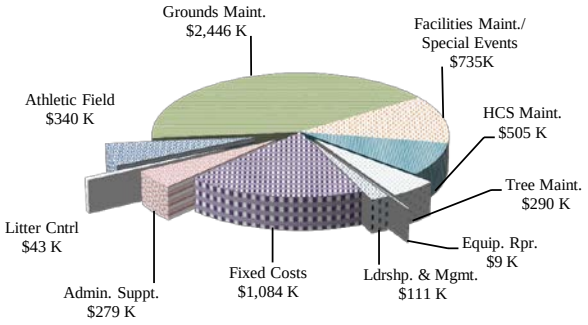
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)*	**48**	**48**	**49**	**49**	**47**	**(2)**
No of Positions Frozen (*Funds utilized for grounds maintenance contract*)	**7**	**7**	**6**	**6**	**6**	**0**
Total PFT Positions	**55**	**55**	**55**	**55**	**53**	**(2)**

FY 2017 Position Summary

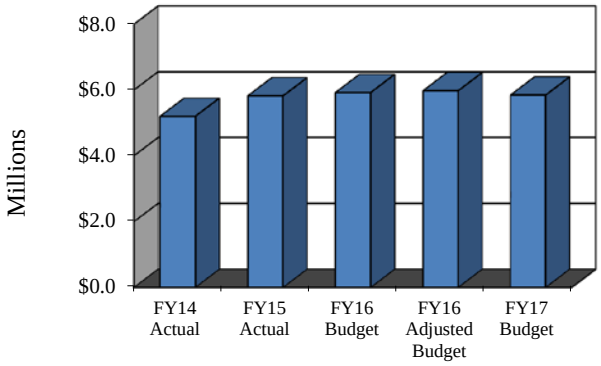
1	Director	2	Tree Trimmer
1	Dep. Director	1	Sr. Administrative Assistant
1	Office Specialist	12	Master Technician
1	Contract Coordinator - Parks	4	Parks Technician Team Leader
1	Landscape Services Coord.	12	Senior Technician - Parks
3	Office Specialist-Senior	3	Parks Manager
10	Parks Technician		
1	Tree Maint. Crew Leader		

TOTAL PFT POSITIONS: 53

FY 2017 Service Summary



Budget Comparison FY14-17



PUBLIC WORKS ~ Administration

The mission of the administrative division of the Department of Public Works is to provide general oversight and guidance to the divisions making up the department in advancement of the overall departmental mission. To provide for the health, safety and welfare of the public and the protection of the environment in a professional manner, while delivering the best possible customer service with integrity, initiative, innovation, dedication, teamwork, expertise and safety.

The total budget for the department is $217,087 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership & Management	**$213,036**	**2.0**

To provide oversight and coordination among the various Public Works divisions and departments, so that essential core services are received by our citizens to ensure that the daily operations and duties of each division are carried out by administrative and customer support.

Fixed Costs	**$4,051**	**N/A**

Total FY17 Budget	**$217,087**	
Total FY17 Positions		**2.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Service Requests received from 311					
Administration	Output	483	350	400	400
Engineering	Output	37	70	85	85
Facilities	Output	3,145	3,400	3,600	3,600
Solid Waste	Output	13,665	11,500	12,500	12,500
Drainage Maintenance	Output	1,806	2,600	2,800	2,800
Streets and Roads	Output	3,338	2,800	2,100	2,100
Traffic Engineering	Output	1,651	1,625	1,700	1,700
Wastewater	Output	4,718	4,750	4,800	4,800

PUBLIC WORKS ~ Administration

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	167,393	173,813	170,416	175,405	177,554	**2,149**
Operating Expenses	57,161	41,924	39,533	39,533	39,533	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**224,554**	**215,737**	**209,949**	**214,938**	**217,087**	**2,149**

Budget Note*: The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

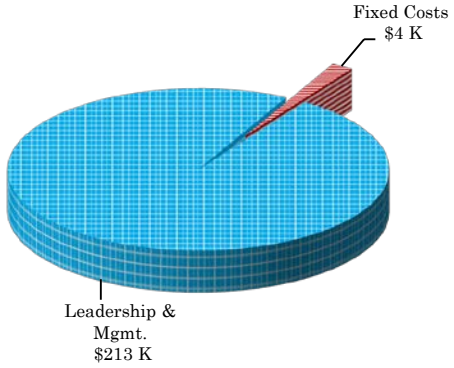
	FY14	FY 15	FY 16	FY 16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	2	2	2	2	2	**0**

FY 2017 Position Summary

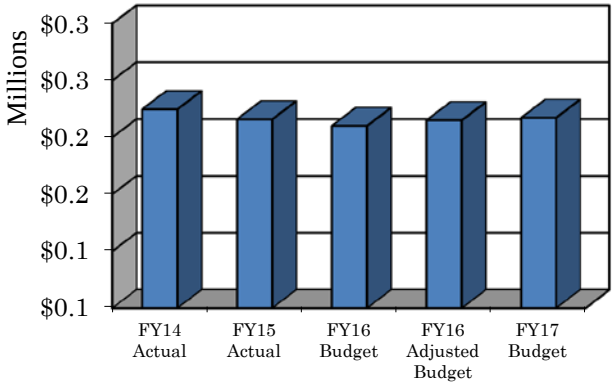
1 Director of Public Works	1 Sr. Administrative Assistant

TOTAL PFT POSITIONS 2.0

FY 2017 Services Summary



Budget Comparison FY 14 -17



PUBLIC WORKS ~ Drainage Maintenance

The mission of the Drainage Maintenance Division is to proactively protect lives and property from flooding events and perform ongoing maintenance and repairs to the entire public drainage system.

The total budget for the department is $1,353,293 which funds the following services in the approximate amounts:

	FY17 Budget	FY17 Positions
Construction (Repair Line)	**$279,110**	**5.0**
To install new stormwater and repair old drainage infrastructure, including cave-ins over storm pipes, curb drop inlets and yard drains.		
Street Side (Clean Ditches)	**$219,171**	**5.0**
To clean all road side ditches and curb drop inlets, as needed, in the City at least once a year. Assist in cave-in repairs on roadways caused by drainage infrastructure failures and routinely clean underground storm pipes.		
Off Street (Remove Ditch Vegetation)	**$247,936**	**8.5**
To maintain all outfall ditches receiving street runoff in the City twice a year which involves removing debris, cutting grass and overgrowth, and slope mower operations.		
Insect Control (Mosquito Control)	**$218,866**	**4.5**
To provide mosquito control services for residents and visitors to Hampton through the reduction of mosquito breeding habitats; surveillance of mosquito larvae and adults; chemical treatment of breeding sites; application of chemical spray to reduce the population of adult mosquitoes; and education of residents and visitors to the City regarding mosquito control methods available. Collect, identify, process adult mosquitoes and submit them to the State Health Department for testing (West Nile and Eastern Equine Encephalitis). Provide stinging insect control on public property and identification and advice regarding insects and other pests in the City. Mosquito Control also provides maintenance of stormwater drainage in designated areas of the City after rain events and is called on to participate in emergency situations such as hurricanes and snow storms.		
Dredging	**$15,000**	**N/A**
To maintain the Salt Pond channel to a depth accommodative to boat traffic to the marina and docks located in the area; perform semi-annual maintenance of five (5) channel markers and lights in the Salt Pond channel; perform emergency repairs as needed; and to conduct depth reports to ensure channel is not silted.		
Fixed Costs	**$373,210**	**N/A**
Total FY17 Budget	**$1,353,293**	
Total FY17 Positions		**23.0**

PUBLIC WORKS ~ Drainage Maintenance

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Cave-ins Repaired	Output	704	400	400	400
Structures Repaired	Output	74	400	400	400
# of Curb Drop Inlets Cleaned Annually	Output	41,627	14,000	14,000	14,000
# square feet of Ditches Cleaned Annually	Output	802,646	700,000	700,000	700,000
# square feet of Pipe Cleaned Annually	Output	57,069	820,000	820,000	820,000
Mosquito Trap Nights	Output	420	500	500	500

PUBLIC WORKS ~ Drainage Maintenance

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	730,986	674,118	781,620	797,516	783,884	**(13,632)**
Operating Expenses	493,878	513,399	545,227	545,227	569,409	**24,182**
Capital Outlay	12,813	0	0	0	0	**0**
Grand Total	**1,237,677**	**1,187,517**	**1,326,847**	**1,342,743**	**1,353,293**	**10,550**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. The net increase in operating expenses is attributed to an increase in fixed cost.*

Department Staffing History

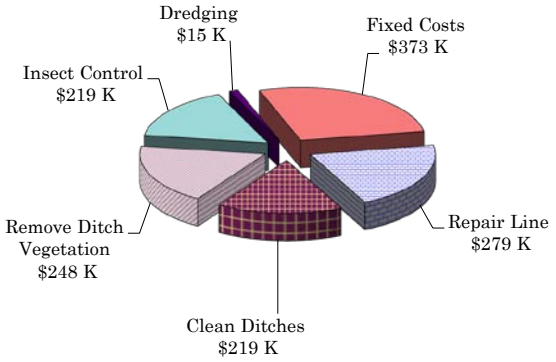
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**23**	**23**	**23**	**23**	**23**	**0**

FY 2017 Position Summary

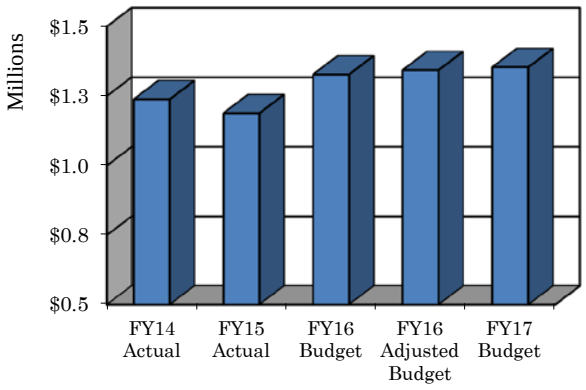
1 Senior Office Specialist	1 Heavy Equipment Techician
2 Equipment Operator IV	3 Pest Control Technician
1 Equipment Operator V	3 Equipment Oper III
4 Drainage Maintenance Tech	1 Stormwater Ops Manager
5 Equipment Operator II	1 Right of Way Agent
1 Entomology Service Manager	

TOTAL PFT POSITIONS 23

FY 2017 Services Summary



Budget Comparison FY 14-17



PUBLIC WORKS ~ Engineering

The City of Hampton's Public Works ~ Engineering Services "helps implement what you imagine." Engineering Services provides capital project management, private development plan review, civil engineering design and construction cost estimating, surveying, drafting and related services to City departments, developers, neighborhoods, consultants, contractors and outside agencies, in a thorough, responsive and accurate manner in order to enhance the City's economic development and improve the qualify of life in our community.

The total budget for the department is $617,180 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Capital Project Management	**$591,083**	**8.0**
To provide capital project management services including project scope, design, construction management and contract administration. To ensure projects are completed on schedule, within budget and in accordance with the needs of the public and applicable City departments.		
Fixed Costs	**$26,097**	**N/A**
Total FY 17 Budget	**$617,180**	
Total FY 17 Positions		**8.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Capital Projects Managed	Output	71	75	78	78
Projects Designed In-House	Output	5	5	5	5
Projects Completed	Output	10	15	15	15
Hours of Services to City Departments	Output	3,000	3,000	3,000	3,000

PUBLIC WORKS ~ Engineering

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	527,556	510,655	522,080	535,607	551,888	**16,281**
Operating Expenses	71,302	60,637	61,833	61,833	65,292	**3,459**
Capital Outlay	8,186	0	0	0	0	**0**
Grand Total	**607,044**	**571,292**	**583,913**	**597,440**	**617,180**	**19,740**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. The 1 PFT position increase is attributed to the newly created VDOT Projects Technician position in support of Public Works' VDOT initiative. The net increase in operating expenses is attributed to an increase in fixed costs.*

Department Staffing History

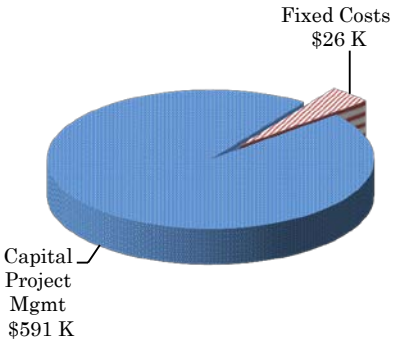
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**7**	**7**	**7**	**7**	**8**	**1**

FY 2017 Position Summary

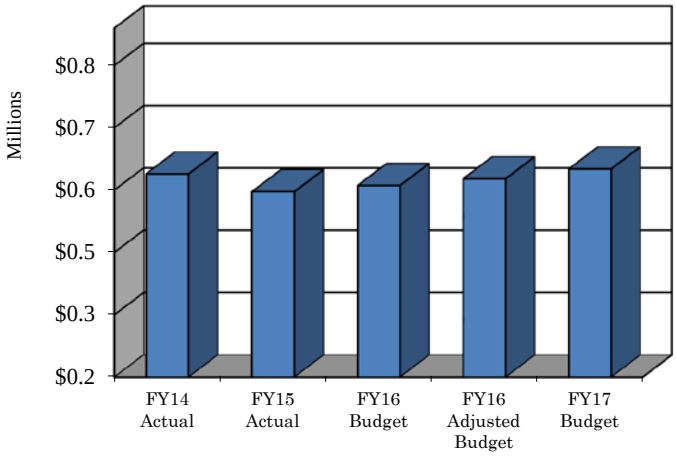
1 CP Engineering Manager	1 Survey Technician
1 Senior Civil Engineer	1 City Surveyor
1 Civil Engineering Technician	1 Technical Services Manager
1 City Engineer	1 VDOT Projects Manager

TOTAL PFT POSITIONS 8

FY 2017 Services Summary



Budget Comparison FY14 -17



PUBLIC WORKS ~ Facilities Management

Our mission of Facilities Management is to bring resources together in all phases of Facilities Management to provide our customers with the highest quality work environment, which lends itself to maximum productivity and efficiency that benefits the residents and employees of the City of Hampton.

The total budget for the department is $4,198,997 which funds the following services in these approximate amounts:

	FY 17 Budget	FY 17 Positions
Daily Maintenance of Facilities	**$1,763,362**	**21.0**
To provide electrical, plumbing, HVAC, and carpentry maintenance and repair, contract management, security and renovation services to 85 City or public-owned buildings.		
Daily Cleaning of Facilities	**$408,757**	**8.0**
To maintain a cost effective and efficient janitorial service, that is responsive to customer expectations and provides a healthy environment.		
Utility Payments	**$1,737,237**	**N/A**
To provide energy costs oversight and funding for the utility payments for 66 public facilities.		
Courthouse Maintenance	**$185,000**	**N/A**
To provide management of maintenance contracts for the Courthouse Building which includes janitorial services, sprinkler systems, generator service, HVAC water treatment, pest control, elevator maintenance and inspections, fire and security monitoring and maintenance.		
Fixed Costs	**$104,641**	**N/A**
Total FY 17 Budget	**$4,198,997**	
Total FY 17 Positions		**29.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
% of Work Orders Completed for fiscal year	Efficiency	97%	95%	95%	95%
Maintenance Costs per Square Foot	Outcome	$0.64	$0.66	$0.68	$0.68
% of Janitorial Work Orders Completed for Year	Outcome	100%	100%	100%	100%
Janitorial Cost per Square foot	Output	$0.60	$0.61	$0.62	$0.62

PUBLIC WORKS ~ Facilities Management

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,113,850	1,169,387	1,141,776	1,173,739	1,165,156	**(8,583)**
Operating Expenses	3,111,079	3,099,431	3,179,360	3,179,360	3,033,841	**(145,519)**
Capital Outlay	12,782	1,206	0	0	0	**0**
Grand Total	**4,237,711**	**4,270,024**	**4,321,136**	**4,353,099**	**4,198,997**	**(154,102)**

Budget Note*: The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Operating Expenses reflects a net decrease as a result of energy efficiency savings.*

Department Staffing History

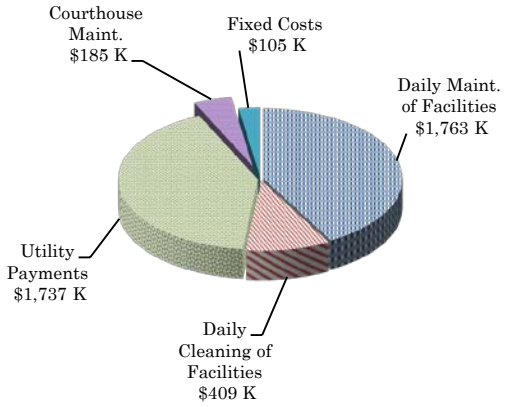
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**29**	**29**	**29**	**29**	**29**	**0**

FY 2017 Position Summary

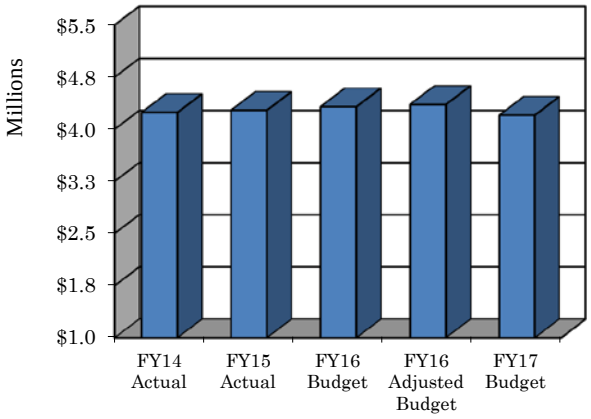
1 Facilities Maint & Oper MG	1 HVAC DDC Technician
1 Senior Plumber	3 HVAC/Maintenance Mechanic
5 Custodian	3 Building Monitor/Maint Mech
3 Senior Custodian	2 General Maint Mechanic
3 Carpenter/Maint Mechanic	1 Tech MGR/Facilities Maintenance
3 Sr Electrician/Maint Mech	2 Team Leader ~Field Service
1 Junior Plumber	

TOTAL PFT POSITIONS 29

FY 2017 Services Summary



Budget Comparison FY14 -17



PUBLIC WORKS ~ Parking Facilities

The mission of the Parking Facilities division is to effectively provide daily support and maintenance of all City owned parking garages in a cost efficient manner with special focus on safety, customer service and management oversight.

The total budget for the department is $722,179 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Parking Facilities	**$135,741**	**N/A**
To provide daily maintenance, cleaning, security and attendants in the Settlers Landing Parking Garage.		
Harbour Center Garage	**$586,438**	**1.0**
To provide daily management and oversight of the Harbor Center Parking Garage.		
Total FY17 Budget	**$722,179**	
Total FY17 Positions		**1.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Target	FY17 Estimate
Security Cost Provided as a Percentage of Budget	Outcome	5%	5%	5%	5%
Maintenance Cost Provided as a Percentage of Budget	Outcome	10%	10%	10%	10%

PUBLIC WORKS ~ Parking Facilities

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	31,379	30,883	29,640	30,547	30,373	**(174)**
Operating Expenses	699,733	687,004	691,806	691,806	691,806	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**731,112**	**717,887**	**721,446**	**722,353**	**722,179**	**(174)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

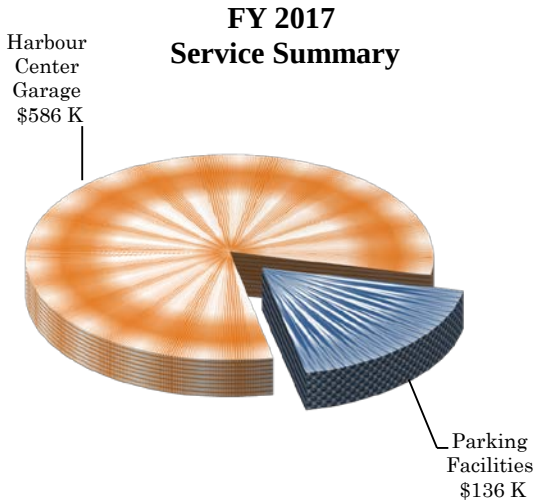
Department Staffing History

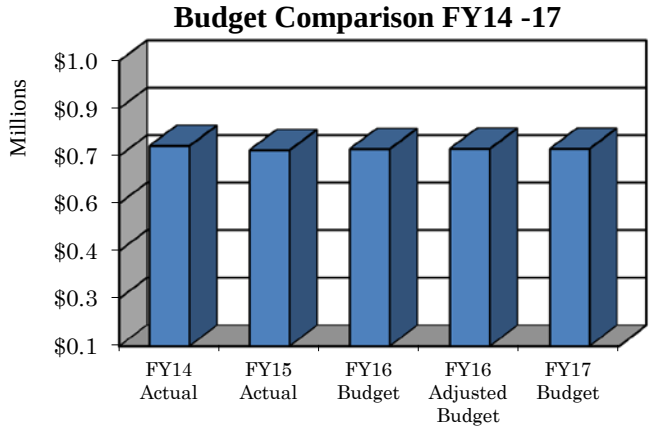
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**1**	**1**	**1**	**1**	**1**	**0**

FY 2017 Position Summary

1 Building Monitor/Maintenance Mechanic

TOTAL PFT POSITIONS 1





PUBLIC WORKS ~ Streets and Roads

The mission of the Street Division is to maintain the streets right of way in order to provide safe travel for vehicular and pedestrian traffic by delivering responsive and effective management and maintenance of city streets, sidewalks, bridges, street sweeping, snow and ice control.

The total budget for the department is $2,312,634 which funds the following services in these approximate amounts:

	FY 17 Budget	FY 17 Positions
Right-of-Way Inspections	**$450,424**	**7.5**
Inspection of all work performed within the City right-of-way to insure work conforms to city standards and construction specifications. Inspect new subdivision construction to insure erosion and sediment control rules are followed and all infrastructure to be turned over to the City are constructed to City standards. Perform emergency snow and debris removal to insure city streets remain open and passable.		
Inspection/Repair Bridges	**$165,986**	**1.5**
To meet VDOT requirements for inspections and repairs of all bridges within the City. Report identifiable defects and take action to correct the problem. To respond to emergency snow and ice conditions and ensure usability of bridges at all times to maintain traffic flow integrity throughout the City.		
Street Rehabilitation	**$650,795**	**14.0**
To ensure safe and passable roadways within the City by providing mill and overlay of streets as needed to extend the life of existing roadways, to respond to emergency snow and ice conditions, and to continue the goal to ensure citizens satisfaction rating of 80% or higher is maintained.		
Curb & Sidewalk Rehabilitation	**$504,669**	**8.0**
Perform maintenance and repair to curbs, sidewalks, driveway aprons, handicap ramps, concrete parking pads, and concrete roadways throughout the City. Perform emergency snow and debris removal to ensure city streets remain open and passable.		
Fixed Costs	**$540,760**	**N/A**
Total FY17 Budget	**$2,312,634**	
Total FY17 Positions		**31.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Roadway Surface Milling (Tons)	Output	21,220	21,220	45,000	45,000
Roadway Surface Paving (Tons)	Output	30,862	30,862	45,000	45,000
Install/Repair Curb & Gutter (Linear Feet)	Output	11,711	11,711	11,711	11,711
Install/Repair Sidewalks (Square Feet)	Output	4,052	4,052	4,052	4,052
Complete State Bridge Inspections	Output	100%	100%	100%	100%

PUBLIC WORKS ~ Streets and Roads

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	980,253	1,024,734	1,002,825	1,026,244	1,012,701	**(13,543)**
Operating Expenses	946,187	803,081	1,070,592	1,070,592	1,076,135	**5,543**
Capital Outlay	5,969	80,533	211,534	211,534	223,798	**12,264**
Grand Total	**1,932,409**	**1,908,348**	**2,284,951**	**2,308,370**	**2,312,634**	**4,264**

Budget Note*: The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. The increase in Operating Expenses is attributed to the increase cost of supplies associated with concrete work. The increase in Capital Outlay is attributed to equipment purchases.*

Department Staffing History

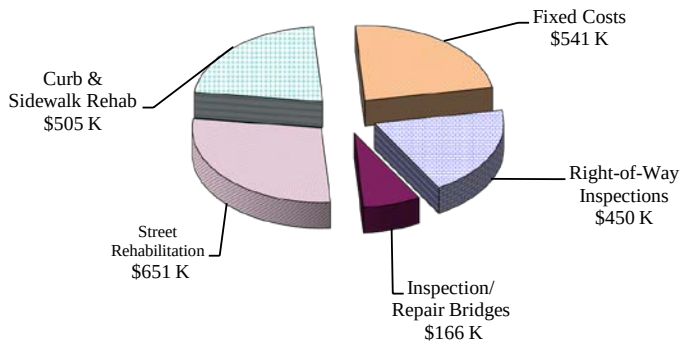
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**27**	**27**	**27**	**27**	**27**	**0**
Positions on Hold for Contract	**4**	**4**	**4**	**4**	**4**	**0**
Total PFT Positions	**31**	**31**	**31**	**31**	**31**	**0**

FY 2017 Position Summary

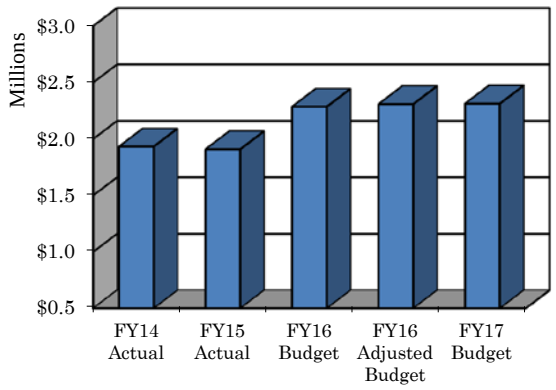
1 Office Specialist	1 Concrete Finisher I
1 Trans Const Proj Coordinator	3 Bridge & Street Team Leader
1 Permit Coordinator	2 Equipment Oper. II
1 Supt Bridge/Street Ops	2 Equipment Oper. III
1 Fiscal Support Specialist	3 Concrete Finisher III
4 Streets Construction Inspector	2 Concrete Finisher II
3 Equipment Operator IV	2 Infra Const Project Team Leader
4 Equipment Operator V	

TOTAL PFT POSITIONS 31

FY 2017 Services Summary



Budget Comparison FY14 -17



PUBLIC WORKS ~ Traffic Engineering

The mission of the Traffic Engineering and Operations Division is to provide professional traffic engineering services and maintenance services for a safe and efficient local transportation system for the movement of people and goods.

The total budget for the department is $2,924,132 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Street Lighting Power	**$1,946,358**	**1.0**

To provide adequate lighting along city-owned streets and in city-owned parking lots to allow safe transit by vehicles and pedestrians. To respond to initial requests for new/enhanced lighting from citizen calls, verify reports of outages from citizen calls and to be proactive in identifying outages throughout the City.

Signal Maintenance and Timing	**$384,937**	**5.5**

To provide maintenance and repair services for the following equipment: 181 traffic signal lights, 28 closed circuit traffic TV cameras, 40 school flashing lights, 65 miles of fiber-optic communication cable used by advanced Traffic Management System and over 400+ city-owned streetlights and poles. To connect Hampton Traffic Management System to VDOT Regional Smart Traffic Center for regional sharing of traffic data and CCTV video to allow for reduced travel time during special events or incidents. To update traffic signal timing plans, retime 40 signalized intersections annually and collect data biannually on traffic volume from over 180 count stations.

Sign Installation and Maintenance	**$181,422**	**4.5**

To fabricate, install, maintain, modify and repair more than thirty thousand (30,000) city-owned traffic control signs located throughout the City including all regulatory, warning, guide and street name signs. To provide highly reflective traffic control signs on City streets in accordance with the Federal Manual on Uniform Traffic Control Devices (MUTCD); improve visibility of street name signs at mast arm signals and work in conjunction with the Community Development Department to develop Traffic Calming solution for neighborhood speeding or cut-through traffic problems.

Pavement Marking	**$206,498**	**3.0**

To install, maintain, modify and repair all pavement markings and guardrails on City roadways. Continue to provide high quality long line markings on arterials, collectors and high quality marking at signalized intersections. To review and enhance pavement markings to improve safety at the top 20 high accident locations.

Traffic Pattern Review	**$131,232**	**3.0**

To review site and subdivision plans, accident reports, traffic count studies, signal designs and data collection. To ensure transportation impact of new developments are reviewed to minimize impact on street systems and ensure that Hampton's interests are represented in regional transportation issues.

PUBLIC WORKS ~ Traffic Engineering

Fixed Costs	**$73,685**	**N/A**

Total FY17 Budget	**$2,924,132**
Total FY17 Positions	**17.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Number of Traffic Signs Installed/Repaired	Output	13,948	14,000	14,000	14,000
Linear Feet Pavement Markings Painted	Output	1,146,917	1,200,000	1,200,000	1,200,000
Plans and Studies Reviewed	Output	55	50	50	50
Reported # of Streetlight Outages	Output	2,618	2,500	2,500	2,500
Traffic Signals Retimed	Output	57	40	40	40

PUBLIC WORKS ~ Traffic Engineering

Expenditure Summary

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	578,719	579,255	644,270	656,493	607,193	**(49,300)**
Operating Expenses	2,167,946	2,139,801	2,240,357	2,240,357	2,316,939	**76,582**
Capital Outlay	11,120	2,795	0	0	0	**0**
Grand Total	**2,757,785**	**2,721,851**	**2,884,627**	**2,896,850**	**2,924,132**	**27,282**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Funding is added to Operating Expenses for street lighing in an effort to enhance public safety perception ($100K). The decrease in the Personnel Services line item is attributed to mulitple open positions reverting to the minimum of the pay range.*

Department Staffing History

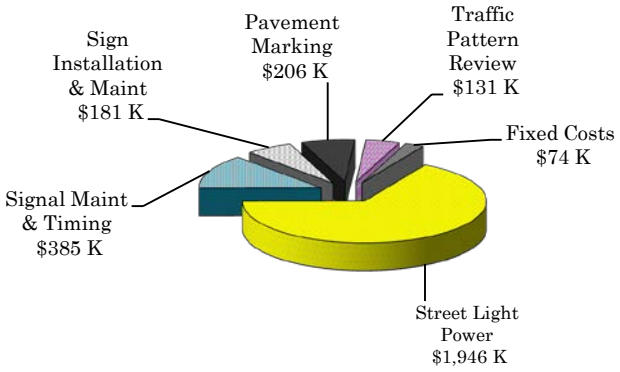
	FY 14	FY 15	FY 16	FY 16 Adjusted	FY 17	Increase/ (Decrease)
Positions (PFT)	**17**	**17**	**17**	**17**	**17**	**0**

FY 2017 Position Summary

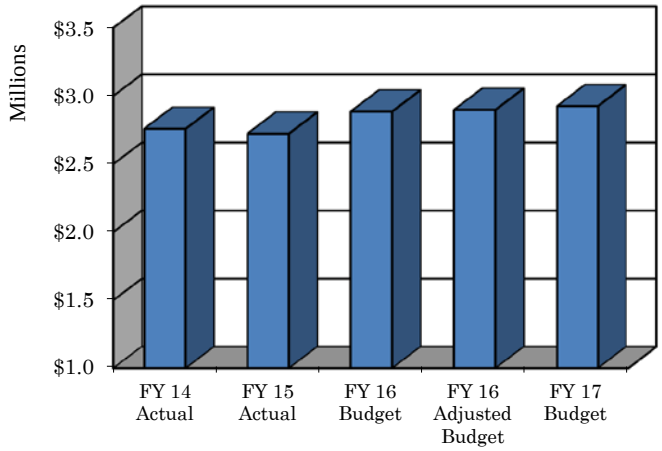
1 Traffic Operations Supervisor	1 Traffic Maintenance Team Leader
1 Traffic Operation Coordinator	2 Transportation Eng Techinician
1 Transportation Engineer	3 Sign & Striping Tech
1 Senior Office Specalist	1 Traffic Signal Electrician
1 Sign & Striping Team Leader	2 Traffic Signal Electronic Tech
3 Traffic Signal Team Leader	

TOTAL PFT POSITIONS 17

FY 2017 Services Summary



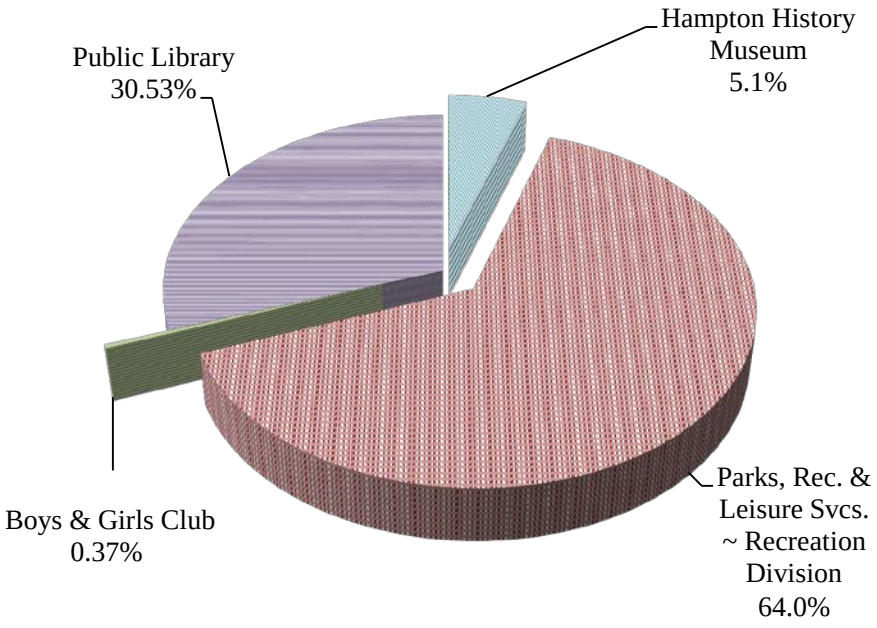
Budget Comparison FY14 -17



LEISURE SERVICES EXPENDITURE SUMMARY/GRAPH
Fiscal Years 2014 - 2017

Departments	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Hampton History Museum	$312,716	$309,852	$349,318	$356,099	$345,904	($10,195)
Parks, Recreation and Leisure Services ~ Recreation Division	3,822,018	4,159,340	4,220,222	4,300,954	4,380,823	79,869
■ Boys & Girls Club	50,000	35,572	25,000	25,000	25,000	0
Public Library	2,119,571	2,128,797	2,129,195	2,164,661	2,070,876	(93,785)
Grand Total	**$6,304,305**	**$6,633,561**	**$6,723,735**	**$6,846,714**	**$6,822,603**	**($24,111)**

Fiscal Year 2017
Percentage of Budget



HAMPTON HISTORY MUSEUM

We are the museum of the life and history of Hampton. We have created a new way of telling the City's story through groundbreaking exhibitions, educational programs, city-wide initiatives and events. Through carefully planned programs we share the truth of Hampton's past and learn from it to guide our public actions. The cornerstone of our mission is to celebrate the 400 years of history that make the City of Hampton "a unique destination".

The total budget for the department is $345,904 which funds the following services in these approximate amounts:

		FY 17 Budget	FY 17 Positions
Museum Operations/Planning	**$**	**158,710**	**1.0**

The goal of the Museum is to continue to be the facilitator and promoter of the City's history and provide events, educational programs, exhibitions, professional maintenance, cataloging and strategic growth of the City's historic collection. This service area insures all of this is accomplished through management of resources, planning, analysis of activities, and oversight of all aspects of the Museum's operations. This area of operations guarantees we provide a beautiful space where people learn, research and meet – providing great value to the community.

Collections/Exhibitions/Programs	**$**	**99,046**	**2.0**

Creating vibrant new exhibitions and programs provides a product that has value to people – for their own lives and the lives of their children – particularly when we can provide context to the national historical narrative and current issues. The Museum will continue to maintain and catalog the current collection as well as search out and acquire objects of historical significance to Hampton, the region and the nation. New programming initiatives will enhance attendance. In addition to maintaining and improving our permanent exhibitions that tell the broad story of our City, we develop changing exhibitions that engage a diverse audience and provide multiple opportunities for the general public to experience new content each year. By improving and upgrading the collection and exhibits, and providing access to the collection for the general public, Hampton's diverse population will be better served.

Education/Promotion	**$**	**79,505**	**1.0**

The Museum exists to provide educational and interpretive programs for schools, families and adults of all ages. These programs are designed to present Hampton's heritage in connection with national historical themes. Through our education initiatives, we change history from a passive learning experience into an engaging exploration that will impact our community. We will create a touchable, interactive space in which learning about history is fun and will bring families to our facility, again and again. We also focus on sharing this information to as large and diverse an audience as possible through our promotional efforts.

Fixed Costs	**$**	**8,643**	**N/A**

Total FY 17 Budget	**$**	**345,904**	
Total FY 17 Positions			**4.0**

HAMPTON HISTORY MUSEUM

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Target
Percentage increase in on site-groups visits/audience served	Output	32%	34%	15%	15%
Increase in social media visibility	Output	300%	73%	30%	30%
Percentage of collection documented	Output	29%	30%	30%	35%
Management, preservation and safety of collection	Efficiency	100%	100%	100%	100%
Preliminary documentation with locations to track undocumented objects	Output	84%	90%	91%	100%

HAMPTON HISTORY MUSEUM

Expenditure Summary

	FY 14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	263,417	254,300	273,920	280,701	270,506	**(10,195)**
Operating Expenses	49,299	55,552	75,398	75,398	75,398	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**312,716**	**309,852**	**349,318**	**356,099**	**345,904**	**(10,195)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise this is a maintenance level budget.*

Department Staffing History

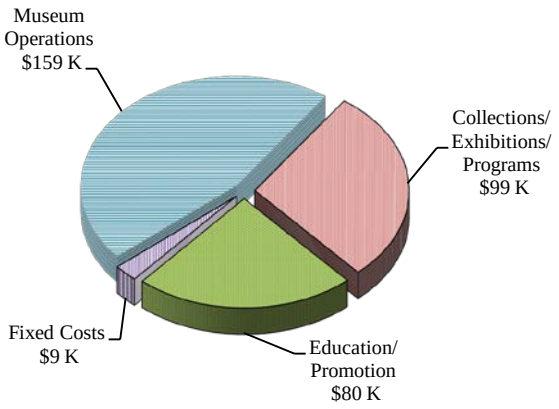
	FY 14	FY 15	FY 16	FY 16 Adjusted	FY 17	Net Increase/ (Decrease)
Positions (PFT)	**4**	**4**	**4**	**4**	**4**	**0**

FY 2017 Position Summary

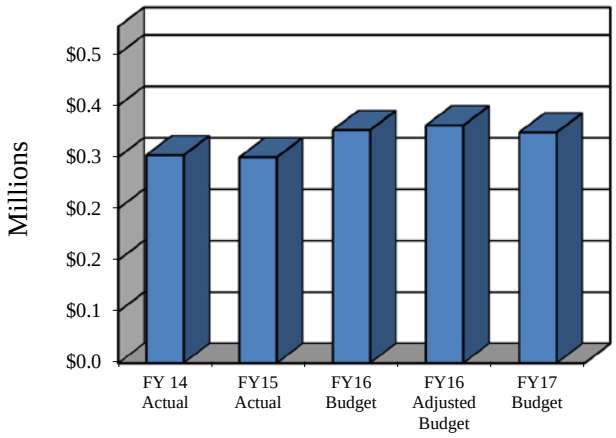
1 Museum Manager	1 Curator
1 Museum Registrar	1 Museum Promotions Manager

Total PFT Positions 4

FY 2017 Service Summary



Budget Comparison FY14-17



PARKS, RECREATION AND LEISURE SERVICES ~ Recreation Division

The Parks, Recreation and Leisure Services Department, in conjunction with a nine-member Council- appointed Parks and Recreation Advisory Board, provides enriching experiences, beautiful environments and recreational activities for all ages and maintains parks, playgrounds, school grounds and street medians throughout the City.

The total budget for the department is $4,380,823 which funds the following services in these approximate amounts:

		FY 17 Budget	FY 17 Positions
Leadership and Management/Administrative Support	**$**	**393,505**	**5.0**

To develop and administer an operating and capital improvement budget to meet departmental objectives. Provide oversight for programs and services to increase indoor and outdoor participation of all citizens. Manage maintenance and enhancement programs to improve the appearance of public facilities, parks, recreational areas and major thoroughfares city-wide.

Therapeutics	**$**	**253,055**	**2.0**

To partner with Hampton City Schools to offer therapeutic recreational programs in the schools for people with special needs. Provide summer camp, after school programs, camp explorer and conduct assessment of participants in recreational programs.

Senior Center	**$**	**116,090**	**1.0**

The general operation of the Hampton Senior Center offers a variety of enriching programs that meet the needs of Hampton's senior population to include wellness, fitness, continuing education and trips. Provide space to Peninsula Agency on Aging for meal site, "Meals on Wheels" program and provide activities for those participants. Create activities for eight outreach sites. This facility operates 32 hours a week.

Special Events	**$**	**385,393**	**3.0**

Produce a variety of high quality city-wide family oriented special events in downtown and Buckroe Beach.

Athletics	**$**	**284,859**	**3.0**

Manage youth sports associations and adult leagues in football, basketball, wrestling, softball and track. Support city-wide soccer programs and the Boo Williams Basketball program. Provide training to youth coaches through NYSCA to over 50 coaches a year. Offer summer camps through Hook-A-Kid on Golf, NFL football and other national partners.

Aquatics	**$**	**188,441**	**2.0**

Provide a variety of aquatic activities and events to the citizens of Hampton. Operate the pool at the Performing Arts Center while offering swim lessons, exercise classes and therapeutic classes.

Beach Patrol & Safety	**$**	**75,195**	**0.0**

Coordinate special events at Buckroe Beach; provide lifeguards from May 15th through September 15th at all public beaches along the boardwalk; offer rentals during the season; provide park ranger cadets at Buckroe Beach to maintain Buckroe Beach Park.

Center Operations	**$ 1,087,314**	**11.0**

Provide open access and center operations for citizens at five community centers and two neighborhood centers. Offer programs and activities to the citizens of Hampton and the surrounding localities; promote lifelong leisure and healthy lifestyles by providing weight and cardio equipment at community centers.

City Playgrounds	**$ 148,012**	**1.0**

During the summer, responsible for the operations of 12 summer playground programs at elementary schools and outside venues: providing at least 6 enrichment activities per site during the fiscal year and partnering with HCS, InSync and other outside agencies to offer comprehensive programming and facility use.

Tennis Center Operation	**$ 73,549**	**0.0**

Operates the Hampton Tennis Center seven months out of the year offering play, leagues, lessons, clinics, summer camps and tournaments for all ages.

Sandy Bottom	**$ 482,772**	**7.0**

Provide wildlife and environmental education at a quality public nature park. This service provides 24 hour staffing with evening use for programs and campers. The facility is the most visited attraction in Hampton and the third most visited park in Virginia. Over 20,000 visitors will be involved in programs targeted for schools, environmental groups and the general public.

Buckroe Fishing Pier	**$ 352,648**	**4.0**

To provide operational management, security and concession (bait and tackle) services, 7 days a week, 24 hours a day, weather permitting, for the pier. Offer programs, tournaments and special fishing events to promote leisure and educational fishing opportunities.

Bluebird Gap Farm	**$ 217,842**	**3.0**

Maintain a working farm that is open to the public and educates visitors on domestic and wildlife management. Operation of the farm is 7 days per week and open to the public 5 days per week. Animals are maintained and fed twice daily. Farm facilities are cleaned and maintained on a daily basis with all safety issues addressed immediately.

Performing Arts and Activity Center	**$ 188,961**	**2.0**

The Hampton Center for the Performing Arts will provide Hampton citizens of all ages and outside localities an opportunity to develop their creative skills in all areas of the arts such as: writing poetry, acting classes, vocal lessons, dance instructions, musical theatre, theatre troupes, rehearsals, training opportunities for lighting and sound production. Local artists will perform live in a variety of entertainment venues such as music and poetry night, contests, monologues, traveling poets and vocal ensembles. The Center will also provide open access to the public and a wide variety of programs to include membership, aquatics, summer camps and recreational opportunities for youth, teens adults and seniors.

Fixed Costs	**$ 133,187**	**N/A**

Total FY17 Budget	**$ 4,380,823**	
Total FY17 Positions		**44.0**

PARKS, RECREATION AND LEISURE SERVICES ~ Recreation Division

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Target
# of Participants Registered in Therapeutic Recreation	Output	425	425	450	500
# of Youth Participants in Athletic Programs	Output	2,270	1,937	2,100	2,200
# of Adult Participants in Athletic Programs	Output	1,500	1,300	1,500	1,700
# of Classes Offered at Indoor Pool	Output	112	123	126	126
# of Days Lifeguard Services Provided at Buckroe Beach Park	Output	101	101	122	122
# of Memberships Issued	Output	2,895	3,502	3,100	3,100
Sandy Bottom Nature Park - # Program Attendees	Output	9,088	11,236	10,000	10,000
Bluebird Gap Farm - # of Visitors	Output	255,433	253,222	270,000	270,000
Bluebird Gap Farm - # of Programs	Output	51	55	57	57

PARKS, RECREATION AND LEISURE SERVICES ~ Recreation Division

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	2,443,441	2,706,219	2,803,798	2,884,530	2,874,356	**(10,174)**
Operating Expenses	1,299,270	1,304,579	1,362,324	1,362,324	1,452,367	**90,043**
Capital Outlay	79,307	148,542	54,100	54,100	54,100	**0**
Grand Total	**3,822,018**	**4,159,340**	**4,220,222**	**4,300,954**	**4,380,823**	**79,869**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. 1 PFT position was converted and transferred to the City Manager's office to handle Council Strategic priority placemaking projects. 8 WAEs were eliminated as a result of the OHCC closure and a department restructuring. Departmental restructuring in the Parks and Recreation Department offset other changes and results in the no net change in the total number of positions in the Recreation Division. Adjustments to operating expenses resulted from an increase in the Fort Monroe Community Center lease. An Assistant City Manager will be assigned to work with the Senior Citizen Advisory Committee regarding their $10,000 request for various items. WiFi will be installed in the final two Community Centers that do not currently have WiFi.*

Department Staffing History

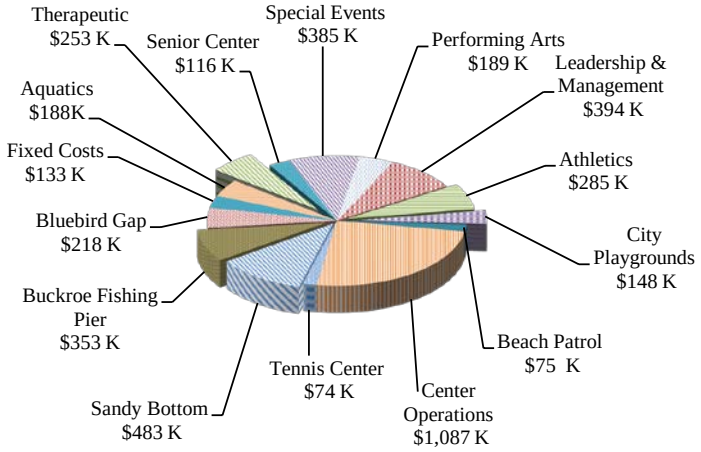
	FY14	FY15	FY16	FY16 Adjusted Budget	FY17	Net Increase/ (Decrease)
Positions (PFT)	**40**	**43**	**44**	**44**	**44**	**0**

FY 2017 Position Summary

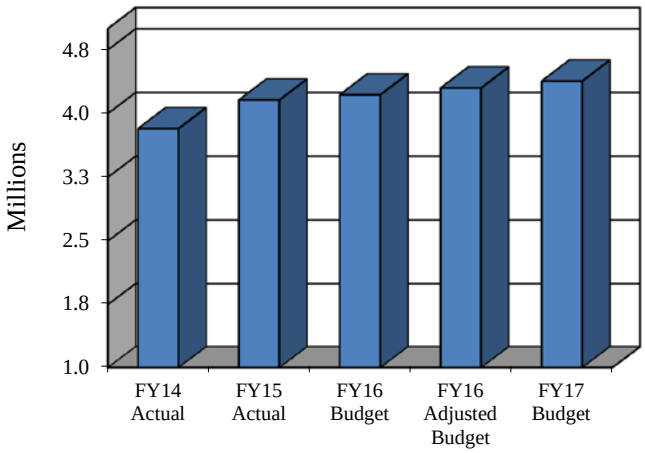
1 Deputy Director	1 Farm Manager
5 Park Ranger	1 Sr Park Ranger
1 Administrative Assistant	3 Senior Technician
6 Recreation Professional	1 Park Chief Ranger
9 Senior Recreation Professional	3 Office Specialist- Senior
3 Unit Operations Manager	2 Farm Hand
4 Program Coordinator	1 Special Events, Projects & Promotion Manager
2 Recreation Programs Manager	1 Events Coordinator

TOTAL PFT POSITIONS: 44

FY 2017 Services Summary



Budget Comparison FY14-17



PARKS, RECREATION & LEISURE SERVICES
Recreation Division
Citizens Unit Boys and Girls Club

The Boys & Girls Clubs of the Virginia Peninsula have been leaders in youth development for 64 years, making a positive difference in the lives of young people from disadvantaged economic, social and family circumstances. Their mission in each club unit is the same: to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. With the closure of Lincoln Park, the Boys and Girls Club now operates one club in Hampton. The Citizens Unit Boys and Girls Club is located at 1815 Shell Road and provides an array of services to Hampton youth.

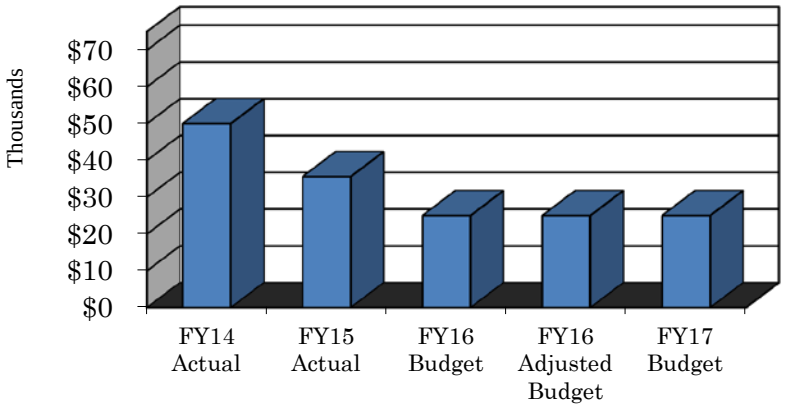
The total budget for this program is $25,000.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	0
Operating Expenses	50,000	35,572	25,000	25,000	25,000	0
Capital Outlay	0	0	0	0	0	0
Grand Total	**50,000**	**35,572**	**25,000**	**25,000**	**25,000**	**0**

Budget Note: This is a maintenance level budget.

Budget Comparison FY 14 - 17



PUBLIC LIBRARY

The mission of the Hampton Public Library is to ensure that our citizens have the intellectual tools for a lifetime of learning and civic participation.

The total budget for the department is $2,070,876, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$136,063**	**2.0**
Define and communicate the Library's mission, objectives and strategies in terms consistent with evolving Council vision, emerging technology, professional standards and customer demand. Manage financial, physical and labor resources to meet service goals of the department. Support overall City management through leadership in and participation on assigned business teams and other local and state boards and committees.		
Collections/Processing	**$516,958**	**6.0**
Provide public access to cataloged and processed hardcopy (i.e. books, CDs, DVDs and magazines) and digital publications (i.e. on-line databases). Implement and maintain information technology applications to support public access to broadband internet; educational, recreational and productivity software; inventory and customer database management and remote computer access to library services.		
Main Library	**$555,594**	**10.0**
Provide safe, inviting and well-maintained community space for reading, study, research, tutoring, programs, meetings and civic events. Implement collection lending service and readers assistance. Manage and provide assistance and instruction for public Internet and computing access. Implement literacy skill building programs for children and families. Provide research assistance to school children and adults.		
Northampton Library	**$156,898**	**3.0**
Provide safe, inviting and well-maintained community space for reading, study, research, tutoring, programs and meetings. Implement collection lending services and reader assistance. Manage and provide assistance and instruction for public Internet and computing access. Provide research assistance to school children and adults. Implement literacy skill building programs for children and families.		
Willow Oaks Library	**$151,368**	**3.0**
Provide safe, inviting and well-maintained community space for reading, study, research, tutoring, programs and meetings. Implement collection lending services and reader assistance. Manage and provide assistance and instruction for public Internet and computing access. Provide research assistance to school children and adults. Implement literacy skill building programs for children and families.		
Phoebus Library	**$110,729**	**2.0**
Provide safe, inviting and well-maintained community space for reading, study, research, tutoring, programs and meetings. Implement collection lending services and reader assistance. Manage and provide assistance and instruction for public Internet and computing access. Provide research assistance to school children and adults. Implement literacy skill building programs for children and families.		
Fixed Costs	**$443,266**	**N/A**

Total FY17 Budget	**$2,070,876**	
Total FY17 Positions		**26.0**

PUBLIC LIBRARY

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Citizen Satisfaction Rating	Outcome	96.0%	96.0%	96.0%	96.0%
Library Materials Lending	Output	469,153	444,653	450,000	451,000
Webpage Hits*	Outcome	501,528	554,155	555,000	555,000
Individual Use of Internet Terminals	Outcome	156,252	138,074	139,000	139,000
Annual Visits	Output	496,717	489,118	490,000	490,000
Program Attendance	Outcome	18,536	14,992	15,000	15,000
Meeting Room Events	Output	1,249	1,316	1,320	1,320
Library Members	Outcome	119,790	125,188	125,200	125,200

*As of FY13 Website stat collector changed and all website page views are counted.

PUBLIC LIBRARY

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,412,723	1,387,284	1,405,936	1,441,402	1,347,912	**(93,490)**
Operating Expenses	698,586	709,844	723,259	723,259	722,964	**(295)**
Capital Outlay	8,262	31,669	0	0	0	**0**
Grand Total	**2,119,571**	**2,128,797**	**2,129,195**	**2,164,661**	**2,070,876**	**(93,785)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Salaries decreased to account for the fact that vacated positions have been filled at a lower rate.*

Department Staffing History

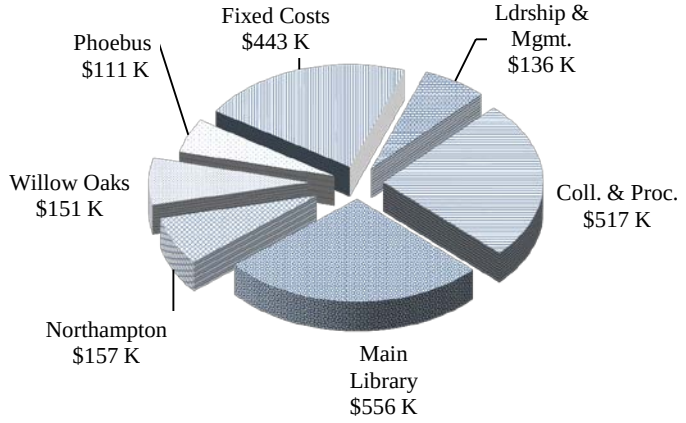
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**27**	**26**	**26**	**26**	**26**	**0**

FY 2017 Position Summary

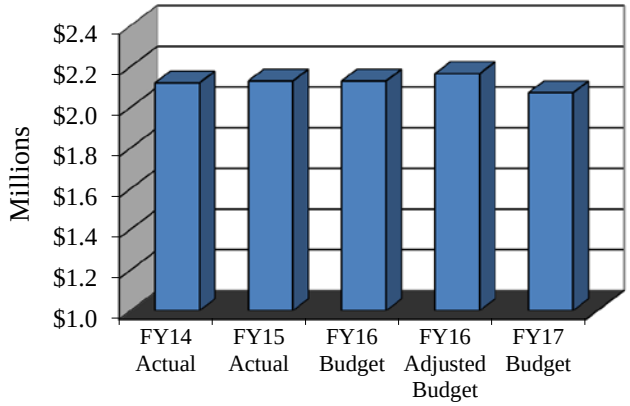
1	Director	1	Librarian II - Reference
1	Administrative Services Manager	1	Librarian II - Cataloging
1	Information Systems Administrator	1	Librarian II - Branch Library
1	Librarian IV - Branch Manager	1	Clerk I - Library
1	Librarian III - Branch Supervisor	8	Library Assistant
7	Senior Library Assistant	1	Senior Custodian
1	Librarian II - Children's Services		

TOTAL PFT POSITIONS: 26

FY2017 Services Summary



Budget Comparison FY14-17

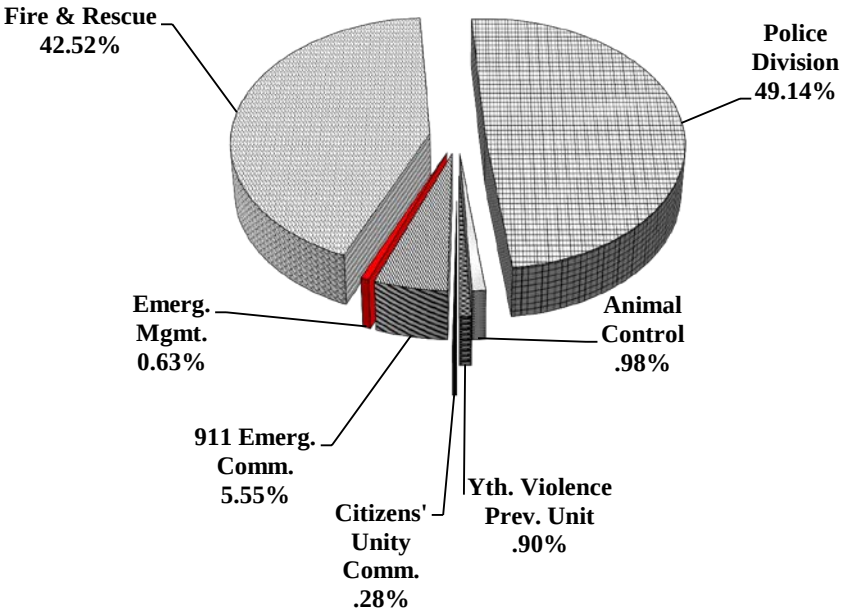


PUBLIC SAFETY
Expenditure/Summary Graph
Fiscal Years 2014 - 2017

Departments	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase / (Decrease)
911 Emergency Communications	$0	$2,400,706	$2,565,512	$2,614,837	$2,622,488	$7,651
Citizens' Unity Commission	150,422	146,211	150,477	153,527	133,342	(20,185)
Emergency Management	284,389	276,576	292,036	299,476	297,164	(2,312)
Fire and Rescue Division	19,352,222	19,456,887	19,346,332	19,792,801	20,089,849	297,048
Police Division	22,856,835	22,535,161	22,412,393	22,911,178	23,219,012	307,834
Police Division ~ Animal Control	448,201	399,932	455,813	464,193	463,344	(849)
Strategic Customer Service (911 ~ 311)[1]	2,983,925	0	0	0	0	0
Youth Violence Prevention Unit (AFT)	11,335	230,255	331,002	335,682	423,024	87,342
Grand Total	**$46,087,329**	**$45,445,728**	**$45,553,565**	**$46,571,694**	**$47,248,223**	**$676,529**

[1] Formerly named "911-311 Call Centers."

Fiscal Year 2017
Percentage of Budget



911 EMERGENCY COMMUNICATIONS

The Hampton Public Safety Emergency Communications Division is the critical component to initiate the public safety response continuum by receiving and processing E911 emergency calls and non-emergency calls, dispatching Police, Fire, EMS and other local government resources in a prompt, efficient, courteous and professional manner.

The total budget for this department is $2,622,488 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
911 Communications Center	**$2,060,369**	**49.0**

Hampton Public Safety Communications Unit serves as the call taking and dispatching point for all Public Safety Division Services within the City of Hampton. Additionally, it is the call receipt point for all wireless calls that originate from cell towers within our City or Voice over Internet Protocol (VOIP) registered by the carrier to an address in our city, regardless of the caller's actual location. These calls are then re-routed if necessary to the appropriate jurisdiction. This unit also serves as the backup for 311 on weekends and holidays.

Public Safety Information Center	**$239,414**	**7.0**

Information Center Personnel assigned to the Unit are the first point of contact for citizens entering the Public Safety Building. Frequently, they receive walk-in complaints which are posted to the Computer Aided Dispatch (CAD) system to assure response by district units or ICAP Officers. The Information Center is responsible for the timely and accurate response to administrative inquiries from police units regarding Division of Motor Vehicle (DMV) requests, requests for tow trucks and warrant information. They conduct entry and removal of towed motor vehicles as well as entering DMV/VCIN (Virginia Crime Information) data such as stolen cars and runaways or missing persons.

Fixed Costs	**$322,705**	**N/A**

Total FY17 Budget	**$2,622,488**	
Total FY17 Positions		**56.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Police Calls Dispatched	Output	185,509	177,427	176,496	185,321
Emergency Medical Dispatch Calls	Output	8,492	7,567	8,928	9,374
Fire Calls Dispatched	Output	24,935	26,045	29,997	31,497
Non-Emergency Lines	Output	236,434	186,876	184,494	193,719
Wireless 911 calls received	Output	81,914	86, 011	93,858	98,551
Land line 911 calls received	Output	25,855	21,503	17,790	18,680

911 EMERGENCY COMMUNICATIONS

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	1,942,927	2,067,658	2,116,983	2,125,312	**8,329**
Operating Expenses	0	420,611	447,854	447,854	447,176	**(678)**
Capital Outlay	0	37,168	50,000	50,000	50,000	**0**
Grand Total	**0**	**2,400,706**	**2,565,512**	**2,614,837**	**2,622,488**	**7,651**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

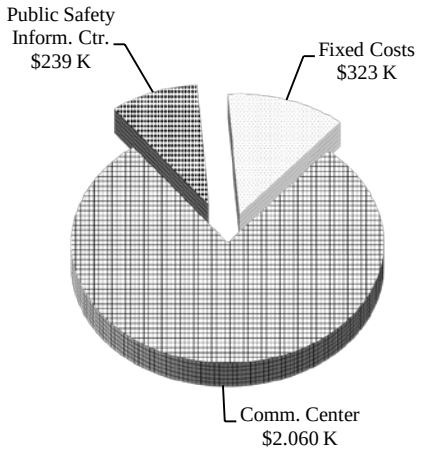
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**0**	**57**	**56**	**56**	**56**	**0**

FY 2017 Position Summary

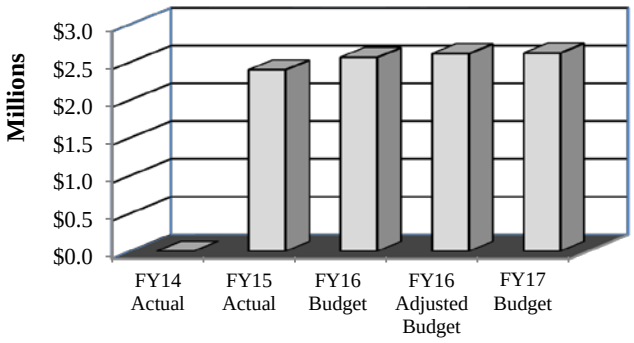
1	Master Telecom Specialist	2	Customer Service Supervisor
9	Public Safety Dispatch - Senior	11	Public Safety Dispatch Shift
5	Information Center Clerk	28	Public Safety Dispatcher

TOTAL PFT POSITIONS: 56

FY 2017 Service Summary



Budget Comparison FY14-17



CITIZENS' UNITY COMMISSION

The mission of the Hampton Citizens' Unity Commission (CUC) is to promote positive and productive people-to-people relations and conflict resolution as a foundation for community success.

The total budget for the department is $133,342, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$74,250**	**2.0**

Provides leadership and strategic direction in the effort to advance the City's vision for a culturally and racially inclusive and engaged community.

Community Unity Promotion	**$33,992**	**0.0**

Responds to the challenges and opportunities associated with the changing demographics of Hampton by managing the work of the Hampton Citizens' Unity Commission; by building bridges between diverse communities; by identifying opportunities for dialogue on the range of diverse experiences and desires of citizens; by providing opportunities for experiential learning and practice in developing diverse relationships; by establishing partnerships and collaborations with community and other city entities; by developing an annual work plan around specific goals and objectives; and by providing training and development options for citizens to understand and respect their differences and similarities.

Community/Civic Engagement	**$2,100**	**0.0**

Formerly called the Ad Hoc Leadership Group, the CEAC helps to develop a fair and trustworthy community conflict resolution process; supports the members of the group to execute their assignments by researching incidents that threaten to divide citizens with respect to diversity and inclusion issues, oversees the process of community collaborative communication and conflict resolution; and fosters communication, education, goodwill and understanding between Hampton citizens and the City of Hampton.

Programs and Activities	**$21,484**	**0.0**

To develop proactive programs and initiatives that promote awareness, understanding of diversity in all elements of the community and workplace and facilitate the development of cross cultural and multicultural relationships among the varied demographics in Hampton.

Fixed Costs	**$1,516**	**N/A**

Total FY17 Budget	**$133,342**	
Total FY17 Positions		**2.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Estimate	FY16 Target	FY17 Target
Continued interest of partners to jointly provide quality programs and service that positively impact increased numbers of Hampton	Efficiency, Effectiveness	90%	100%	100%	100%

CITIZENS' UNITY COMMISSION

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Estimate	FY16 Target	FY17 Target
Graduate competent and skilled students who remain interested in multicultural relationship building and are motivated to behave in ways that benefit the community-at-large.	Efficiency	100%	100%	100%	100%
Develop a group of well-trained paraprofessionals who continue to engage Hampton young people in diversity and inclusion activities.	Effectiveness, Efficiency	100%	100%	100%	100%
The members of the CEAC are well prepared to garner needed information and resources to serve the City Council in an effective manner.	Effectiveness, Efficiency	100%	100%	100%	100%
Citizens actively engage in CEAC activities and communicate freely with the commissioners	Efficiency	100%	100%	100%	100%
Citizens actively engage in CUC Board activities and participate in City/community events.	Effectiveness	N/A	N/A	80%	80%
Provide well -trained facilitators and a clear process for participants to report that they had enriching experiences and want to engage in interfaith community service activities	Effectiveness	100%	100%	100%	100%
Continued interest of partners to support well attended and highly evaluated events.	Effectiveness, Efficiency	100%	100%	100%	100%
Provide a group learning experience that is evaluated highly and at which students develop new relationships with a diverse group of students.	Effectiveness, Efficiency	100	100	100%	100%

CITIZENS' UNITY COMMISSION

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	101,255	100,294	100,938	103,988	101,803	**(2,185)**
Operating Expenses	45,578	44,661	49,539	49,539	31,539	**(18,000)**
Capital Outlay	3,589	1,256	0	0	0	**0**
Grand Total	**150,422**	**146,211**	**150,477**	**153,527**	**133,342**	**(20,185)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. The decrease in this budget is attributed to transferring the position and salary of a part-time program coordinator, originally assigned to assist with Youth Violence Prevention Initiative, to the Youth Violence Prevention Unit/ATF department where the work occurs. This budget also includes the conversion of the Executive Director position from part-time to full-time.*

Department Staffing History

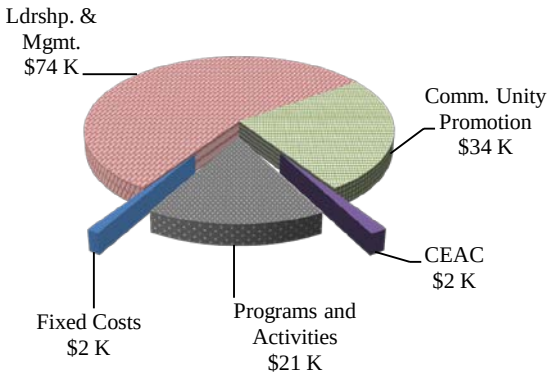
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**1**	**1**	**1**	**1**	**2**	**1**

FY 2017 Position Summary

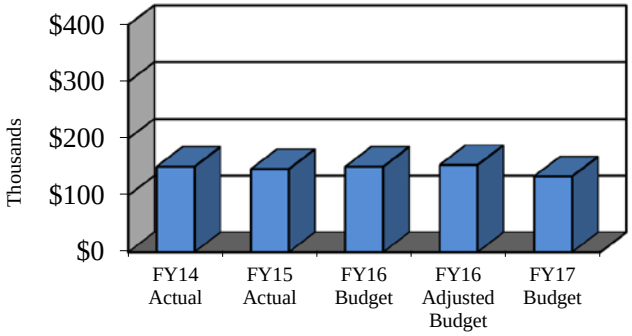
1 Executive Director	1 Community Program Coordinator

TOTAL PFT POSITIONS 2

FY 2017 Service Summary



Budget Comparison FY14 -17



EMERGENCY MANAGEMENT

The mission of Emergency Management is to protect the lives and property of Hampton's citizens and visitors during emergencies and disasters. This is accomplished by coordinating the City's emergency preparedness, mitigation, response and recovery efforts through an all-hazards Emergency Operations Plan that establishes a single, comprehensive framework consistent with the National Incident Management System.

The total budget for this department is $297,164, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$119,694**	**1.0**
Provide leadership and management to meet the goals and objectives of the Office of Emergency Management. This includes providing strategic vision, program development, staff guidance, development of effective partnerships within the community and fiscal and administrative support for the office.		
Emergency Preparedness, Response and Recovery	**$89,007**	**1.0**
Develop and implement a comprehensive preparedness, response and recovery program. Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action. On-going preparedness efforts among those involved in emergency management and incident response activities ensures coordination during times of crisis. Response activities necessary to save lives, protect property and the environment and meet basic human needs take place immediately before, during and in the first few days after a major or catastrophic disaster. Recovery focuses on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community.		
Mitigation	**$66,592**	**1.0**
Any sustained action(s) taken to reduce or eliminate long-term risk to people and their property from hazards.		
Fixed Costs	**$21,871**	**N/A**
Total FY17 Budget	**$297,164**	
Total FY17 Positions		**3.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimated	FY17 Target
Number of coordination and planning meetings held/participated in locally and regionally to ensure the city is in a state of readiness.	Output	30	30	30	30
Number of mitigation projects completed.	Output	0	1	1	1
Number of outreach activities, trainings and exercises.	Output	10	10	10	10

EMERGENCY MANAGEMENT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	235,572	226,956	243,495	250,935	249,644	**(1,291)**
Operating Expenses	34,917	35,688	48,541	48,541	47,520	**(1,021)**
Capital Outlay	13,900	13,932	0	0	0	**0**
Grand Total	**284,389**	**276,576**	**292,036**	**299,476**	**297,164**	**(2,312)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

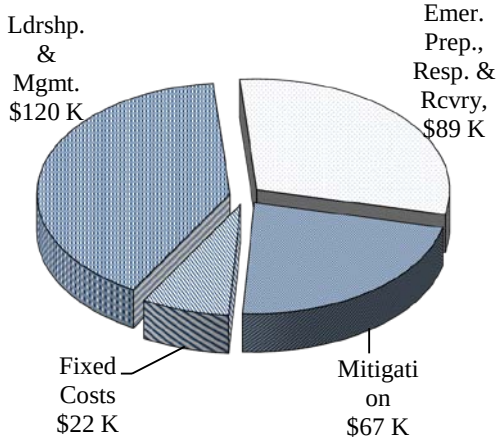
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**3**	**3**	**3**	**3**	**3**	**0**

FY 2017 Position Summary

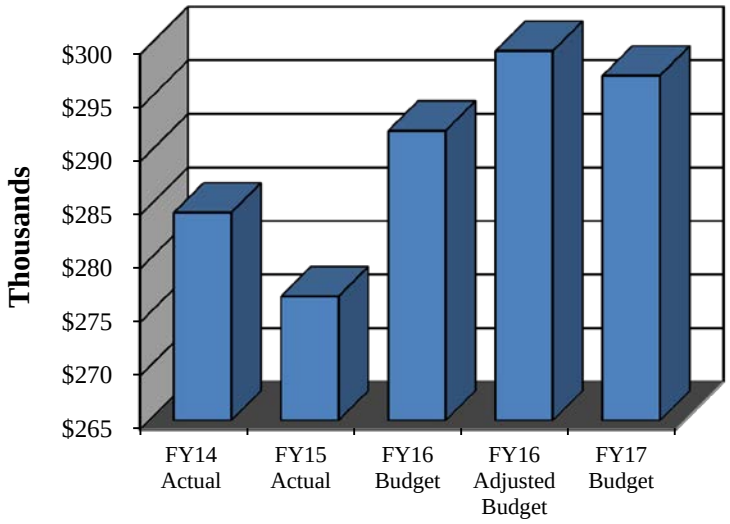
1 Emergency Management Coordinator	1 Emergency Management Planner
1 Deputy Emergency Management Coordinator	

TOTAL PFT POSITIONS: 3

FY 2017 Service Summary



Budget Comparison FY14-17



FIRE AND RESCUE DIVISION

Our Mission is to provide excellent service which exceeds customer expectations. **Our Vision** is to be a nationally recognized combination fire and rescue organization and a leader in public service excellence. This shall be accomplished through career, volunteer and civilian personnel working together to meet the mission of the organization.

The total budget for this department is $20,089,849 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$685,325**	**9.0**

The Office of the Fire Chief establishes departmental policies and priorities and is responsible for the overall management of the Fire and Rescue division. Among those responsibilities are: establishing personnel standards, reviewing operational performance, fiscal management and strategic planning. The Fire Chief and staff provide guidance to the Division by projecting and managing the fiscal year budget, grants, fees for service, recovery fees and all manner of other topics related to managing the budget. The Leadership and Management service houses the Fire Chief's Office and the Finance/Administration Section which includes not only budget and payroll but fire information systems and Statistical Analysts who are charged with spearheading the Annual Report, the Strategic Plan, the Standard Operating Procedures Manual and the Hampton Division of Fire and Rescue's goal to become a fully accredited fire and rescue department. The Fire Chief is guided by federal, state and local laws as well as standards established by NFPA 1710 in order to develop and maintain a professional and responsive fire and rescue agency dedicated to providing excellent service which exceeds customer expectations. Oversight is also provided to the organization's Volunteer, Operations and Support Services branches.

Community Risk Reduction	**$600,771**	**10.0**

The Community Risk Reduction Section helps prevent fires and protect life and property through education, inspection, enforcement, and investigation. This service area is managed by an Assistant Chief, who reports directly to the Deputy Chief of Support Services, and is a member of the senior management staff. Public fire education programs include the Citizens Fire Academy and the Juvenile Fire Setters Program.

Fire and Emergency Management Services (EMS) Operations	**$15,732,924**	**270.0**

Fire and EMS Operations is the emergency service delivery system and includes activities involved with emergency response to fire, medical, rescue, technical rescue, hazardous materials and marine emergencies. The training, health and safety of all division members, and division logistics, also come under the direction of this branch. Uniform personnel are cross-trained to deliver both emergency medical services and fire suppression services as outlined below.

Emergency Medical Services Operations provides basic and advanced life support. Providers able to respond quickly and deliver the highest quality emergency care to citizens of Hampton, its visitors and to the surrounding local jurisdictions with whom we have mutual aid agreements. EMS providers maintain excellent patient care by adherence to local, regional and state protocols, policies, and procedures.

Fire Suppression is responsible for the prevention and extinguishment of fires and to be ready to respond to citizen emergencies with appropriate personnel and equipment in a safe and timely manner. This is accomplished through eleven fire stations strategically located throughout the city. In addition to fires, the Fire Suppression Group responds to rescue calls, medical calls, hazardous conditions, service calls, false alarms, inclimate weather events and other events not limited to the already mentioned. This Group is responsible for conducting commercial business pre-planning, special event standby services, station tours and public assistance. The Group also maintains facilities, apparatus and equipment and performs and receives training.

FIRE AND RESCUE DIVISION

Professional Standards	**$476,218**	**8.0**

The Professional Standards Section is responsible for all fire and medical training, recruit and in-service training, certifications and quality control of required training records. This section assures personnel are hired, trained and perform in a manner consistent with organizational needs, laws, policies and procedures and NFPA standards and recommendations. The section is also responsible for recruitment and retention of career and volunteer personnel.

Volunteers Support and Community Outreach	**$245,964**	**0.0**

Support six volunteer fire companies by providing assistance in key areas such as staffing stations, responding to emergencies and assisting with emergency response at community events such as Bay Days and the Hampton Cup Regatta.

Fixed Costs	**$2,348,647**	**N/A**

Total FY17 Budget	**$20,089,849**	
Total FY17 Positions		**297.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Grant Funding Received	Effectiveness	$233,437	$2,420,105	$317,184	$2,000,000
Becoming a Fully Accredited Agency	Outcome	80% complete	80% complete	90% complete	100%
Code Inspections ~ Commercial/Industrial	Output	3,223	1,983	2,000	3,000
Patients Transported	Output	14,462	14,910	15,510	16,000
All Other EMS Calls	Output	4,190	4,697	4,884	5,300
Percentage of Patients Treated in Compliance with Regional Protocols and Industry Standards	Outcome	99%	99%	99%	100%
Fire Incidents	Output	489	491	500	500
All Other Incident Calls (Hazmat, False Alarms, Mutual Aid, Misc, etc)	Output	5,674	6,051	6,200	6,600
Civilian Fire Deaths	Outcome	1	0	0	0
Arrival on-scene of first ALS Transport Unit within 5 minutes - 90% of the time	Outcome	67%	72%	75%	90%
Arrival on-scene of first ALS Transport Unit within 8 minutes - 90% of the time	Outcome	93%	86%	90%	90%
Arrival of first Firefighting Unit within 5 minutes - 90% of the time	Outcome	70%	70%	70%	90%
Arrival of Effective Response Force within 9 minutes - 90% of the time	Outcome	90%	95%	90%	90%
Recruit new volunteer firefighters and EMTs	Outcome	22	32	40	45

FIRE AND RESCUE DIVISION

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	15,994,229	15,751,886	15,697,941	16,144,410	16,364,757	**220,347**
Operating Expenses	3,331,054	3,660,633	3,540,391	3,540,391	3,617,092	**76,701**
Capital Outlay	26,939	44,368	108,000	108,000	108,000	**0**
Grand Total	**19,352,222**	**19,456,887**	**19,346,332**	**19,792,801**	**20,089,849**	**297,048**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. In addition, this budget fully funds the remaining SAFR grant-funded firefighter/paramedic positions that transitioned mid-year FY16 from the academy; and, an increase in fixed costs.*

Department Staffing History

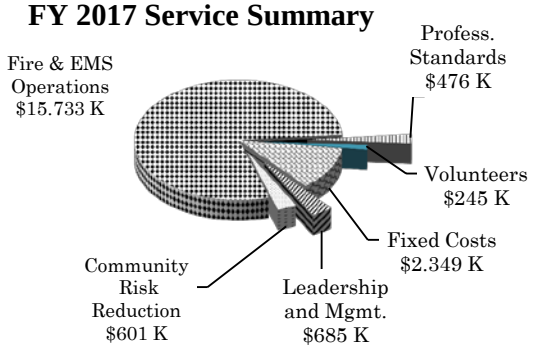
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**279**	**287**	**297**	**297**	**297**	**0**

FY 2017 Position Summary

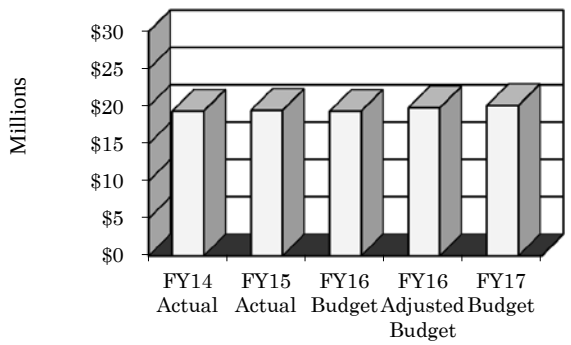
1 Fire Chief	1 Information Systems Coordinator	32 Firefighter EMT
1 Deputy Fire Chief	1 Office Specialist	1 Warehouse Associate
1 Senior Administrative Assistant	40 Fire Lieutenant	10 Firefighter Recruit
3 Assistant Chiefs - Fire	172 Firefighter Medic	11 Battalion Chief
3 Office Specialist - Senior	1 Fiscal Coordinator	14 Fire Captain
1 Employee Services Coordinator	1 Fire Rescue Maintenance Coordinator	
1 Recruit Training Specialist	2 Fire Safety Program Educator	

TOTAL PFT POSITIONS: 297

FY 2017 Service Summary



Budget Comparison FY14-17



FY17 COUNCIL APPROVED BUDGET

POLICE DIVISION

The Hampton Police Division is committed to preventing crime and enforcing laws through problem solving partnerships.

The budget for the department is $23,219,012, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership & Management	**$500,621**	**7.0**

The Chief of Police and staff provide the overarching policing philosophy through the establishment of Division Rules and Regulations, goals and objectives, plans, policies and procedures. The Chief, guided by federal, state and local laws as well as standards established by the Commission for Accreditation of Law Enforcement Agencies, develops and maintains a professional and responsive law enforcement agency dedicated to provide efficient and effective police services.

Uniform Patrol Operations	**$11,172,644**	**184.0**

This service houses all uniform patrol which works to prevent, suppress and respond to crime in addition to promoting crime

Investigations	**$4,477,425**	**78.0**

Investigate crimes against persons (i.e. murder, rape, robbery, aggravated assault and missing persons/runaways) and crimes

Essential Support Services	**$1,532,578**	**33.0**

Maintain criminal records and warrants. Manage the distribution, maintenance and replacement of vehicles and related equipment, police supplies and other equipment. Provide support services which include budget operations, procurement, payroll, planning, grant administration and information technology services. Maintain custody of all found, recovered or evidentiary property turned into the Police Division. Maintain and secure the Public Safety building.

School Crossing Guard Program	**$276,640**	**0.0**

Provide crossing guards to assist students in safely crossing roadways during morning arrival and afternoon dismissal times at 34 crossings located at elementary schools, K-8 schools, middle schools and high schools. Patrol Service Officers backfill school crossing posts, handle disabled/abandoned vehicles and provide traffic control, traffic escorts and parking enforcement.

School Resource Officers	**$772,226**	**2.0**

School resource officers (SROs), which are placed in the city's middle and high schools, provide a resource in various capacities to students, staff and parents which include investigation of criminal activity occurring in the schools or on school grounds and enforcement of truancy laws. *There are a total of 17 SROs. The Hampton City Schools reimburses the City the salary and benefit costs for 13 of these officers. When the schools are not in session, the SROs are utilized to support school-based events and activities. This service reflects the total cost for all positions.*

Professional Standards	**$1,493,411**	**22.0**

Facilitate the recruitment process for uniform patrol and civilian positions. Ensure all personnel receive proper training by determining needs; developing/locating training and scheduling classes and maintaining records of all training received. Maintain and operate the weapons range and conduct the basic Law Enforcement Academy. This service also houses the Internal Affairs function which investigates complaints against police officers. Ensures compliance with CALEA standards.

Homeland Security	**$314,577**	**5.0**

Collaborate with local, state and federal agencies to secure the city and the Port of Hampton Roads from threats and/or attacks and promote maritime safety. Provide a liaison to support the security of visiting VIPs and with matters of State and National Security.

Community Relations	**$371,598**	**7.0**

Develop and implement comprehensive crime prevention procedures and programs designed to anticipate, recognize and appraise crime risks and initiate action to remove or reduce such risks.

Fixed Costs	**$2,307,292**	**N/A**

Total FY17 Budget	**$23,219,012**	
Total FY17 Positions		**338.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Traffic Summons Processed	Output	29,817	22,080	21,909	21,690
Average Response Time for High Priority Calls	Output	8:55	8:59	8:59	8:57
Records Unit Money Generated	Outcome	$83,745	$82,485	$75, 960	$74,517
Accidents Processed	Output	3,497	3,242	3,786	3,819
Number of Reported Crimes	Output	10,714	10,551	10,391	10,251
Number of Calls for Service	Output	175,351	162,498	156,437	153,308
Percentage of Warrants/ Summons Served	Efficiency	86.6%	87.0%	87.5%	87.5%
Number of Student Mentors	Outcome	4,400	2,933	3,500	3,500
Number of Intruder Drills conducted by SRO's	Output	75	61	70	70
Citizens' Complaints Investigated	Output	45	48	50	52

POLICE DIVISION

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	18,655,524	18,605,464	18,861,360	19,360,145	19,206,644	**(153,501)**
Operating Expenses	3,862,254	3,828,201	3,551,033	3,551,033	3,640,223	**89,190**
Capital Outlay	339,057	101,496	0	0	372,145	**372,145**
Grand Total	**22,856,835**	**22,535,161**	**22,412,393**	**22,911,178**	**23,219,012**	**307,834**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. The net decrease in personnel services reflects positions being filled at lower salaries upon retirements. The increase in operating expenses and capital outlay reflect increases in fleet costs and the contract which provides body cameras and tasers to all sworn officers. Also included in this budget is the exchange of a police captain position for a police patrol officer position.*

Department Staffing History

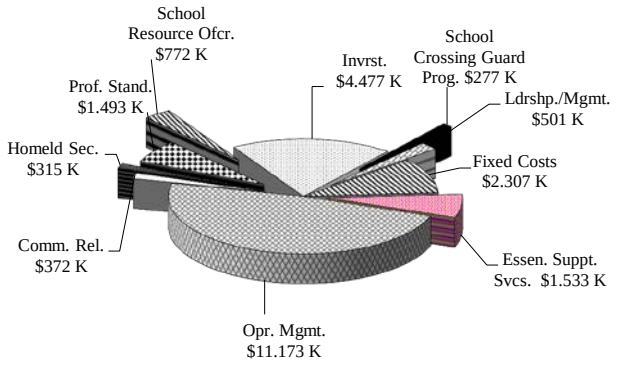
	FY 14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**338**	**338**	**338**	**338**	**338**	**0**

FY 2017 Position Summary

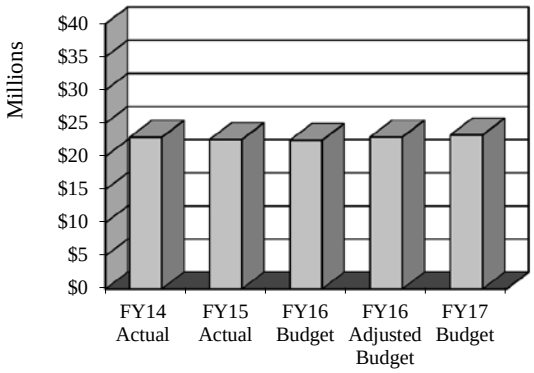
35	Police Sergeant	1	Police Network Manager	1	Police Chief
53	Police Corporal	3	Office Specialist - Senior	4	Police Major
154	Police Officer	2	Payroll Specialist	5	Police Captain
6	Police Cadet	1	Equip Mechanic - Fleet	12	Police Lieutenant
1	Payroll Specialist- Senior	6	Administrative Assistant	3	Crime Analyst
2	Forensic Master Specialist	1	Custodian	1	Crime Analysis Supervisor
2	Forensic Senior Specialist	3	Forensic Specialist	17	Police Recruit
1	Policy/Planning Fiscal Mgr.	1	Forensic Specialist Trainee	2	Police Corporal - SRO
1	Police Systems Adminstr.	18	Office Specialist	1	Administrative Assistant - Senior
1	Technology Support Specl.			13	Police Officer - SRO*

TOTAL PFT POSITIONS: 338 (* *These sworn positions support the Hampton City Schools* **.)**

FY 2017 Service Summary



Budget Comparison FY14-17



POLICE DIVISION ~ ANIMAL CONTROL

This department provides professional animal control services to the citizens of Hampton as mandated by State Code 3.1-796-96. Our Animal Control Division is dedicated to enhancing community safety by investigating animal abuse and neglect, rescuing sick or injured animals and protecting the safety of citizens and animals through education, enforcement of laws and ordinances and providing guidance and information. Animal Control supports public safety and quality of life issues for both people and animals.

The total budget for this department is $463,344, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Animal Control	**$373,534**	**9.0**

To provide professional basic animal control services, 12 hours per day, 365 days per year and emergency animal control services, 24 hours per day, 365 days per year. These services include collecting stray animals; rescuing sick or injured animals and removing deceased animals from city streets. In addition to enforcing animal ordinances, animal control addresses wildlife issues and concerns; investigates animal abuse and neglect; educates and provides information to citizens regarding the duties and responsibilities of animal ownership and effectively resolving animal related conflicts.

Fixed Costs	**$89,810**	**N/A**
Total FY17 Budget	**$463,344**	
Total FY17 Positions		**9.0**

Performance Indicators	Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Feral cat trapping	Output	1,000	1,149	1,000	1,000
Percent of dangerous & vicious dog investigations that result in criminal prosecutions or voluntary euthanasia by owners	Outcome	100% Successful	100% Successful	100% Successful	100% Successful
Pickup of reported dead animals on City streets within 24 hours	Output	100% Successful	90% Successful	100% Successful	100% Successful

POLICE DIVISION ~ ANIMAL CONTROL

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	281,048	265,491	292,805	301,185	296,832	**(4,353)**
Operating Expenses	167,153	134,441	161,508	161,508	165,012	**3,504**
Capital Outlay	0	0	1,500	1,500	1,500	**0**
Grand Total	**448,201**	**399,932**	**455,813**	**464,193**	**463,344**	**(849)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. A new civilian Animal Control Manager position will be added to this budget.*

Department Staffing History

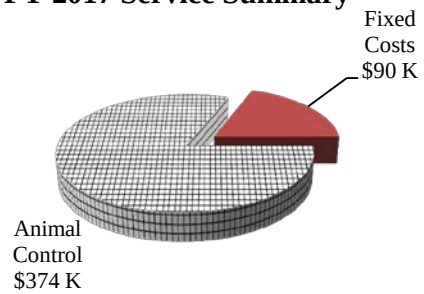
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**8**	**8**	**8**	**8**	**9**	**1**

FY 2017 Position Summary

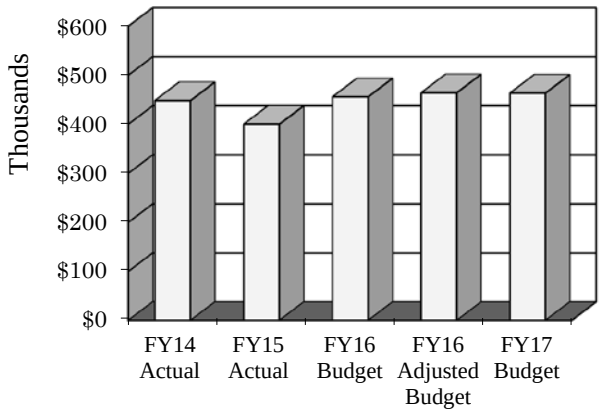
2	Animal Control Officer - Senior	1	Animal Control Services Supervisor
1	Animal Control Services Manager	5	Animal Control Officers

TOTAL PFT POSITIONS: 9

FY 2017 Service Summary



Budget Comparison FY14-17



YOUTH VIOLENCE PREVENTION UNIT/ATF

A combination of prevention, intervention, enforcement and recovery strategies are essential for the city to substantially reduce violent crimes committed by youth and gangs. The Youth Violence Prevention Unit provides resources, programs and services to support effective implementation of these strategies. These activities are funded with the remaining assets from a prior ATF/Hampton public safety initiative, complimented by the General Fund.

The total budget for the department is $423,024 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Youth Violence Prevention Services	**$123,524**	**2.0**
Plans, organizes and directs multi-disciplinary city and community efforts in support of a comprehensive youth violence prevention strategic plan.		
Youth Employment Initiative	**$145,000**	**N/A**
Provide summer employment opportunities for high school and college-aged young people with the goal of reducing involvement in illegal activities for the purposes of employment.		
Neighborhood Capacity Building Initiative	**$51,500**	**N/A**
Work within targeted neighborhoods in the city to build positive relationships with neighborhood leaders, thus strengthening their ability to manage neighborhood issues; build the capacity within targeted neighborhoods to address issues of crime and blight and support the development of strategic community partnerships to leverage additional resources in which to address neighborhood issues.		
Gangs and Illegal Guns Initiative	**$103,000**	**1.0**
Provide an attorney who will be assigned to the U. S. Attorney's Office in Newport News to vigorously prosecute Hampton crimes that involve gangs, guns and drugs. Apprehension and prosecution of individuals involved in these crimes would significantly alleviate and prevent drug trafficking, murder and other acts of violence and economic disruption to our community.		
Total FY17 Budget	**$423,024**	
Total FY17 Positions		**3.0**

YOUTH VIOLENCE PREVENTION UNIT/ATF

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	9,184	101,234	201,002	205,682	307,485	**101,803**
Operating Expenses	2,151	129,021	130,000	130,000	114,339	**(15,661)**
Capital Outlay	0	0	0	0	1,200	**1,200**
Grand Total	**11,335**	**230,255**	**331,002**	**335,682**	**423,024**	**87,342**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year.*

This budget continues to fund several youth violence prevention and intervention initiatives. To fully support this effort, a youth violence prevention coordinator position was transferred from Youth, Family and Education Services as well as a part-time administrative support position from the Citizens' Unity Commission. The funding source for these initiatives are the remaining proceeds that came from a joint ATF/HPD public safety effort, along with a compliment of General Fund dollars. This budget appropriates funding to continue prevention and intervention efforts including enhanced neighborhood capacity building in targeted areas, youth employment and enhanced gang and illegal guns apprehension/prosecution.

Department Staffing History

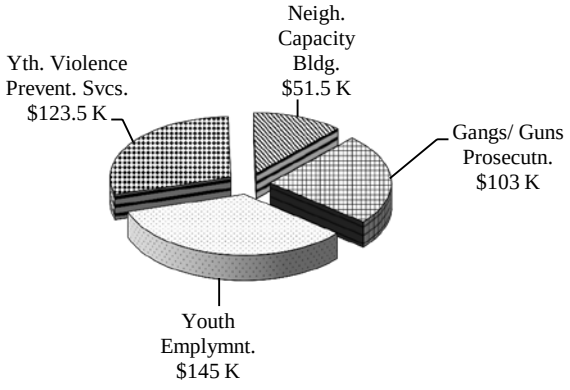
	FY14	FY15	FY15	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**0**	**1**	**2**	**2**	**3**	**1**

FY 2017 Position Summary

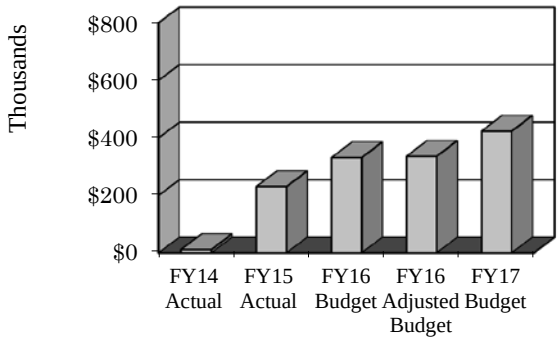
1 Youth Violence Prevention Coordinator	1 Special Assistant Prosecutor
1 Youth Violence Prevention Manager	

TOTAL PFT POSITIONS: 3

FY 2017 Service Summary



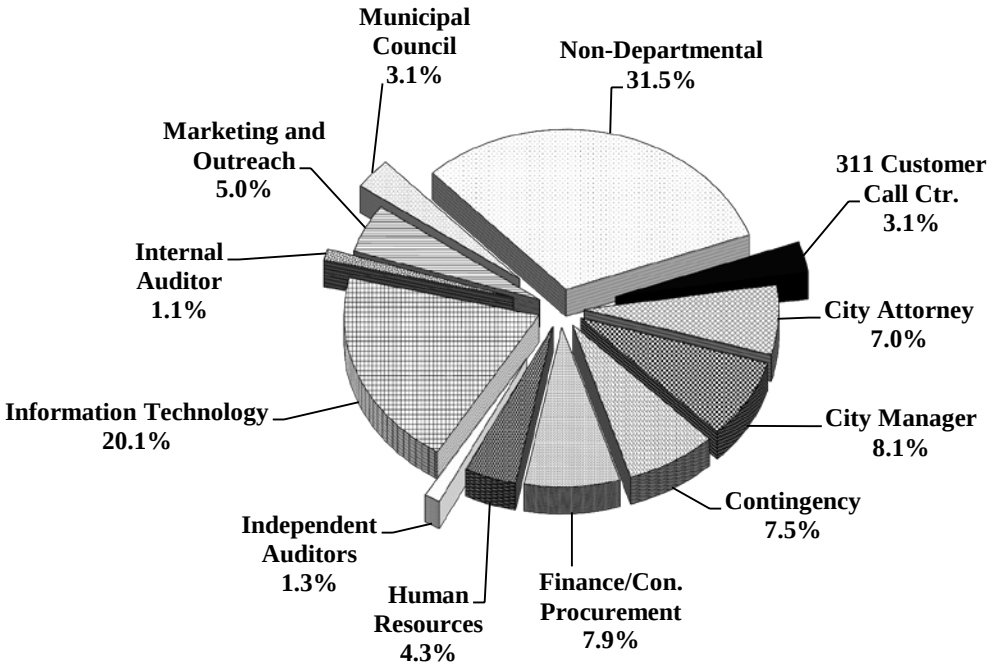
Budget Comparison FY14-17



QUALITY GOVERNMENT
Expenditure Summary/Graph
Fiscal Years 2014-2017

Departments	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase / (Decrease)
Budget & Management Analysis	$394,721	$0	$0	$0	$0	$0
311 Customer Call Center	0	474,888	466,503	478,500	517,181	38,681
City Attorney	936,059	1,030,920	1,059,350	1,086,675	1,084,700	(1,975)
City Manager	854,936	1,116,794	1,219,299	1,254,401	1,306,553	52,152
Contingency	0	0	1,134,619	1,134,619	1,134,619	0
Finance and Consolidated Procurement	1,227,268	1,151,968	1,189,419	1,218,797	1,241,469	22,672
Human Resources	616,960	654,666	645,819	664,795	734,085	69,290
Independent Auditors	181,656	204,782	200,475	200,475	200,475	0
Information Technology	2,899,807	3,101,731	3,024,145	3,055,016	3,729,396	674,380
Internal Audit	173,312	160,514	167,736	172,361	175,869	3,508
Marketing and Outreach	629,900	661,420	745,087	755,700	747,480	(8,220)
Municipal Council	500,467	493,690	473,859	480,112	486,225	6,113
Non-Departmental	5,098,613	5,310,249	4,741,355	4,741,355	5,374,081	632,726
Grand Total	**$13,513,699**	**$14,361,622**	**$15,067,666**	**$15,242,806**	**$16,732,133**	**$1,489,327**

Fiscal Year 2017
Percentage of Budget



Note: In fiscal year 2015, the Office of Budget and Management Analysis merged back into the City Manager's Office.

311 CUSTOMER CALL CENTER

The mission of the 311 Call Center is to provide City customers with easy access to nonemergency City information and services, in a manner that is unparalleled in quality and builds trust in our City government.

The total budget for this department is $517,181 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership & Management	**$91,670**	**1.00**

Provide oversight to the city's customer contact center to ensure that information and services delivered to Hampton residents, on city events, services, as well as emergency situations, is relevant, timely, and accurate.

311 Customer Assistance	**$353,460**	**8.35**

This service provides customers with convenient access to information and City services through a single, easy-to-remember phone number (3-1-1), web forms, and email. Provides frontline customer service as advocates between the citizenry and City departments, thereby freeing them to focus more effectively on their area of expertise (Public Works, Cummunity Development, Parks & Recreation, Emergency Management and 911 most notably). The Call Center is staffed from 7 a.m. to 11 p.m., 7 days a week, 363 days a year.

311 Information Management	**$50,977**	**0.60**

Involves the information technology systems and staff knowledge management that enables 311 to answer a question about Bluebird Gap Farm in one moment and then quickly dispatch a Public Works crew to address a sewage overflow in the next moment. Includes 6 technology systems: the City Salesforce CRM (Customer Relationship Management system) with over 2,500 knowledge articles and 100+ automated City service requests; the City's 311 Avaya inbound phone announcement system; the Everbridge notification system; Taske phone management system; Uptivity phone recording and evaluation system; and, the ifBYphone customer satisfaction survey system.

311 Emergency Management	**$2,246**	**0.05**

During disasters and severe weather events 311 serves as essential personnel and supports emergency operations by monitoring event trends, citizen concerns, providing customers with accurate, timely event information, and diverting non-emergency calls from 911. Includes equipment which enables 311 to operate at alternate locations should evacuation become necessary. A critical activity of this service includes the Everbridge / City Reverse 911/311 system, which sends automated messages to residents regarding emergency events as well as important non-emergency public service announcements.

Fixed Costs	**$18,828**	**N/A**

Total FY17 Budget	**$517,181**	
Total FY17 Positions		**10.00**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Customer Contacts (phone, email, webforms)	Output	141,941	136,298	145,000	160,000
Customer Accessibility: (a) Call answer rate (b) Call abandon rate	Outcome	 96% 6%	 95% 5%	 95% 5%	 95% 3%
Customer Satisfaction -(% of survey ratings 'Above average' to 'Excellent'	Outcome	96%	96%	96%	96%

311 CUSTOMER CALL CENTER

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	407,097	395,319	407,316	429,497	**22,181**
Operating Expenses	0	67,791	71,184	71,184	87,684	**16,500**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**0**	**474,888**	**466,503**	**478,500**	**517,181**	**38,681**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. In addition, the increase in this budget is attributed to a full year's funding of a managerial position that was filled, mid-year FY16, at a higher than budgeted salary, along with operating costs for a 311 mobile app.*

Department Staffing History

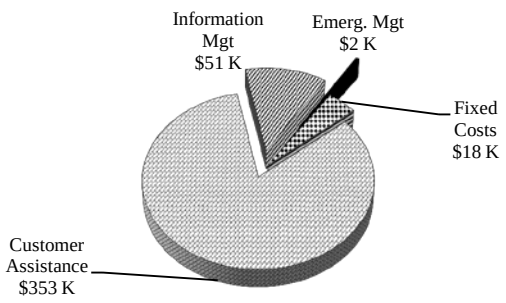
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**0**	**10**	**10**	**10**	**10**	**0**

FY 2017 Position Summary

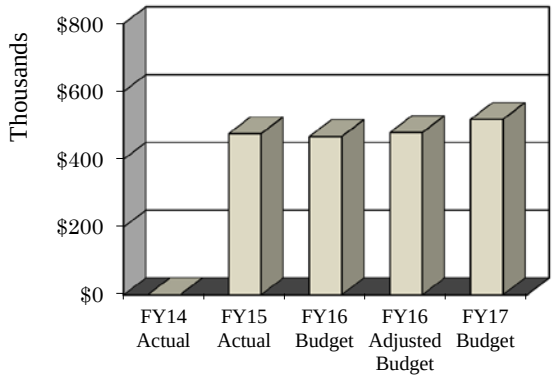
1 311 Director/Customer Svc Strategist	1 Citizen Services Team Leader
1 Citizen Services Advocate III	5 Citizen Services Advocate I
1 Citizen Services Supervisor	1 Citizen Services Advocate II

TOTAL PFT POSITIONS: 10

FY 2017 Service Summary



Budget Comparison FY14-17



CITY ATTORNEY

The mission of the City Attorney's office is to protect and promote City interests by providing quality legal advice and counsel to the City Council, the City Manager, City departments and other City Boards, Commissions and affiliate entities, including the Hampton Redevelopment and Housing Authority, in the areas of litigation, legislation, contracts, code enforcement, drafting legal documents, real estate transactions, municipal finance, and general legal opinions, to ensure limited exposure to legal liability and general legal compliance.

The total budget for the department is $1,084,700 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership & Management	**$304,424**	**3.0**

The objective of the City Attorney is to counsel and represent the City Council, City Manager and department heads, boards and commissions of the City in legal matters, with the overall goal of protecting and promoting their best interests in service to the public, and to limit their exposure to legal liability. The City Attorney attends Council and other public body meetings, supervises the staff of the City Attorney's Office, advises, counsels and recommends legal courses of action, as well as drafts, amends and reviews ordinances, opinions and agreements affecting the City.

Litigation: Employment & General Legal	**$142,211**	**2.0**

The goal and objective of this service is to provide leadership and administration of the litigation team comprised of four attorneys, two litigation paralegals, and the FOIA coordinator. This includes representation of City interests in litigation, oversight of all active litigation involving City interests, assignment of new litigation, providing advice and guidance to litigation attorneys on a variety of subject areas, and primary contact for all litigation/legal risk inquiries from City departments. This position serves as principal federal litigator and all federal litigation filings are vetted through this role, and handles or oversees state court litigation. This position also serves as primary counsel to the Human Resources department and supports the employment law needs of City Council, City Manager and all City departments. This work includes representation of the City in federal and state courts, as well as administrative proceeding such as the EEOC; advising departments of the legal risks associated with employment decisions; representation of the City in 3rd and 4th step grievances; review of disciplinary matters, and policy review/revision. Also serves as secondary counsel to Hampton Police Division and Hampton Fire Division on legal issues, as needed. Additionally, reviews responses to FOIA, subpoena duces tecum, and medical records requests, and records requests which often includes negotiation and coordination with requestor and the preparation of auxiliary documents such as, protective orders and provides legal opinions on FOIA and COIA issues. Other goals are to manage outside counsel relationships and expenses in civil litigation matters and serve as a liaison to Council, City Manager and City departments on cases where outside counsel is retained.

Litigation: Human Services, Animal Control & General Legal	**$67,040**	**1.0**

The goal and objective of this service is to represent the Hampton Department of Human Services in civil abuse and neglect prosecution and foster care cases, participating in the foster parent training program, adult protective services, juvenile and criminal delinquency matters, development and maintaining foster care data bases and general advice to Human Services. This position also assists the Hampton Police Division with the prosecution of animal neglect and animal attacks at large and provides guidance to the Animal Control Advisory Board. This position also assists in Risk Management litigation.

Development/Finance: Planning, Land Use, Zoning, Real Estate & General Legal	**$82,433**	**1.0**

The goal of this service is to provide general legal advice and counsel under the supervision of the City Attorney to the Community Development and Economic Development Departments; provide legal counsel in support of rezonings, zoning ordinance development, implementation of the City's Master Plans; assist with negotiations for the purchase of private property and the sale of public property in support of City development objections; provide legal advice and representation to the Planning Commission, the Zoning Administrator, Hampton Federal Area Development Authority and the City appointees to the Fort Monroe Authority; and assist in development of City contract drafting forms, policy and training, all in an effort to protect and promote the City's interest and limit its exposure to legal liability.

Development/Finance: Economic Development, Revenue Generation, Collection & General Law	**$150,005**	**2.0**

The primary goal and objective of this service is to provide legal counsel and representation to the offices of the Treasurer, Commissioner of Revenue, Department of Finance and to the Office of Budget and Management Analysis . In support of this goal, this service involves preparation of documents related to compliance with legal requirements for budget adoption amendments, municipal financing, financial administration, tax/fee assessment, related collection measures and assist with negotiations for the purchase of private property and the sale of public property in support of City development objections. Other goals of this service include annual monitoring of state legislative changes as they affect city obligations, objectives and interests as well as representation of the Economic Development Department and the EDA, Parks & Recreation, Convention & Visitors Bureau, the Coliseum and Convention Center, the New American Theater and Hampton Arts Commission. The individual in this service also has a supervisory role in the City Attorney's Office; this individual is the head of the development team and supervises all attorneys and paralegals who are connected with development services.

Litigation: Police, Code Enforcement & General Legal	**$107,642**	**2.0**

Primary goals of this service include acting as general counsel to the Police division which includes the provision of training on existing and new legal principles ; policy review; representation in enforcement actions; representation at ABC hearings; review of taxi permit applications and firearm discharge applications; collection of overdue extra duty accounts; review and drafting of memoranda of understanding; interpretation of constitutional law and federal state and local laws and regulations; review of leases for property used by the police division; and, departmental contract review. This position also represents the EDA Loan and Grant Committee at meetings and in litigation and represents the Treasurer in judicial tax sales. This position also provides legal advice and litigation support to the property maintenance division regarding code enforcement and structure demolitions. This position supports city staff committees, such as the Safe and Clean committee, the Night Club Task Force, the Special Events Committee and the Public Safety Business Team. In addition, maintaining and ensuring the accuracy of city offense codes is also handled by this position. This position provides legal representation of the City's interests in claims before federal and state courts and administrative proceedings.

Development: Revenue Generation & Collection; Procurement Support & General Legal	**$50,082**	**1.0**

The primary goal and objective of this service is to provide legal counsel and representation to the office of Procurement and the Assessor of the Real Estate and Information Technology Department. In support of this goal, this service involves preparation and review of goods & services contracts, ordinances, resolutions and other documents related to compliance with legal requirements. This service also supports related board, commission, and authorities such as The Hampton Mayor's Committee for People with Disabilities, HERS Board, PPOC, Board of Real Estate Review, bankruptcies and non-judicial tax sales. This service also provides general legal advice to other city departments and boards as assigned.

Litigation: Risk Management , Fire & General Legal	**$43,656**	**0.5**

The goal and objective of this service is to assist in claims management; advise, counsel and train City staff to ensure general compliance with applicable laws and avoidance of legal risk/liability; provide counsel services. Another goal of this service is to serve as a secondary general employment law counsel to Human Resources and all other city agencies. This service is also general counsel to the Fire Department. In support of this goal, this position provides policy and advice and guidance, employment law compliant advice, employment law risk management , advocacy for management in employee grievance proceedings, employee administrative claims and departmental contract review. This position will provide legal representation of the City's interest in claims before federal and state courts and administrative proceedings.

Development/Finance: Public Works, Stormwater, Land Development Support & General Legal	**$2,150**	**N/A**

One of the goals of this service is to provide legal advice and counsel to City departments and boards concerning public works matters and related regulatory issues, including public works standards, vacations, encroachments, right-of way management, stormwater and wetlands regulations. This position also supports the Wetlands Board and advises staff regarding Board matters and proceedings; and represents the City in civil litigation and administrative proceedings involving public works and stormwater issues. Other goals include acting as general counsel providing legal services to the Public Works Department on operations issues and handling real estate transactions in support of Public Works Department and representing the Neighborhood Division of the department of Community Development.

Litigation: Prosecution and General Legal	**$126,181**	**2.0**

The goal and objective of this service is the prosecution of gateway misdemeanors including possession and distribution of marijuana, petty larceny, resisting arrest, obstruction of justice and any misdemeanor offenses associated with such charges.

Fixed Costs	**$8,876**	**N/A**

Total FY17 Budget	**$1,084,700**	
Total FY17 Positions		**14.5**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Average Ordinance turn around time-less than 30 days	Effectiveness	100%	100%	100%	100%
Provide two City-wide legal learning opportunities	Output	100%	100%	100%	100%
Preparation of Legal Opinions in Ten (10) Days or Less	Efficiency	100%	100%	100%	100%

CITY ATTORNEY

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	837,670	948,984	972,903	1,000,228	998,253	**(1,975)**
Operating Expenses	98,389	78,534	86,447	86,447	86,447	**0**
Capital Outlay	0	3,402	0	0	0	**0**
Grand Total	**936,059**	**1,030,920**	**1,059,350**	**1,086,675**	**1,084,700**	**(1,975)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise this is a maintenance level budget.*

Department Staffing History

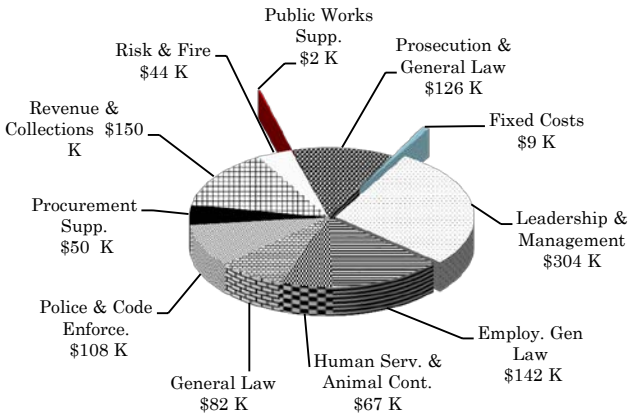
	FY 14	FY 15	FY 16	FY 16 Adjusted	FY 17	Net Increase/ (Decrease)
Positions (PFT)	**11.5**	**13.5**	**14.5**	**14.5**	**14.5**	**0.0**

FY 2017 Position Summary

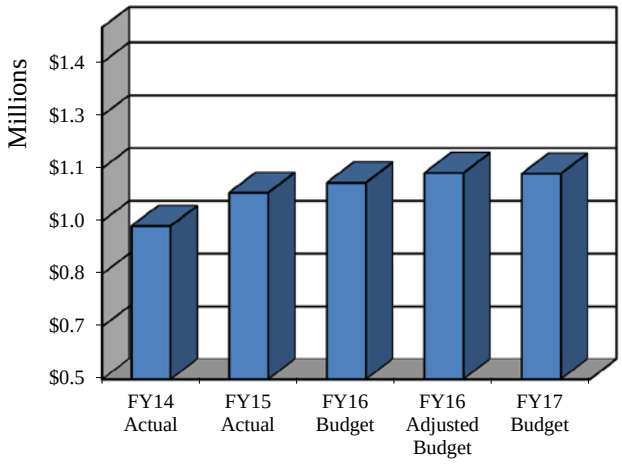
1 City Attorney	1 Real Estate Paralegal
2 Deputy City Attoney - Senior	3 Assistant City Attorney
1 Deputy City Attorney	2 Administrative Assistant-Senior
2.5 Assistant City Attorney - Senior	2 F.O.I.A. Paralegal

TOTAL PFT POSITIONS: 14.5

FY 2017 Service Summary



Budget Comparison FY14-17



FY17 COUNCIL APPROVED BUDGET

CITY MANAGER

The City Manager's Office is the chief executive office in the city and administers policies and programs established by City Council. The City Manager and Assistant City Managers facilitate the city's business teams to ensure that long-range planning and resource sharing are integrated and coordinated among city departments. Alternative recommendations to meet the community's service needs are also analyzed for efficiency and effectiveness.

The total budget for this department is $1,306,553, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$133,437**	**1.0**
Serve as the Chief Executive Officer of the City and provides guidance and oversight to departments to ensure that City services are delivered efficiently, effectively and in a manner that is consistent with City values. Maximize citizen satisfaction with City services. Appoints, directs and evaluates key executives and department heads. Provides strategic direction to the Executive Management Team, which consists of department heads and other key executives in accomplishing the City's overall mission of being the most livable city in Virginia.		
Accomplish Council Goals	**$420,757**	**4.0**
City Manager and staff work to implement the policies established by the City Council to ensure citizen satisfaction with City services and advance Council strategic goals and initiatives.		
Business Team Leadership and Facilitation	**$282,407**	**2.5**
The Assistant City Managers (ACMs) serve as leaders to the City's business teams: Constitutional, Judicial and Electoral; Economic Vitality and Neighborhoods; Infrastructure; Leisure Services; Public Safety; Quality Government; and Youth, Education and Family Services. Through this role, the ACMs work to ensure citizen satisfaction with City services and advance Council strategic goals and initiatives.		
Budget Preparation, Administration and Financial Planning	**$277,301**	**4.0**
Develop the City Manager's Recommended Budgets and Capital Improvement Plans that are balanced and in compliance with Council approved financial policies for submission to City Council by April 15 each year. These financial plans address major operating and capital improvement needs that support citizen satisfaction and Council priorities. The Budget Division also monitors the current year budget and overall expenditures to ensure the budget remains balanced at fiscal year-end.		
Operational Efficiency & Special Projects	**$173,198**	**3.5**
Analyze and facilitate process improvement to further citizen satisfaction through enhanced efficiency and effectiveness of City services and support special projects as directed by the City Manager and Council.		
Fixed Costs	**$19,453**	
Total FY17 Budget	**$1,306,553**	
Total FY17 Positions		**15.0**

CITY MANAGER

Performance Indicators	Type of Measurement	FY10 Survey*	FY12 Survey*	FY14 Survey*	FY16 Target*
Percent of residents satisfied with: Overall quality of life	Outcome	91.0%	90.1%	86.7%	90.0%
Percent of residents satisfied with: The courtesy of city employees	Outcome	93.8%	93.1%	93.3%	90.0%
Percent of residents satisfied with: The overall work performance of city employees	Outcome	93.3%	93.4%	91.3%	90.0%
Percent of residents agreeing with: I know how to inform the city about the way I feel on important issues	Outcome	79.8%	82.6%	80.6%	80.0%
Percent of residents agreeing with: Generally speaking, my neighborhood receives the city services it needs	Outcome	88.8%	87.2%	88.3%	85.0%
Percent of residents satisfied with: Ease of making contact (of those who contacted the city in the past year)	Outcome	86.9%	88.8%	88.2%	85.0%
Percent of residents satisfied with: How quickly the City handled things (of those who contacted the city in the past year)	Outcome	83.0%	76.9%	81.1%	80.0%

* Results are based on an independent, random telephone survey of 400 residents (no employees or businesses) conducted by an external research organization every two years. The next survey is scheduled for June 2016, with results in the Fall of 2016.

FY17 COUNCIL APPROVED BUDGET

CITY MANAGER

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	811,273	1,040,297	1,127,797	1,162,899	1,211,410	**48,511**
Operating Expenses	43,663	72,305	91,502	91,502	95,143	**3,641**
Capital Outlay	0	4,192	0	0	0	**0**
Grand Total	**854,936**	**1,116,794**	**1,219,299**	**1,254,401**	**1,306,553**	**52,152**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. This budget also includes the addition of a Place Making Coordinator position which will support place making initiatives to further Council strategic priorities. The funding for this position came from the Recreation Division budget.*

Department Staffing History

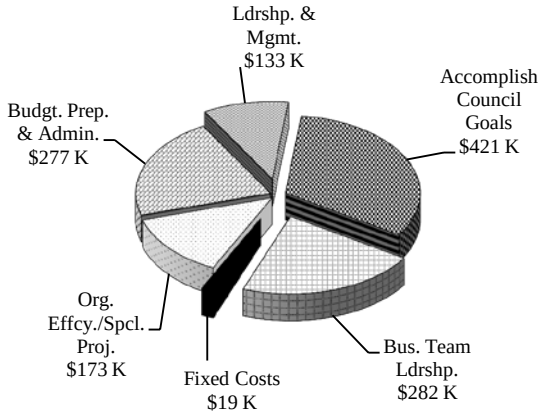
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**10**	**14**	**14**	**14**	**15**	**1**

FY 2017 Position Summary

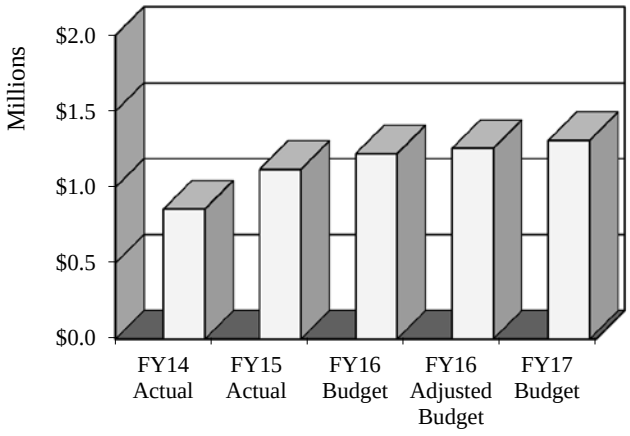
1	City Manager	1	Executive Assistant - Senior
3	Assistant City Manager	2	Executive Assistant
1	Director, Federal Facilities Support	1	Office Assistant - Senior
1	Director, Budget and Strategic Initiatives	1	Budget and Strategic Initiatives Analyst
1	Budget Analyst	2	Budget and Management Analyst - Senior
1	Place Making Coordinator		

TOTAL PFT POSITIONS: 15

FY 2017 Service Summary



Budget Comparison FY14-17



CONTINGENCY

The purpose of the Contingency account is to provide a funding reserve for unanticipated and/or emergency expenditures which occur during the course of a fiscal year. Contingency is also utilized to cover any shortfalls that occur due to a loss of local revenues, as well as unanticipated declines in State revenues once the Governor's budget is approved. Contingency funds are transferred to various City departments or projects when the need arises.

The total budget for this function is $1,134,619.

	FY17 Budget
Emergency Reserve Account	**$1,134,619**

By nature, it is difficult to predict in advance how these funds will be used. In prior years, uses have included supplemental funding for jails, equipment purchases for courts and other City/State offices, legal fees and unexpected revenue shortfalls. Contingency is funded at less than one-half percent of the City's budget, excluding Hampton City Schools. It is standard practice for contingencies to be funded at two to four percent of the budget. There are no actual expenditures for FY 2012 through FY 2013 because contingency funds are transferred to the department where the actual expenditure will be incurred.

Total FY17 Budget	**$1,134,619**

Budget Note: *This is a maintenance level budget.*

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Net Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	0	0	1,134,619	1,134,619	1,134,619	**1,134,619**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**0**	**0**	**1,134,619**	**1,134,619**	**1,134,619**	**1,134,619**

FINANCE AND CONSOLIDATED PROCUREMENT

The mission of the Finance Department is to provide fiscal services, monitor and apprise the City Council and City management of the overall fiscal health of the city. Ensure the proper operation of a centralized procurement system that services both the City and Hampton City Schools.

The total budget for the department is $1,241,469, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$241,654**	**2.50**
Provide oversight and guidance to City departments and agencies to ensure that generally accepted accounting principles, legal requirements and City policies and procedures are consistently adhered to; maintain the integrity of the City's accounting records and fully meet all reporting requirements.		
Bi-Weekly Payroll Processing	**$60,494**	**1.25**
Process bi-weekly payroll for full and part-time employees in accordance with City policies and applicable state and federal regulations. Process bi-weekly full-time payroll at least one week prior to pay date; process bi-weekly part-time payroll by Wednesday of pay week and process all payroll corrections within one week.		
Fund Accounting and Financial Reporting	**$216,566**	**3.40**
Maintain accounting records for all Funds in accordance with generally accepted accounting principles. Prepare monthly financial statements for Internal Service and Enterprise Funds. Provide quarterly financial reports for the General Fund to the City Manager and City Council and prepare the Comprehensive Annual Financial Report.		
Cash Investments	**$36,329**	**0.60**
Securely invest cash assets in order to meet the daily cash flow requirements and maximize the rate of return on such funds by earning a rate of return that is at least 95% of industry standard yield.		
Employee Benefit Support and Retirement	**$6,850**	**0.00**
Manage a comprehensive set of benefit programs and educate City employees on the various benefit plans offered by the city. This includes providing the information to employees during new hire briefings and employee forums with the appropriate benefits representatives and also to periodically evaluate the benefits programs to determine if enhancements can be made.		
Processing Vendor Payments and General Ledger Accounting	**$195,345**	**6.00**
Process vendor payments in accordance with the terms of purchase orders or contracts, avoiding late payment fees or finance charges, and to minimize the number of inquiries from vendors and departments concerning payment status.		
Accounts Receivable and Cash Collections	**$37,062**	**1.25**
Prepare timely invoice billings for services provided by the City and to actively collect on billings based on established City policies and practices. This entails billing customers by the 15th of the month after the services were performed with payment due within 15 days of statement date. Collaborating with the City Attorney's Office to pursue delinquent accounts that are 90 days past due.		

FINANCE AND CONSOLIDATED PROCUREMENT

Consolidated Procurement	**$433,707**	**7.00**

Procure goods and services for the City and Hampton City Schools in the most efficient manner by processing departmental requests into purchase orders within 60 days, depending on the type of purchase order. Train departmental staff on state and City procurement standards and how to use the procurement system to process departmental orders.

Fixed Costs	**$13,462**	**N/A**

Total FY17 Budget	**$1,241,469**	
Total FY17 Positions		**22.00**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Implementation of recommended generally accepted accounting principles and other financial policy issues.	Outcome	100%	100%	100%	100%
Receipt of Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association (GFOA).	Outcome	100%	100%	100%	100%
Bi-weekly payroll for full time employees completed one week prior to actual pay date.	Output	100%	100%	100%	100%
External auditors issue an unqualified opinion on the Comprehensive Annual Financial Report (CAFR).	Outcome	100%	100%	100%	100%
Earn at least 95% of the industry standard yield.	Outcome	95%	95%	95%	95%
Comprehensive Annual Financial Report completed by the end of November.	Outcome	100%	100%	100%	100%
Vendor payments made within 10-25 days of receipt of the invoice package	Output	100%	100%	100%	100%

FINANCE AND CONSOLIDATED PROCUREMENT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,071,131	1,010,600	1,066,474	1,095,852	1,118,524	**22,672**
Operating Expenses	148,726	126,005	122,945	122,945	122,945	**0**
Capital Outlay	7,411	15,363	0	0	0	**0**
Grand Total	**1,227,268**	**1,151,968**	**1,189,419**	**1,218,797**	**1,241,469**	**22,672**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Personnel salaries increased due to a position being filled at a higher level than initially planned for.*

Department Staffing History

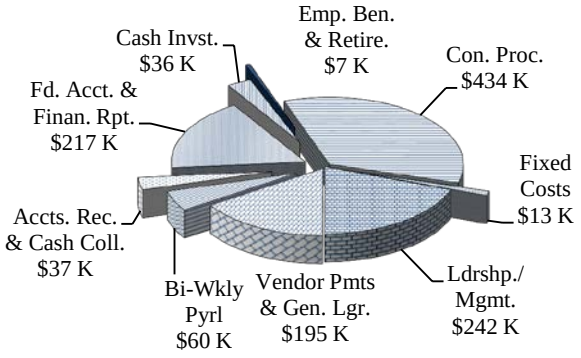
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**22**	**22**	**22**	**22**	**22**	**0**

FY 2017 Position Summary

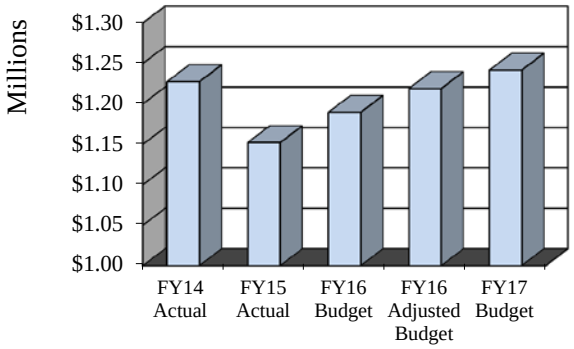
1	Finance Director	1	General Accounting Supervisor
1	Debt Manager	1	Assistant Accountant
1	Payroll Manager	3	Account Clerk II
1	Controller	1	Staff Support Technician II
2	Senior Accountant	1	Internal Service Support Manager
2	Account Clerk III	1	Adminstrative Assistant
2	Senior Buyer	1	Buyer Associate
1	Procurement Manager	2	Buyer

TOTAL PFT POSITIONS: 22

FY 2017 Service Summary



Budget Comparison FY14-17



FY17 COUNCIL APPROVED BUDGET

HUMAN RESOURCES

The mission of the Department of Human Resources is to administer comprehensive human resources programs that assist departments with the delivery of services in support of the City's strategic plan. This is accomplished by partnering with departments and providing guidance and consultation in the areas of recruitment and selection, performance management, compensation and classification, employee development and recognition in compliance with applicable local, state and federal laws.

The total budget for the department is $734,085, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$145,577**	**1.00**

Work in collaboration with other Department Heads to provide leadership that supports continuous improvement strategies and development of policies and procedures that improve the culture of the organization and the quality of work life. Create fast, flexible, cost-effective Human Resource service delivery systems in the areas of recruitment, compensation, and employee relations. To build workforce performance capacity through an integrated program of employee development, higher education and skills training using web based tools, author-ware, and classroom training. Partner with managers and supervisors in identifying and providing skills training to enhance literacy, technology, leadership, and customer service skills. To design, lead and facilitate organizational change process, including re-engineering, succession planning, work design, team development, and integrated performance management, compensation and customer feedback systems.

Core Human Resources	**$324,759**	**4.85**

Partner with departments to perform a variety of human resources services to develop employment practices that create a positive work environment. Maintain human resource policies to support the needs of management and employees in the workplace. Provide online recruitment services through Hampton Information on Recruitment and Employment (HIRE). Conduct new hire orientation in a manner that introduces new employees to the culture of the City. Coordinate the City's annual special event recognition activities (1610 Service Awards and Volunteer Recognition). Partner with managers to provide creative solutions for all disciplinary issues to include alternative strategies for dealing with misconduct and performance issues. Administer the annual Performance Management Program by reviewing plans for accuracy and completeness. Provide advice and counsel to employees and managers on the grievance procedure to ensure compliance with the City's policy and procedures. Serve as a consultant and review agent for the grievance panel members to ensure that their decisions are consistent with law and written policies. Promote employee professional and personal well-being by providing confidential and solution focused counseling services through an Employee Assistance Program to help resolve both personal and job related issues that could negatively impact job performance.

Drug Testing	**$25,360**	**0.25**

Promote an alcohol and drug free workplace in compliance with the Drug Free Work Place Act of 1988 and the Omnibus Transportation Testing Act of 1991. Provide pre-employment drug testing for applicants offered positions identified as safety sensitive. Provide random drug and/or alcohol testing as mandated by DOT regulations for personnel required to hold a Commercial Drivers License (CDL) and Public Safety personnel.

EEO/Affirmative Action Training	**$73,788**	**1.00**

Provide leadership and guidance in EEO, Civil Rights, Affirmative Action, and diversity issues affecting the City by ensuring compliance with federal, state and local laws. Prompt investigation and resolution of complaints to include mediation/conflict resolution and employee and manager/supervisor counseling. Develop and deliver EEO/Diversity educational programs designed to eliminate employment practices and procedures that tend to have an unlawful adverse impact. Coordinate requests for accommodations under the Americans with Disabilities Act (ADA). Monitor and advise department heads on measures to promote the employment and advancement of minorities, women, and the disabled.

HUMAN RESOURCES

Training and Organizational Development	**$51,306**	**0.90**

Partner with departments to fully maximize their human capital and provide development opportunities to enhance the delivery of services to our citizens. Provide a training program to develop leadership and management skills for supervisors/managers. Deliver/coordinate legally required and/or policy related training to address organizational needs. Offer Customer Service Training sessions to City employees. Implement succession planning and management activities to address potential talent loss/labor shortages in executive and/or critical positions.

Compensation/HRIS	**$105,920**	**1.00**

Evaluate the City's total compensation package to include salary structure comparisons with local public and private sector data to ensure compliance with the City's total compensation philosophy. Research data and provide recommendations in response to classification requests. Participate in the regional benchmark survey. Annually evaluate executive salaries and the City's benchmarked positions against local public and private salary data. Analyze individual performance ratings to generate departmental, cluster, and organizational recaps. Maintain accurate employee files.

Fixed Costs	**$7,375**	**N/A**
Total FY17 Budget	**$734,085**	
Total FY17 Positions		**9.00**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Applications Received	Output	23,807	35,700	35,700	35,700
Average Days to Screen Applications	Efficiency	28	30	30	30
Turnover Rate	Outcome	6.85%	6.80%	6.50%	6.50%
Percentage of Positions Filled by Promotion	Outcome	27%	27%	27%	27%
Percentage of Supervisors Participating in Substance Abuse Awareness Training	Effectiveness	n/a	30%	30%	30%
Number of Employee Education Assistance Program Participants	Outcome	75	80	90	90

HUMAN RESOURCES

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	485,516	541,885	532,107	551,083	620,373	**69,290**
Operating Expenses	94,982	112,781	113,712	113,712	113,712	**0**
Capital Outlay	36,462	0	0	0	0	**0**
Grand Total	**616,960**	**654,666**	**645,819**	**664,795**	**734,085**	**69,290**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. This budget increases due to the addition of an Employee Relations Manager, who will focus on supervisory training.*

Department Staffing History

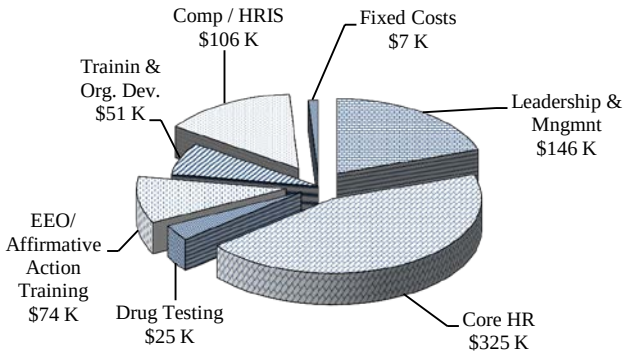
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**8**	**8**	**8**	**8**	**9**	**1**

FY 2017 Position Summary

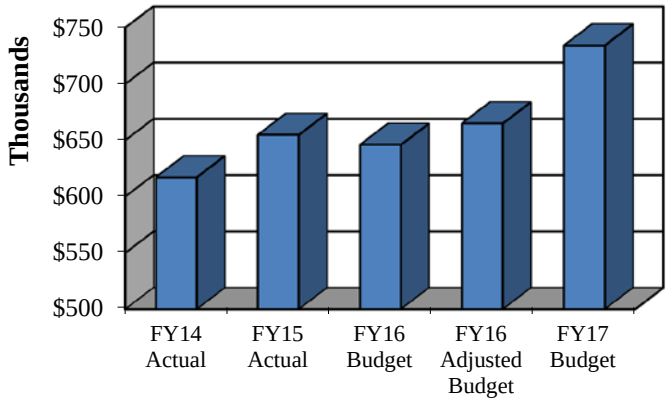
1 Human Resources Director	1 Senior HR Manager	1 Employee Relations Mngr
1 HRIS Manager	3 HR Generalist II	
1 HRIS Assistant	1 HR Associate	

TOTAL PFT POSITIONS: 9

FY 2017 Service Summary



Budget Comparison FY 14-17



INDEPENDENT AUDITORS

The Virginia State Code requires that an audit be conducted and prepared by an independent, certified accounting firm, at the end of each fiscal year, of the city's financial funds.

The total budget for this function is $200,475.

	FY17 Budget	FY17 Positions
Leadership and Management	**$200,475**	**N/A**

Provide for an independent audit of the City of Hampton's financial records, which includes those of the Hampton City Schools, on an annual basis by an external audit firm.

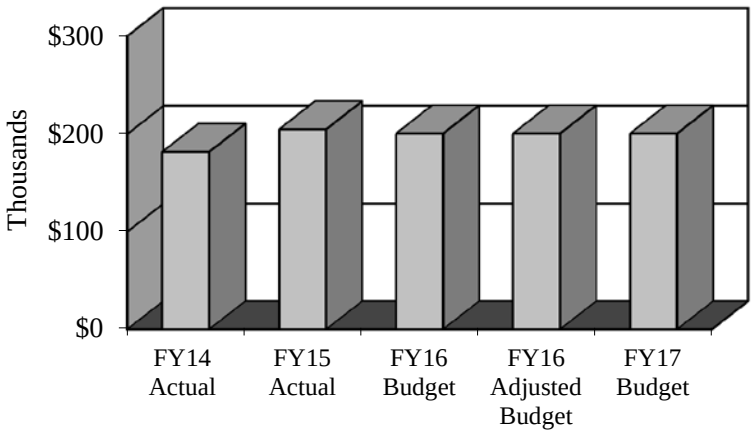
Total FY17 Budget	**$200,475**

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	0
Operating Expenses	181,656	204,782	200,475	200,475	200,475	0
Capital Outlay		0	0	0	0	0
Grand Total	**181,656**	**204,782**	**200,475**	**200,475**	**200,475**	**0**

Budget Note: *This is a maintenance level budget.*

Budget Comparison FY14-17



INFORMATION TECHNOLOGY

The Department of Information Technology purpose is to implement and sustain information technology services which support the quality of life of Hampton citizens and maximizes the effectiveness of City government.

The total budget for this department is $3,729,396 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$163,516**	**1.0**

Provides leadership, planning, management and administrative support for department activities. In addition, IT security oversight, IT governance, and funding for products and activities supporting department wide activities are included in this service activity.

Operations and Data Center Support	**$1,243,050**	**3.0**

Provide data center, network, Internet, disaster recovery, IT security and server capacity to meet the needs of all City departments. Data center and operational support are required to maintain city operations for all basic services. While Operations and data center support does not directly collect revenue; all revenue collections functions depend on this service. Performance metrics measure the up time and availability of the services provided in order to meet the needs of computing services for the City. Operations, network and the data center will maintain at a minimum 95% availability.

Solutions Development	**$1,131,367**	**10.00**

Provide system and software support for critical tax and revenue collection, financial, human resources, community development, parks, recreation and public works systems. In addition, records management is a key service to ensure that physical and electronic records are stored in an effective manner. These are critical areas that provide efficiencies for all City departments, without this service departments will revert to inefficient and manual processes. While solutions development does not directly collect revenue; all revenue collections functions depend on this service. The solutions development area is responsible for maintaining and managing all software and records systems that create and manage revenue streams for the City. Performance metrics aim to create services that effectively maintain current systems and manage the movement to new systems and technology. Solutions Development will measure the time to respond to requests for customers and maintain a two hour customer response time during regular business hours.

Geographic Information Systems	**$153,022**	**2.0**

To provide up-to-date and automated mapping services for the City's internal use and citizen access. Mapping and GIS services are essential to effective operation of critical City operations like public works, emergency services, planning, assessor, economic development, public safety and other activities. In addition, the public utilizes GIS services to grow and manage business opportunities within the City. While GIS does not directly collect revenue, several departments rely on GIS services in order to maintain and grow the City's revenue stream. These include the City Assessor, Economic Development and the Planning Departments. GIS strives to meet performance indicators that give a high level of customer service in order to keep the City's operations running smoothly. GIS staff will respond to requests for maps, addressing and other GIS information to City Departments and the public within 8 hours of a request within regular business hours.

Radio Systems Maintenance and Support	**$1,024,874**	**0.0**

The radio system services will provide support to the multiple departments utilizing the Astro 25 Radio System. This support will include dispatching, technical support, network and security monitoring, anti-virus support, radio repair, local radio support, infrastructure support, annual preventative maintenance and manage the wireless network components and services. The Radio Manager will maintain the management of all radio licenses; oversee and manage all vendor contracts an services; participate in regional and national public safety radio groups; provide customer service management to all departments requiring radio system services; and perform short and long term capacity and service planning.

Fixed Costs	**$13,567**	**N/A**

Total FY17 Budget	**$3,729,396**	
Total FY17 Positions		**16.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
GIS Services Requests respond within 8 hours during normal business hours*	Efficiency	98%	98%	99%	99%
Computing systems & network availability during working hours	Outcome	99%	99%	99%	99%
Revenue & Finance requests and problems with a 2 hour response time	Effectiveness	98%	99%	99%	99%

INFORMATION TECHNOLOGY

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,054,750	1,081,095	1,095,110	1,125,981	1,122,181	**(3,800)**
Operating Expenses	1,505,236	1,866,906	1,713,035	1,713,035	2,391,215	**678,180**
Capital Outlay	339,821	153,730	216,000	216,000	216,000	**0**
Grand Total	**2,899,807**	**3,101,731**	**3,024,145**	**3,055,016**	**3,729,396**	**674,380**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. The net increase in operating expenses attributed to increased costs for the Hampton Police Department Motorola radio system maintenance and to also fund the PC Replacement Program for community facilities and departments.*

Departmental Staffing History

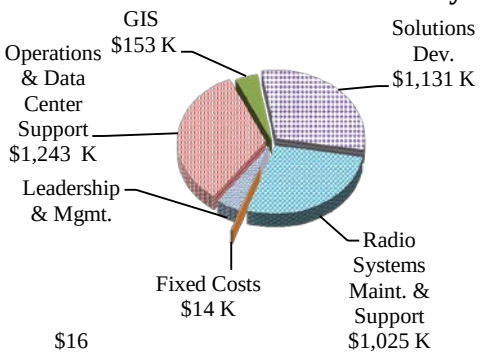
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**15**	**15**	**15**	**16**	**16**	**0**
Positions Frozen and Funded with Contract	**2**	**2**	**2**	**1**	**1**	**0**
Total	**17**	**17**	**17**	**17**	**17**	**0**

FY 2017 Position Summary

1	Director	1	Finance & Revenue Manager
2	Senior System Engineer	1	GIS Manager
1	Database Support Specialist	1	GIS Specialist
4	Solutions Developer- Senior	1	Solutions Developer
1	Project Coordinator	1	Enterprise Application Manager
1	Records Management Specialist	1	Mail Room Clerk
1	Systems Engineer		

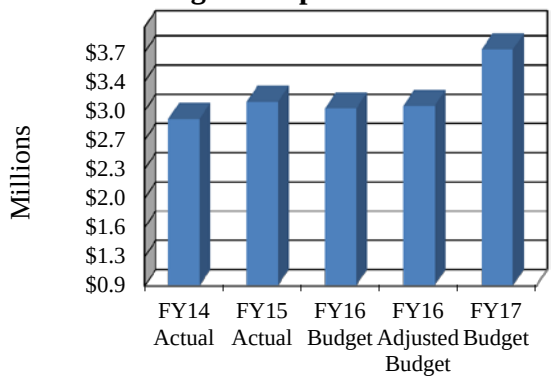
TOTAL PFT POSITIONS: 17

FY 2017 Service Summary



$16

Budget Comparison FY14-17



INTERNAL AUDIT

The mission of the City of Hampton's Internal Audit Department is to provide independent auditing and investigative services to city departments/agencies in order to promote accountability over resources; efficiencies in operations; effectiveness of programs; compliance with laws, regulations, policies and accounting standards to provide reasonable assurance that public funds are being used to the benefit of the citizens. Assist the city's external auditors with the comprehensive annual financial report (CAFR).

The total budget for the department is $175,869 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$88,201**	**1.5**
Effectively manage the internal audit function to ensure it adds value to the organization.		
Internal Audit	**$85,381**	**1.5**
Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. Assist management in the effective discharge of their responsibilities by furnishing them with reports, objective analysis, appraisals and recommendations concerning the activities audited.		
Fixed Cost	**$2,287**	
Total FY17 Budget	**$175,869**	
Total FY17 Positions		**3.0**

Objectives:

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY16 Target
Percentage of audits completed as of the end of fiscal year	Outcome	95%	97%	95%	97%
Percentage of audit recommendations implemented	Outcome	100%	100%	100%	100%

INTERNAL AUDIT

Expenditure Summary

	FY14 Actual	FY15 Budget	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	157,744	143,351	154,589	159,214	156,917	(2,297)
Operating Expenses	11,005	15,703	13,147	13,147	18,952	5,805
Capital Outlay	4,563	1,460	0	0	0	0
Grand Total	**173,312**	**160,514**	**167,736**	**172,361**	**175,869**	**3,508**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. There is a slight increase in the operating budget to cover audit softward previously funded in non-departmental.*

Department Staffing History

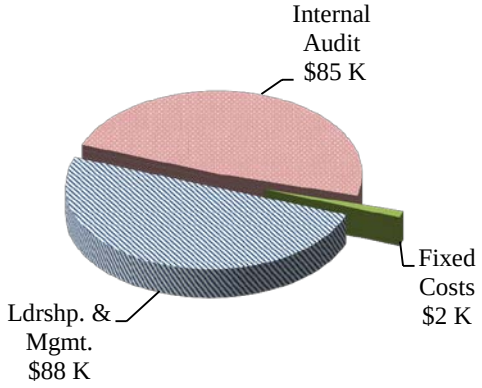
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**3**	**3**	**3**	**3**	**3**	**0**

FY 2017 Position Summary

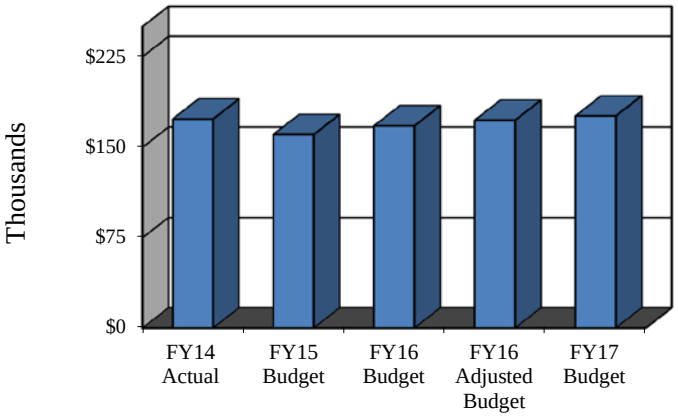
1 Internal Audit Manager	1 Administrative Assistant- Senior
1 Internal Auditor	

TOTAL PFT POSITIONS: 3

FY 2017 Service Summary



Budget Comparison FY14-17



MARKETING AND OUTREACH

Marketing and Outreach informs and engages citizens about key planning and operational issues, available City services, and stories that promote pride in Hampton via communications channels that include the city's Web site, social media and chats, e-mail news, printed publications and brochures, providing information to local media, and creating video programming for local government TV and other video distribution channels. It is also the intent of Marketing and Outreach to contribute to employees' quality of work life by providing valued job-related information and to enlist employees as communications ambassadors by providing information on strategic City initiatives.

The total budget for the department is $747,480 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$114,971**	**1.0**
Provide oversight to the city's creative marketing team, as well as, serve as the city's chief communications strategist to ensure a cohesive message is delivered to Hampton residents on current events in a variety of venues.		
Marketing and Outreach	**$625,121**	**6.0**
Develop effective communications with Hampton's citizens about key planning and operational issues and with the city's employees. Strategies under the Research, Development and Marketing umbrella include: organizing and maintaining the city's website; clarifying and promoting a brand identity for Hampton; direct communication with citizens; facilitating information exchange with local media outlets; maintaining and increasing video communication services; facilitating citizen input and ensuring that input is collected and shared; and communicating with employees as effectively as possible.		
Fixed Costs	**$7,388**	**N/A**
Total FY17 Budget	**$747,480**	
Total FY17 Positions		**7.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimated	FY17 Target
Number of visits to Hampton.gov Website	Outcome	3,599,627	3,399,749	3,499,688	3,600,000
Audience for social media sites (unique)*	Outcome	20,000	67,315	37,758	45,000
Citizen input via online participation in surveys, forms and chats (cumulative)	Outcome	5,985	21,213	4,300	5,000
Citizen satisfaction with cable programs	Effectiveness	89.3%	79.1%	79.1%	79.1%
Number of visitors to Employee Connection	Outcome	16,000	236,941	250,000	275,000
Number of press releases/news and event stories written and distributed	Output	1,000	1,821	1,900	2,000

*Includes Facebook, Twitter, Google+, Instagram followers, news subscribers, and YouTube views

MARKETING AND OUTREACH

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	347,802	384,970	398,296	408,909	400,689	**(8,220)**
Operating Expenses	278,042	270,020	346,791	346,791	346,791	**0**
Capital Outlay	4,056	6,430	0	0	0	**0**
Grand Total	**629,900**	**661,420**	**745,087**	**755,700**	**747,480**	**(8,220)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

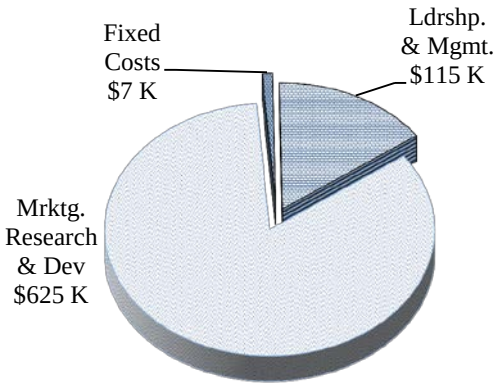
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**7**	**7**	**7**	**7**	**7**	**0**

FY 2017 Position Summary

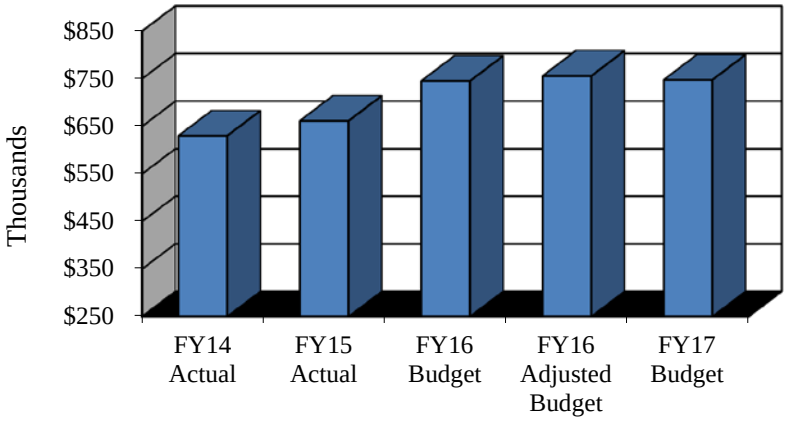
1 Marketing Outreach Manager	1 Website Manager
1 Marketing/Research Manager	1 Social Media Coordinator
1 Public Communications Coordinator	1 Graphic Designer
1 Communications/Marketing Strategist	

TOTAL PFT POSITIONS: 7

FY2017 Service Summary



Budget Comparison FY14-17



MUNICIPAL COUNCIL

The Municipal Council, which is comprised of a Mayor and six Council members elected to staggered four-year terms, sets the direction of the city through development and adoption of policies that promote the general welfare of the city and the safety, health, peace and good order of its citizens. The Council appoints the City Manager, who is the city's Chief Executive Officer, the City Attorney and the Clerk of Council. The Clerk of Council is responsible for the coordination, facilitation and dissemination of city records pertaining to policies, procedures, codes and other related materials adopted by the policy-making body.

The total budget for the department is $486,225, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$88,469**	**1.0**
Provide overall direction for the department in order to meet the department's mission of providing timely and accurate coordination, facilitation and dissemination of city records. This includes coordinating the flow of information between city staff and the City Council, improving the timeliness and accessibility of information to City Council, citizens and staff and providing administrative support to City Council.		
Policy Making	**$274,319**	**7.0**
Set policies through the adoption of ordinances, resolutions and plans to ensure the welfare and prosperity of the city.		
Coordination of Records	**$41,470**	**1.0**
Provide timely and accurate coordination and dissemination of city records by improving the timeliness and accessibility of information to City Council, citizens and city staff. This is done through agenda management, publication and codification of legislative actions taken by City Council.		
Council Administrative Support	**$76,652**	**2.0**
Provide administrative support to the Mayor and City Council members through effective planning and organizing of clerical and office activities, to include mail, electronic communications, calendar support and assistance with citizens' inquiries. This includes ceremonial items and all financial transactions.		
Fixed Cost	**$5,315**	**N/A**
Total FY17 Budget	**$486,225**	
Total FY17 Positions		**11.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Turn Around Time for Minutes	Outcome	4 Weeks	4 Weeks	4 Weeks	4 Weeks
Distribution of Information from Council to Departments	Outcome	2 business days or less	2 business days or less	2 business days or less	2 business days or less
Number of City Council Meetings Supported	Output	57	55	50	50
Number of Recorded Legislative Items	Output	512	427	500	500

MUNICIPAL COUNCIL

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	368,902	367,206	364,216	370,469	368,511	**(1,958)**
Operating Expenses	129,524	126,484	106,958	106,958	115,029	**8,071**
Capital Outlay	2,041	0	2,685	2,685	2,685	**0**
Grand Total	**500,467**	**493,690**	**473,859**	**480,112**	**486,225**	**6,113**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. This budget also includes funds for the Granicus (Council agenda software) annual maintenance costs.*

Department Staffing History

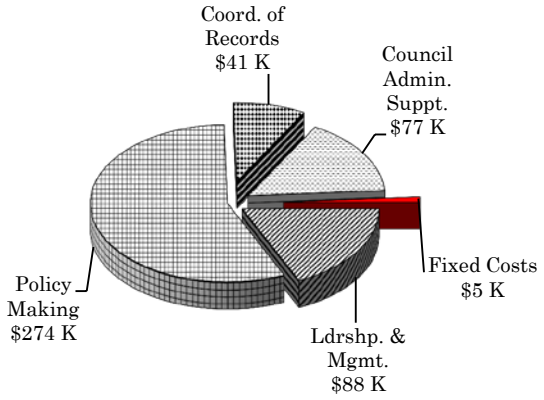
	FY14	FY15	FY16	FY16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**11**	**11**	**11**	**11**	**11**	**0**

FY 2017 Position Summary

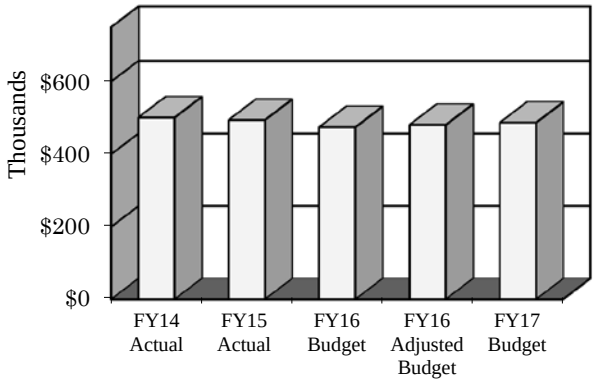
1 Mayor	1 Clerk of Council
1 Vice Mayor	2 Deputy Clerk of Council I
5 Council Member	1 Executive Assistant

TOTAL PFT POSITIONS: 11

FY 2017 Service Summary



Budget Comparison FY14-17



NON-DEPARTMENTAL

Expenditures	FY17 Budget
Building Leases	$370,000
Coroner Fees	9,000
Customer Delight Program	25,000
Drug Court Match	94,500
Employee Educational Assistance Program	60,000
Event Support	84,570
Fort Monroe Municipal Services	983,960
General Liability Insurance (city-wide)	1,312,520
Hampton Military Affairs Committee	15,000
Hampton Redevelopment and Housing Authority	590,458
Indirect Cost Allocation Plan	59,000
Intergovernmental Affairs Contract	63,000
Legal, Financial and Environmental Consultant Fees	827,890
Miscellaneous	180,000
Public, Educational, Governmental (PEG) Fees	206,183
Public Safety and Support Equipment	493,000
Grand Total	**$5,374,081**

These categories are illustrative of typical expenses charged to non-departmental. Please note that other unforeseen non-departmental expenses could be charged to this account.

NON-DEPARTMENTAL

Non-departmental is a multi-purpose appropriation which serves to fund items that cannot easily be assigned to a specific department such as the Indirect Cost Allocation Plan, the city's general liability insurance premiums, leases for city offices located in non-city buildings and consultant fees associated with City Council initiated projects.

The total budget for this department is $5,374,081.

Expenditure Summary

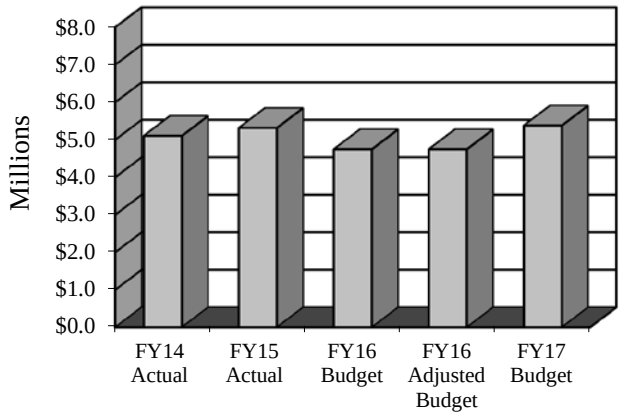
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	396,504	12,668	0	0	0	0
Operating Expenses	4,664,639	5,297,581	4,741,355	4,741,355	5,374,081	**632,726**
Capital Outlay	37,470	0	0	0	0	**0**
Grand Total	**5,098,613**	**5,310,249**	**4,741,355**	**4,741,355**	**5,374,081**	**632,726**

Budget Note: *The increase in this department is to fund public safety equipment for equipping auxiliary officers and police vehicles, increased lease costs for the Voting Registrar, new leased office space for police operations and funding for the Peninsula Sports Hall of Fame which occurs every three years.*

FY 2017 Department Staffing History

There are no positions being funded from this budget.

Budget Comparison FY14-17

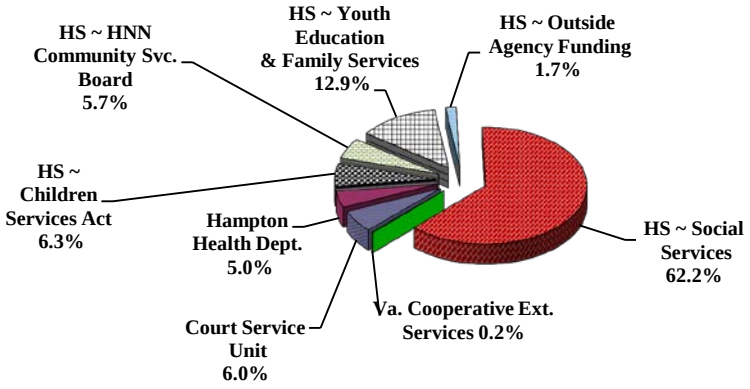


YOUTH AND FAMILIES EXPENDITURE SUMMARY/GRAPH
Fiscal Years 2014 - 2017

Departments	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Court Service Unit	1,556,615	1,686,431	1,678,099	1,683,985	1,683,091	(894)
Hampton Health Department	1,411,570	1,417,292	1,408,286	1,408,286	1,259,122	(149,164)
Human Services ~ Social Services	15,566,658	15,693,089	17,415,437	17,415,437	17,534,552	119,115
Social Services ~ Outside Agencies:						0
■ Alternatives, Inc.	75,000	75,000	75,000	75,000	75,000	0
■ Center for Child & Family Services	16,974	16,974	16,974	16,974	16,974	0
■ Children Services Act for at Risk Youth & Families	1,563,556	1,635,981	1,778,323	1,778,323	1,778,323	0
■ CHKD Child Abuse Center	20,581	20,581	20,581	20,581	20,581	0
■ Denbigh House	15,500	15,500	15,500	15,500	15,500	0
■ Downtown Hampton Child Development Center	100,809	100,809	100,809	100,809	100,809	0
■ Foodbank of the Virginia Peninsula	30,729	30,729	30,729	30,729	30,729	0
■ Hampton-Newport News Community Services Board	1,413,162	1,570,662	1,570,662	1,570,662	1,570,662	0 0
■ Hampton Roads Community Action Program	50,000	50,000	50,000	50,000	50,000	0
■ Homeless Services *	0	54,808	0	0	0	0
■ Insight Enterprises, Incorporated	26,190	26,190	26,190	26,190	26,190	0
■ Peninsula Agency on Aging	45,848	45,848	45,848	45,848	45,848	0
■ Star Achievers Academy	10,291	10,291	10,291	10,291	10,291	0
■ The Mayor's Committee for People with Disabilities	15,400	15,400	15,400	15,400	15,400	0
■ Transitions	59,508	59,508	59,508	59,508	59,508	0
Human Services ~ Youth, Education & Family Services	3,580,871	3,341,891	3,579,230	3,650,850	3,570,826	(80,024)
Virginia Coop. Extension Services	68,901	65,909	65,654	65,673	61,866	(3,807)
Grand Total	**$25,628,163**	**$25,932,893**	**$27,962,521**	**$28,040,046**	**$27,925,272**	**($114,774)**

* Merged into the Social Services budget in FY2016.

Fiscal Year 2017 Percentage of Budget



COURT SERVICE UNIT

The Virginia Department of Juvenile Justice protects the public by preparing court-involved youth to be successful citizens.

The total budget for the department is $1,683,091 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Local Administrative Services	**$294,261**	**4.0**
To provide effective program and service monitoring to grant and city funded services and to maintain 100% compliance with state and local requirements related to the operation of the Court Service Unit.		
Detention Services	**$932,151**	**N/A**
To utilize 5,500 or fewer secure bed days with an average predisposition length of stay of 19 days or less while not compromising citizen safety in the community.		
VJCCCA Services and Local Match	**$426,427**	**N/A**
To develop and/or contract for effective and affordable programs and services that will impact competencies to youth and families that help improve family function and reduce juvenile recidivism.		
Fixed Costs	**$30,252**	**N/A**
Total FY17 Budget	**$1,683,091**	
Total FY17 Positions		**4.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Secure Detention Utilization Days	Output	5,390	8,753	7,000	6,500
Average pre-dispositional length of stay in Secure Detention	Outcome	17 days	24 days	19 days	20
Total # of Police/Citizen Complaints Processed	Output	5,148	5,536	5,600	5,700

COURT SERVICE UNIT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	193,827	193,674	190,565	196,451	200,154	**3,703**
Operating Expenses	1,362,788	1,492,757	1,479,034	1,479,034	1,474,437	**(4,597)**
Capital Outlay	0	0	8,500	8,500	8,500	**0**
Grand Total	**1,556,615**	**1,686,431**	**1,678,099**	**1,683,985**	**1,683,091**	**(894)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise, this is a maintenance level budget.*

Department Staffing History

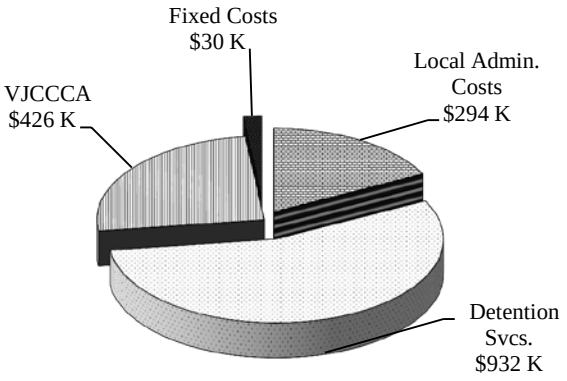
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**4**	**4**	**4**	**4**	**4**	**0**

FY 2017 Position Summary

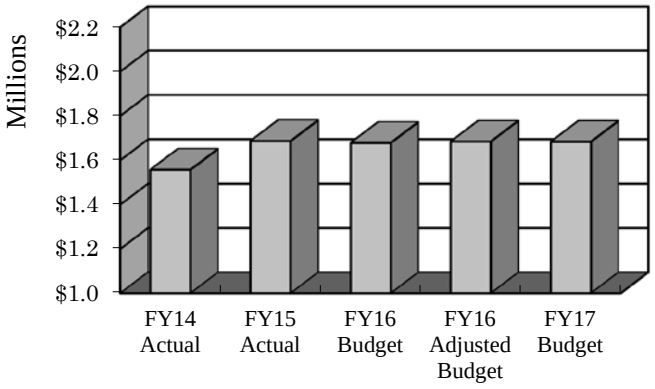
1 Juvenile Corrections Case Manager	1 Juvenile Justice Program Coordinator
1 FAPT & Youth Services Coordinator	1 Office Specialist Senior

TOTAL PFT POSITIONS: 4

FY 2017 Service Summary



Budget Comparison FY14-17



HAMPTON HEALTH DEPARTMENT

The mission of the Hampton Health Department is to promote, protect and preserve the health of the citizens of Hampton. This is achieved by a multi-disciplinary team of medical and environmental specialists working together toward the prevention of disease and disability.

The total City's share of the Hampton Health Department's budget is $1,259,122 which funds the following services in

	FY17 Budget
Leadership & Management	**$338,582**

Provide managerial oversight, set goals, objectives and strategies and provide administration to ensure the effective and efficient delivery of public health services. Provide support services to the department including financial management, personnel management, management of vital records and facilities maintenance/management.

Maternal & Child Health	**$18,855**

Focus on issues around infant mortality in the community through patient contact and education. Implement childhood injury prevention programs and work to reduce domestic violence and childhood abuse.

Immunization Services	**$101,788**

Operate Immunization Clinic to prevent vaccine-preventable diseases in infants, children and adolescents by the administration of required children's immunizations. The Health Department is required by state code to provide these services regardless of family income. Prevent or ameliorate influenza and its complications by the administration of the flu vaccine. The Influenza vaccine is recommended, but not required. However, it is a fundamental public health preventive measure which the Virginia Department of Health requires all health departments to provide.

Family Planning	**$251,789**

Operate a Women's Specialty Clinic providing comprehensive health services including annual gynecological checkups, medical care for gynecological problems, family planning services and pregnancy counseling and testing. Improve the health of women and babies by offering contraceptive methods which will allow a woman to become pregnant when she is ready and most able to do so. Family planning services are not required by code but are a fundamental public health measure which the Virginia Department of Health requires all health departments to provide. Funding for this service comes from a federal Title X grant, which operates on a sliding scale. Income A patients pay nothing.

Environmental Health	**$129,846**

Provide environmental health services to protect Hampton Residents. Routinely inspect 100% of all regulated food establishments at least three times per year and groceries at least twice per year. Food services inspections are required by state and city code. Properly confine 95% of all domestic animals involved in potential rabies exposures within 24 hours of exposure report. Rabies control is required by state code. Routinely inspect 100% of all body art establishments at least quarterly. This service is required by city code. Routinely sample water from at least five sites along the Chesapeake Bay identified as recreational beach areas, test those samples for bacterial contamination and report results to city officials. This service is not required but is good public health practice. It also demonstrates to watchdog organizations which monitor beach pollution, such as the National Resources Defense Council, that Hampton's beaches are safe.

Communicable Disease Investigation, Treatment and Control	**$210,296**

Operate Sexually Transmitted Infection (STI) clinic to prevent the sequelae and further transmission of sexually transmitted diseases by prompt diagnosis and treatment of the patient and, when possible, the sexual contact. Diagnose and treat patients with active or latent tuberculosis to cure the infection and stop further transmission of tuberculosis. Test patients for HIV infection. Monitor for communicable disease outbreaks and initiate actions to control the outbreak and prevent further cases. This may require administration of prophylactic antibiotics or immunizations, or placing people in isolation or quarantine. All these services are required by state code.

HAMPTON HEALTH DEPARTMENT

The mission of the Hampton Health Department is to promote, protect and preserve the health of the citizens of Hampton.

Chronic Disease Prevention and Control **$166,668**

Carry out programs outside the health department to assist citizens by identifying personal risk factors that can affect their health and promoting their health by encouraging exercise, weight loss and smoking cessation. These programs may be educational in nature and include disease screening tests. Disease prevention activities are a fundamental public health service and expected of all health departments by the Virginia Department of Health.

Nursing Home Pre-Screens **$25,161**

Provide nursing home screenings to individuals requesting nursing home placements.

Fixed Costs **$16,137**

Total FY17 Budget **$1,259,122**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Percent of all regulated food establishments inspected at least three times annually	Outcome	54%	90%	95%	95%
Percent of all tattoo parlors inspected at least four times annually	Outcome	38%	100%	100%	100%
Percent of at least five beach water samples collected weekly during summer	Outcome	100%	100%	100%	100%
Percent of regulated pools inspected monthly during summer months	Outcome	90%	100%	100%	100%
Rabies Services	Output	1,267	1,172	1,200	1,200
Communicable Disease Visits*	Output	3,225	5,149	5,200	5,200
Immunization Visits	Output	5,342	3,394	3,500	3,500
Family Planning Visits	Output	2,690	2,045	2,700	2,700

* Tuberculin skin test now coded to communicable disease and not immunizations.

HAMPTON HEALTH DEPARTMENT

Expenditure Summary

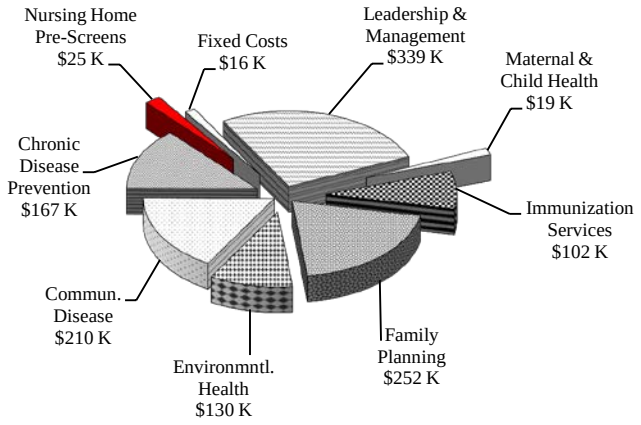
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Operating Expenses	1,411,570	1,417,292	1,408,286	1,408,286	1,259,122	**(149,164)**
Grand Total	**1,411,570**	**1,417,292**	**1,408,286**	**1,408,286**	**1,259,122**	**(149,164)**

Budget Note: *The decrease in this budget is attributed to savings realized from the merger of the Hampton Health Department with the Peninsula Health District during FY16.*

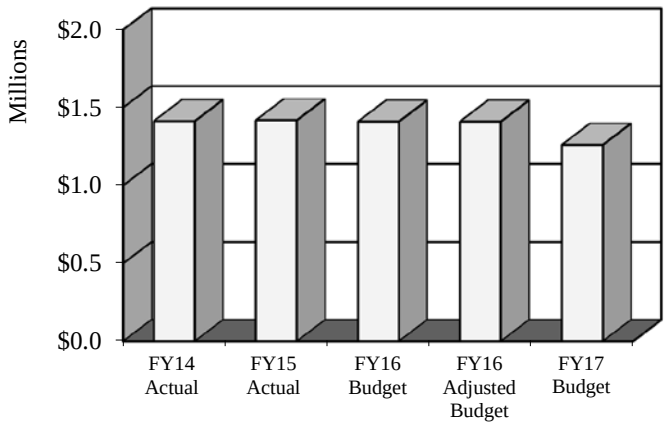
Departmental Staffing History

The City of Hampton does not directly fund any permanent full-time positions with the Virginia Department of Health. All positions are state positions. The City is required to pay 41.653% of the total approved state budget.

FY 2017 Service Summary



Budget Comparison FY14-17



HUMAN SERVICES
~ Social Services

The Department of Human Services - Social Services' mission is to ensure that all Hampton children, youth, adults and families are safe, healthy and self-sufficient.

The total budget for the department is $17,534,552 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Administrative Support	**$1,070,449**	**14.0**
Set the direction for the organization and monitor the effectiveness of the services provided to support families and the community by engaging in the partnerships and collaborations needed to secure positive and consistent outcomes for the children, youth, adults and families we all serve.		
Overcoming Poverty	**$7,918,070**	**101.5**
Administer programs and provide benefits to overcome poverty through mechanisms such as temporary monetary assistance to needy families; supplemental nutrition assistance; Virginia Initiative for Employment not Welfare; child care services and homeless household intervention.		
Overcoming Abuse and Neglect	**$8,373,654**	**71.5**
Protect children and adults from abuse and neglect; achieve family reunification and permanency for children in foster care and provide child-centered, family-focused, community-based services to at-risk children and families thus strengthening families.		
Fixed Costs	**$172,379**	**N/A**
Total FY17 Budget	**$17,534,552**	
Total FY17 Positions		**187.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Timely processing of TANF applications/re-certifications/renewals	Outcome	97.4%	97.54%	97.4%	97.4%
Timely processing of Medicaid applications and re-certifications/renewals	Outcome	91.5%	88.66%	94.62%	94.62%
Timely processing of SNAP applications and re-certifications/ renewals (expediated and regular processing)	Outcome	98.1%	99.11%	99.45%	99.45%
Accomplished Job Retention -VIEW Program and FASTFORWARD Graduates	Outcome	76.54%	74.80%	80.75%	80.75%

HUMAN SERVICES
~ Social Services

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	7,241,736	7,050,644	7,664,411	7,664,411	7,912,375	**247,964**
Operating Expenses	8,288,372	8,601,570	9,751,026	9,751,026	9,622,177	**(128,849)**
Capital Outlay	36,550	40,875	0	0	0	**0**
Grand Total	**15,566,658**	**15,693,090**	**17,415,437**	**17,415,437**	**17,534,552**	**119,115**

Budget Note: *Personnel services are increasing due to pay scale adjustments, compression, and two additional family support workers, with some of the associated increases being offset by savings from vacated positions being filled at lower rates. Operating expenses are decreasing due to decreases in fringe benefits for lower retirement contributions as a result of improved stock market performance. In addition, operating expenses are also reduced to better reflect expected expenditures.*

Department Staffing History

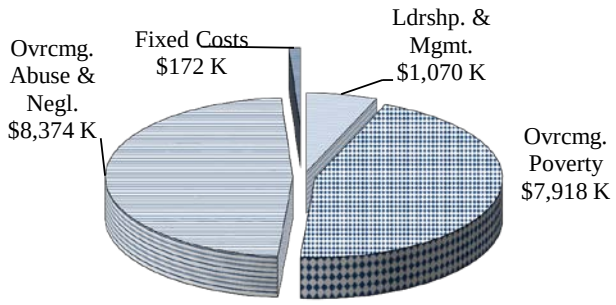
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**184**	**183**	**185**	**185**	**187**	**2**

FY 2017 Position Summary

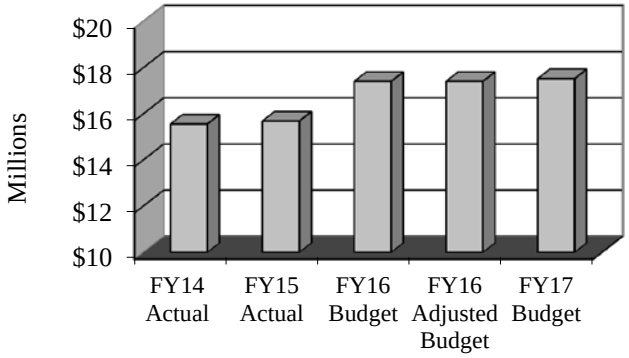
1	Director	3	Principal Family Srv Spec	8	Admin. Assistant
1	Administrator	4	Senior Family Services Spec	2	Staff Support Tech. II
1	Financial/Oper. Admin.	2	Fraud Investigator	4	Senior Aide
1	CSA Administrator	1	Benefits Program Manager	1	Senior Admin. Assistant
1	Accounting Supervisor	14	Senior Family Services Spec.	11	Family Services Specialist
2	Customer Service Supvr.	10	Child Protective Worker	3	Intake Technician
1	Family Services Supervisor	2	Account Clerk III	46	Case Managers
1	Volunteer Service Manager	4	Account Clerk II	2	Family Services Program Spec.
20	In-Take Case Manager	24	Senior Case Manager	3	Clerk II
3	Performance Support Ldr.	6	Customer Service Specialist	3	Info. Systems Tech. Spec.
1	Child Abuse Prev. Case Mgr.	1	CPS On-going Coord.		

TOTAL PFT POSITIONS: 187

FY 2017 Service Summary



Budget Comparison FY14-17



HUMAN SERVICES
Social Services ~ Outside Agency
Alternatives, Inc.

Alternatives Inc., which has been in operation for 37 years, is a youth development, non-profit organization. Programs are offered both to the youth community and those servicing the young and places an emphasis on strengthening the competencies needed in youth development. Funding provided in the amount specified is for the Prevention Program which focuses on positive development of young people in the Hampton community.

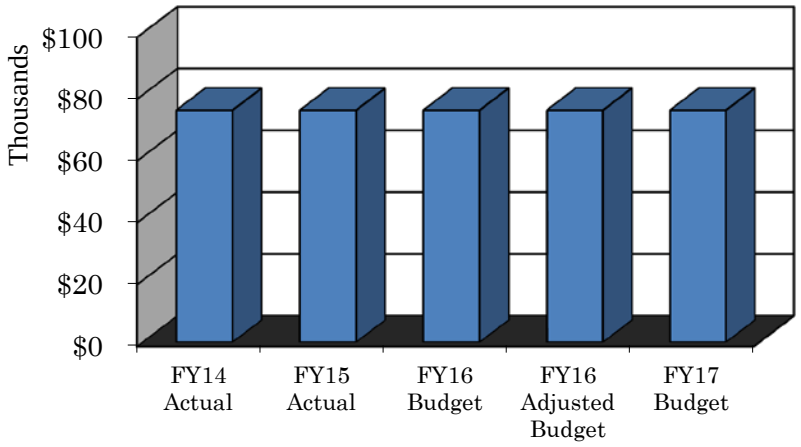
The total budget for this agency is $75,000.

Expenditure Summary

Expenditures	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	75,000	75,000	75,000	75,000	75,000	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**75,000**	**75,000**	**75,000**	**75,000**	**75,000**	**0**

Budget Note: *The budget for Alternatives, Inc. is for Prevention Services, and is overseen by Human Services~Social Services. This is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
Center for Child & Family Services

The Center for Child and Family Services enhances the quality of life for families through professional counseling, education and support services. The Center provides affordable behavioral health services to families with programs in individual/couple psychotherapy for adults; individual play therapy for children; family therapy; group therapy for men and women involved with domestic violence and debt management and budget counseling.

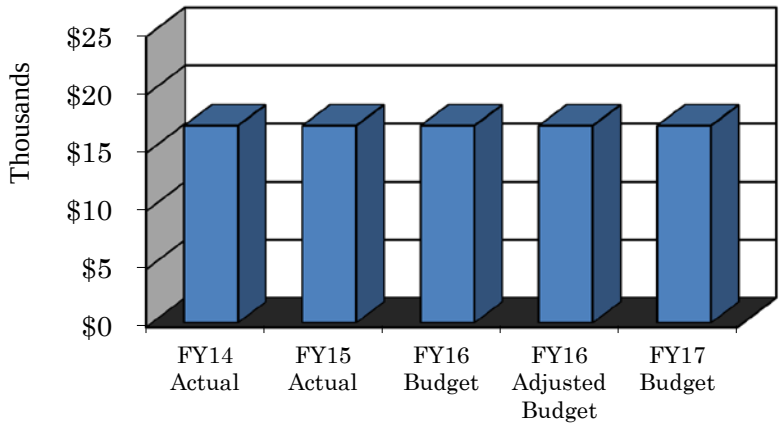
The total budget for this agency is $16,974.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	16,974	16,974	16,974	16,974	16,974	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**16,974**	**16,974**	**16,974**	**16,974**	**16,974**	**0**

Budget Note: *The budget for Center for Child and Family Services is overseen by Human Services-Social Services and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
CHKD Child Abuse Center

The CHKD Child Abuse Center provides compassionate diagnostic assessment (medical and mental health) and treatment services to Hampton children and their families through the intervention of various community agencies such as Child Protective Services, Commonwealth's Attorney, City Attorney and other law enforcement agencies. Forensic interviews are also offered free of charge to all Hampton Roads investigative agencies and families.

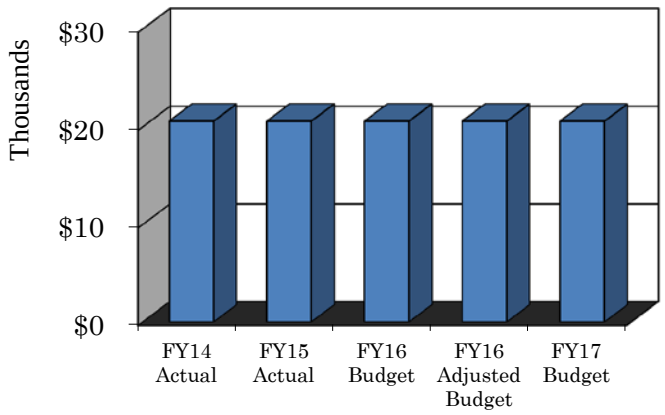
The total budget for this agency is $20,581.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	20,581	20,581	20,581	20,581	20,581	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**20,581**	**20,581**	**20,581**	**20,581**	**20,581**	**0**

Budget Note: *The budget for CHKD Child Abuse Center is overseen by Human Services-Social Services and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
Children's Services Act for At-Risk Youth and Families

The Children's Services Act for At-Risk Youth and Families requires that locally coordinated services be provided to families whose children are at high risk of out-of-home placement. The approach allows agencies to focus their combined efforts on the total needs of families instead of being driven by the agencies' different administrative structures and regulations. This budget covers the required local match for service delivery to these families.

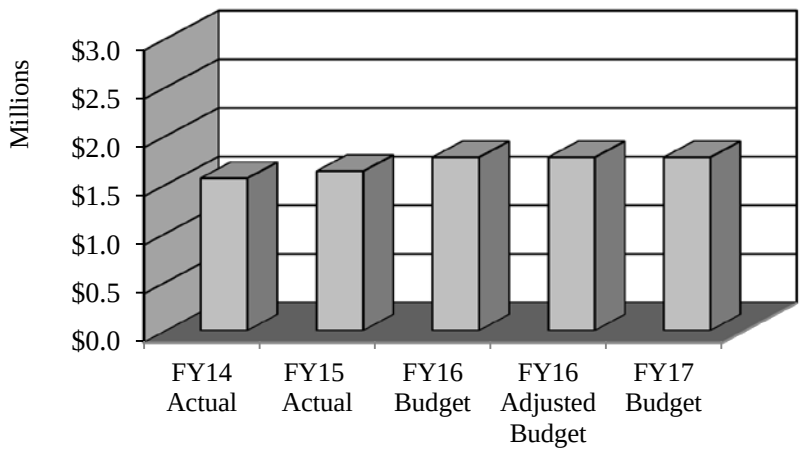
The total budget is $1,778,323, which funds the following service:

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Operating Expenses	1,563,556	1,635,981	1,778,323	1,778,323	1,778,323	0
Grand Total	**1,563,556**	**1,635,981**	**1,778,323**	**1,778,323**	**1,778,323**	**0**

Budget Note: *This is a maintenance level budget.*

Budget Comparison FY14-17



HUMAN SERVICES
Social Services ~ Outside Agency
The Denbigh House

The Denbigh House, operated by the nonprofit organization, Community Futures Foundation, is an innovative vocational rehabilitation program for individuals with brain injury who live in the Hampton Roads area. The program seeks to help survivors of brain injury achieve greater levels of independence and productivity. Their vision is for every survivor of brain injury to have the opportunity to realize a life purpose and self determined value.

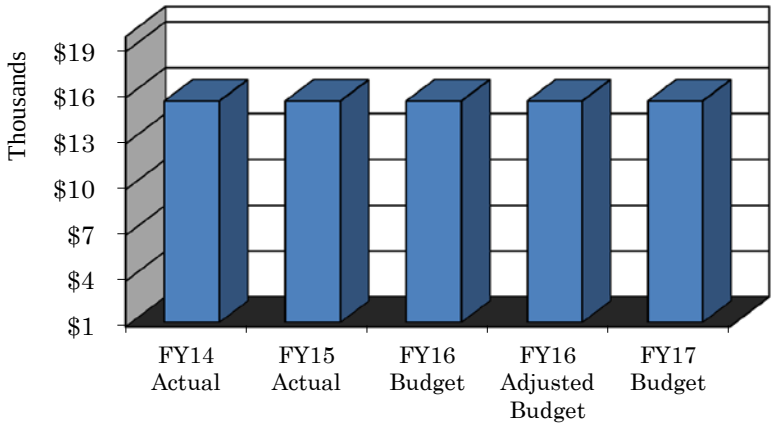
The total budget for this agency is $15,500.

Expenditure Summary

Expenditures	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Personnel Services	0	0	0	0	0	0
Operating Expenses	15,500	15,500	15,500	15,500	15,500	0
Capital Outlay	0	0	0	0	0	0
Grand Total	**15,500**	**15,500**	**15,500**	**15,500**	**15,500**	**0**

Budget Note: *The budget for The Denbigh House is overseen by Human Services~Hampton-Newport News Community Service Board and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
Downtown Hampton Child Development Center

The Downtown Hampton Child Development Center (DHCDC) provides a quality, developmentally-appropriate preschool program for children ages three to five years whose parents are pursuing self-sufficiency. DHCDC is the only sliding-scale tuition preschool on the Peninsula and bases its fees on family need and income. It is the designated Hampton site for the Virginia Pre-School Initiative for at-risk four-year-old children. DHCDC's evaluation results for participants are extremely positive for school readiness.

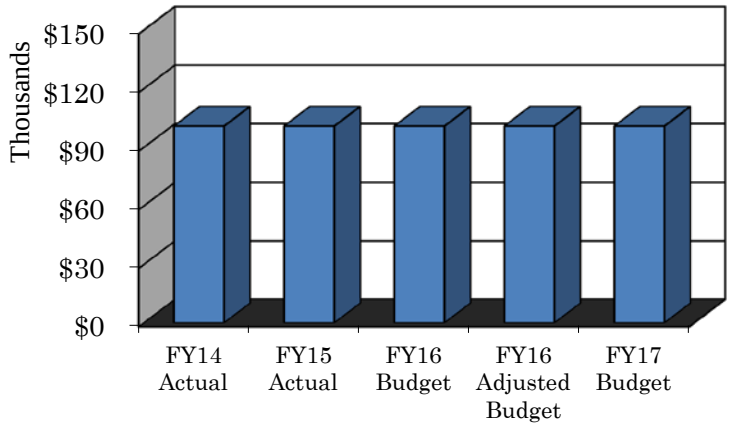
The total budget for this agency is $100,809.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	100,809	100,809	100,809	100,809	100,809	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**100,809**	**100,809**	**100,809**	**100,809**	**100,809**	**0**

Budget Note: *The budget for the Downtown Child Development Center is overseen by Human Services~Social Services and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
Foodbank of the Virginia Peninsula

The Foodbank partners with neighborhood-based community service efforts to provide emergency food assistance to Hampton residents through a variety of programs such as: the Food Distribution Program, which distributes donated items through a network of 149 community-based service providers and agencies; the Prepared Foods Program, which distributes prepared/perishable food items to a network of community service providers with food safety training and the Nutrition Education/Self-Sufficiency Program, in which individuals or representatives from the community service providers receive nutrition and food training and life skills.

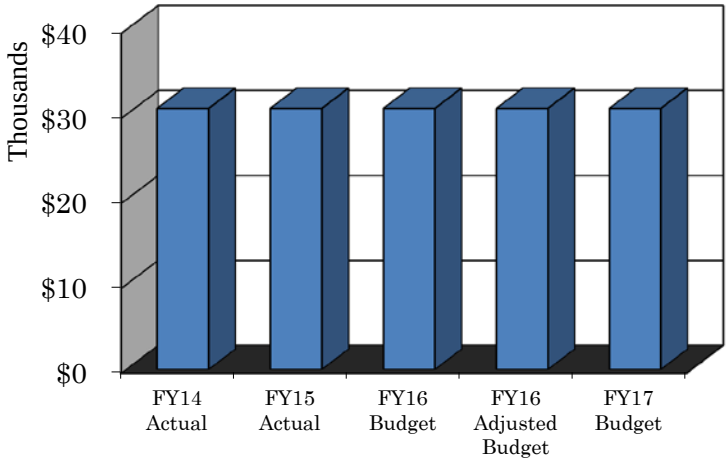
The total budget for this agency is $30,729.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	30,729	30,729	30,729	30,729	30,729	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**30,729**	**30,729**	**30,729**	**30,729**	**30,729**	**0**

Budget Note: *The budget for the Foodbank of the Virginia Peninsula is overseen by Human Services~Social Services and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
Hampton-Newport News Community Service Board

The mission of the Hampton Newport News Community Services Board is to create a community where individuals affected by mental health, mental retardation or substance abuse are able to develop to their full potential.

The total budget for the department is $1,570,662.

Expenditure Summary

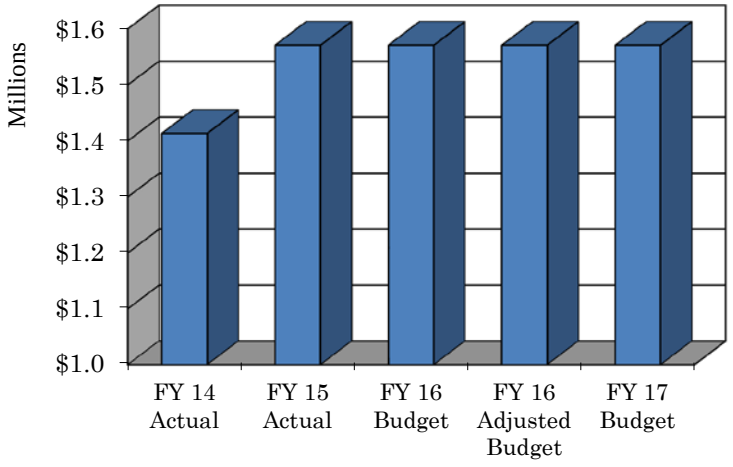
	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	0
Operating Expenses	1,413,162	1,570,662	1,570,662	1,570,662	1,570,662	0
Capital Outlay	0	0	0	0	0	0
Grand Total	**1,413,162**	**1,570,662**	**1,570,662**	**1,570,662**	**1,570,662**	**0**

Budget Note: *The budget for the Hampton-Newport News Communty Services Board is overseen by Human Services~Social Services and is a maintenance level budget.*

FY17 Department Staffing History

The City of Hampton does not directly fund any positions associated with this department.

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
Hampton Roads Community Action Program

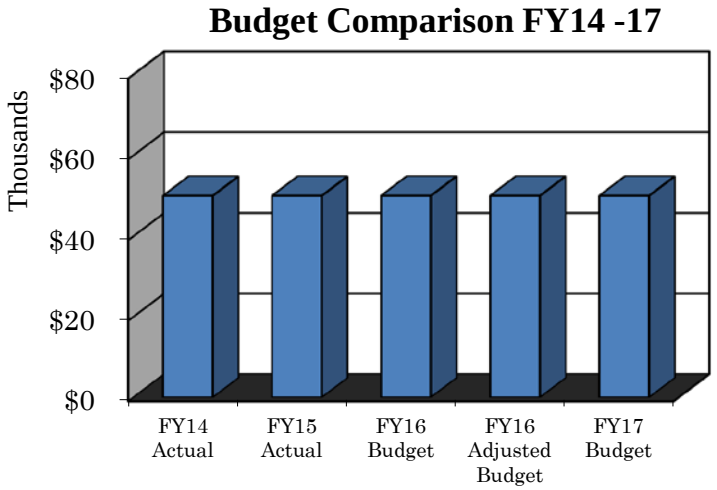
Hampton Roads Community Action Program plans, develops and implements programs that foster self-sufficiency through educational, social, physical and economic development. The agency's mission focuses on providing services to low-income residents to improve their quality of life. The programs that directly benefit Hampton residents are Head Start, Four-Year-Old Initiative, Employment Services, the Peninsula Community Development Corporation and Housing Counseling and Project Discovery for middle and high school students.

The total budget for this agency is $50,000.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	50,000	50,000	50,000	50,000	50,000	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**0**

Budget Note: *The budget for the Hampton Roads Community Action Program (formerly the Office of Human Affairs) is overseen by Human Services~Social Services and is a maintenance level budget.*



HUMAN SERVICES
Social Services ~ Outside Agency
Homeless Services

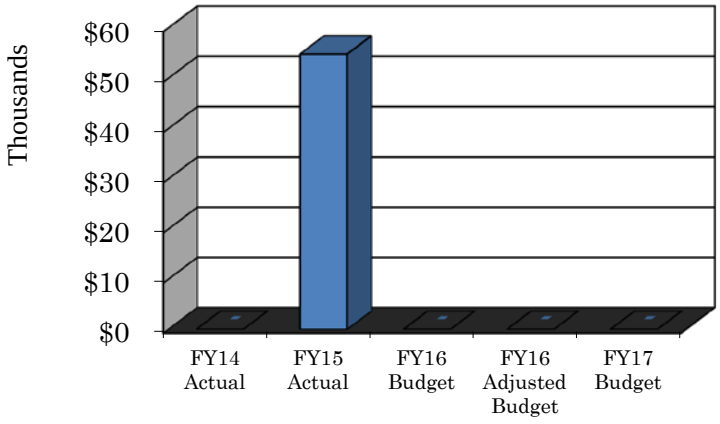
The provision of emergency shelter, transitional housing, primary/preventive health care, food through a community food pantry, weekly bag lunch programs and financial assistance are given to the homeless, the hungry and those in emergency financial need through community partnership.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	0	54,808	0	0	0	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**0**	**54,808**	**0**	**0**	**0**	**0**

Budget Note: *Funding for Homeless Services was moved into the Social Services' budget in FY16. The current contract holder is Hampton Roads Ecumenical Lodgings and Provisions (H.E.L.P.)*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
Insight Enterprises, Inc.

Insight Enterprises, Incorporated is a private, non-profit agency established to provide services and programs to persons with disabilities, thus enabling them to lead independent, productive lives to become full participants in their communities. This agency has been designated by the State of Virginia as the provider of independent living skills and receives its primary funding from Federal and State sources. Contributions are also received from localities along with fees from participants. Services to clients include training in independent living skills, employment counseling, and development of independent living plans.

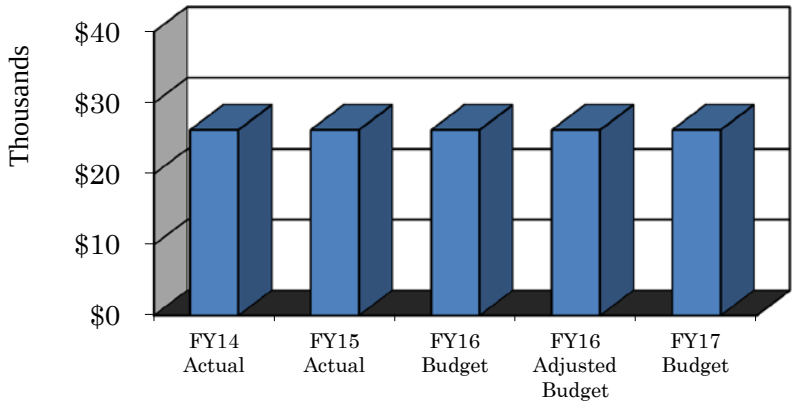
The total budget for this program is $26,190.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	26,190	26,190	26,190	26,190	26,190	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**26,190**	**26,190**	**26,190**	**26,190**	**26,190**	**0**

Budget Note: *The budget for Insight Enterprises, Incorporated is overseen by Human Services~Social Services and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
Peninsula Agency on Aging (PAA)

Peninsula Agency on Aging provides assistance to older citizens Americans (60 years and up) who desire to stay in their own homes and communities with maximum dignity and independence for as long as possible. According to the Older Americans Act, as amended, priority is given to persons in the greatest economic or social need with particular attention to low-income minority individuals. The majority of the agency's funding is attached to targeting resources to fund specific services such as nutrition, transportation, home care and care coordination. Local funding is requested to maintain existing service levels, provide flexibility in providing gap-filling services, and provide the local match for Federal funds along with increased demand for in-home care, meals on wheels and medical transportation.

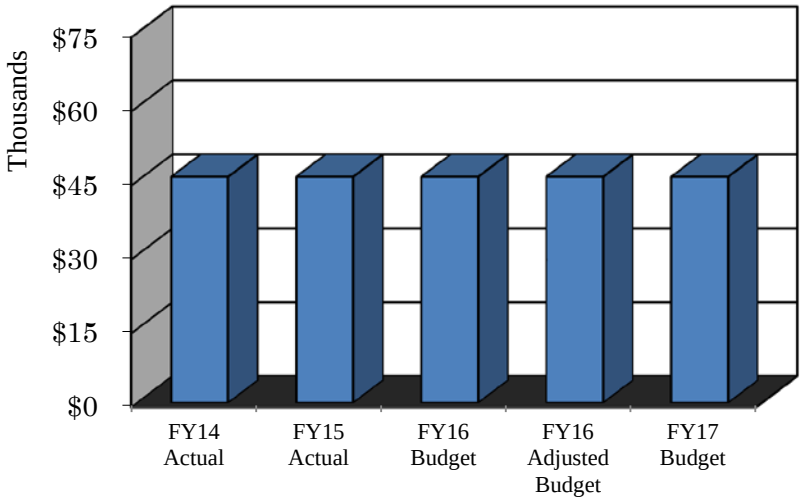
The total budget for this agency is $45,848.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	45,848	45,848	45,848	45,848	45,848	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**45,848**	**45,848**	**45,848**	**45,848**	**45,848**	**0**

Budget Note: *The budget for the Peninsula Agency on Aging is overseen by Human Services~Social Services and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
Star Achievers Academy

Star Achievers Academy was established in 1995 as a partnership between the business and educational communities and in 1998 became a branch of the Peninsula YMCA. In 2002, Star Achievers was a major partner in the transformation and opening of Cooper Elementary Magnet School for Technology, the City's first year-round, elementary magnet school which accepts students from every neighborhood in the City. The Star Achievers Academy program provides innovative programs, tools and resources necessary for the academic and personal success of children.

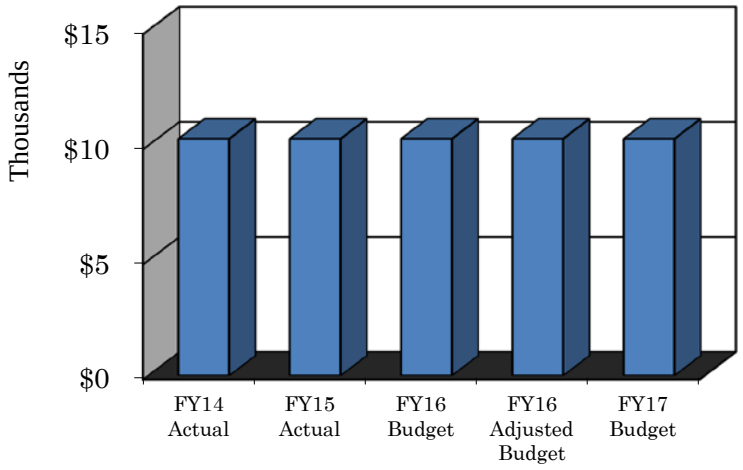
The total budget for this agency is $10,291.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	10,291	10,291	10,291	10,291	10,291	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**10,291**	**10,291**	**10,291**	**10,291**	**10,291**	**0**

Budget Note: *The budget for the Star Achievers Academy is overseen by Human Services~Social Services and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency
The Mayor's Committee for People with Disabilities

The Mayor's Committee for People with Disabilities serves as an advocate for the citizens of Hampton with disabilities assuring that they receive the same rights and opportunities as those without disabilities. The Mayor's Committee develops, conducts and supports educational programs for the public, employers, caregivers, and others in the community. They also conduct accessibility surveys of businesses, schools, parking areas, etc. to aid them in meeting ADA requirements, and to monitor all legislation that pertains to the disabled and make recommendations to the appropriate legislative body or representation. The Mayor's Committee for People with Disabilities also publishes "The People with Disabilities", a quarterly newsletter with articles of interest to the disabled. Interpreters are also provided for City Council meetings if requested.

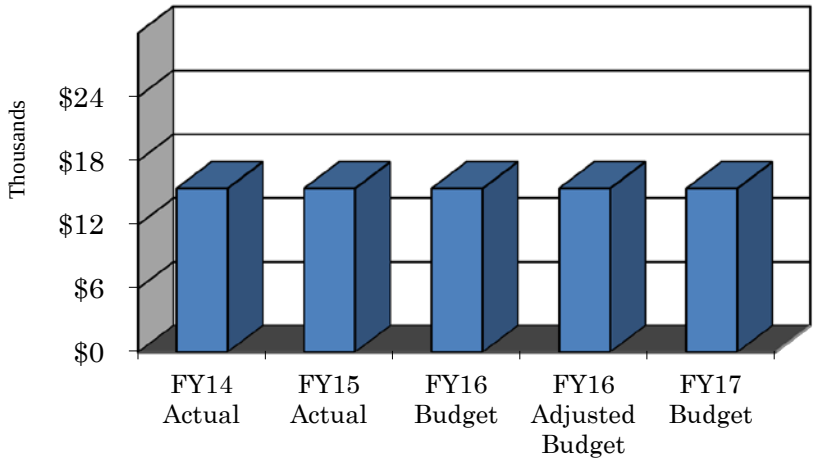
The total budget for this program is $15,400.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	15,400	15,400	15,400	15,400	15,400	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**15,400**	**15,400**	**15,400**	**15,400**	**15,400**	**0**

Budget Note: *The budget for the Mayor's Committee for People with Disabilities is overseen by Human Services~Social Services and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES
Social Services ~ Outside Agency Transitions

Transitions is the sole service provider of comprehensive domestic violence services for victims in Hampton, Newport News and Poquoson, and is a co-service provider for York County. Transitions offers a 24-hour HOTLINE, emergency short-term and transitional shelter and a broad array of programs to address the complex needs of those entangled in family violence. Programs include case management, individual and group counseling, art therapy, legal advocacy, outreach services, services for military families and battered women, housing, employment, educational assistance, children's services, volunteer services and community education.

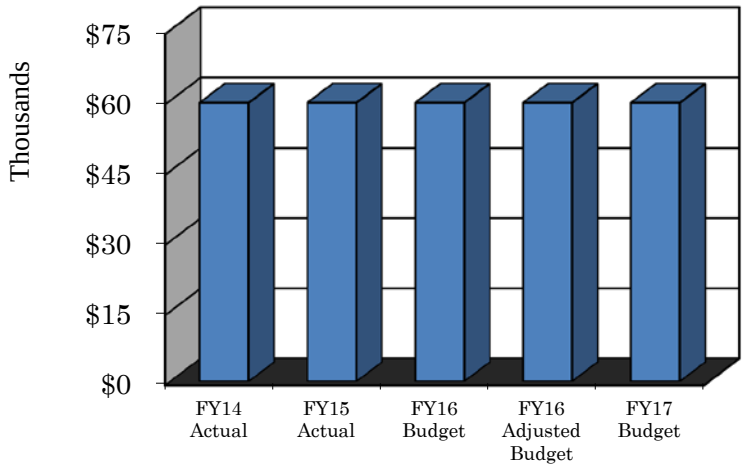
The total budget for this agency is $59,508.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	0	0	0	0	0	**0**
Operating Expenses	59,508	59,508	59,508	59,508	59,508	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**59,508**	**59,508**	**59,508**	**59,508**	**59,508**	**0**

Budget Note: *The budget for Transitions is overseen by Human Services~Social Services and is a maintenance level budget.*

Budget Comparison FY14 -17



HUMAN SERVICES ~ Youth, Education and Family Services

(formerly Healthy Families Partnership)

The mission of the Youth Education and Family Services department is to ensure Hampton's children are born healthy and grow up healthy, enter school ready to learn, and graduate ready for, college, work and life.

The total budget for the department is $3,570,826, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$225,247**	**2.0**

To provide personnel and fiscal management to the department; communication and public education, resource mobilization including revenue maximization, management of grant funding, fundraising, solicitation, and volunteer support. In addition to overseeing activities such as offering workshops, developing and coordinating community partnerships.

Healthy Start	**$1,982,374**	**50.0**

To provide intensive family support services, through home visitation, to overburdened families residing in the City of Hampton. These services will reduce the incidence of child abuse and neglect within the City and prepare children for school by providing case management and parent education; reducing subsequent pregnancies among teen mothers; linking families to community resources; providing early literacy information and school readiness activities; linking families to a medical home and providing assistance with well childcare, medication compliance, and obtaining childhood immunizations.

Parent Education	**$240,764**	**2.0**

Provide the skills to increase parental responsibility, empathy, knowledge of childhood development and decrease the use of corporal punishment through parenting education and support by offering parenting classes, workshops and playgroups serving 3,000 parents and an estimated 1,000 children in the City of Hampton.

School Age Program	**$986,947**	**4.0**

Offer a safe, enriched and supervised environment, and an affordable option for parents needing before and after school care for more than 1200 of Hampton's elementary and middle school children. The primary goal is to ensure all families have access to affordable, high quality before and after school programs which promote strong academic success, health and fitness, enrichment opportunities, and create a better alternative to latch–key children. Children are exposed to skills which promote self-esteem, group interaction and personal responsibility through educational, physical, and socially oriented activities that are both enriching and fun.

Youth Civic Engagement & Violence Prevention	**$19,279**	**N/A**

To build assets and work with children and youth focusing on cultivating the relationships, opportunities, skills, values, and commitments they need to grow up healthy, caring, and responsible; develop young people; and prepare community members to work in youth/adult partnerships within neighborhoods, schools and organizations to address important youth values.

HUMAN SERVICES ~ Youth, Education and Family Services

(formerly Healthy Families Partnership)

Youth Partnership	**$51,471**	**N/A**

In an on-going partnership with Hampton City Schools and the City of Hampton, In-SYNC Partnership builds community-based partnerships that maximize and mobilize family and community resources to promote strong schools and youth success. In-SYNC promotes innovation and assists individuals and organizations by synchronizing the services provided to schools, youth, neighborhoods and communities. For FY15, this service will be provided by the Hampton City Schools. This funding will reimburse the Schools for providing this service.

Objectives:

Fixed Costs	**$64,744**	**NA**

Total FY17 Budget	**$3,570,826**	
Total FY17 Positions		**58.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Percentage of children enrolled in Healthy Start have significant attachment to a nurturing adult (953 children)	Outcome	91%	90%	90%	90%
Number of adults & children services in playgroups, classes & workshops	Output	4,633	4,799	5,000	5,000
Percentage of Healthy Start teen moms with 24 months between first child & subsequent pregnancies (143 teen parents)	Outcome	100%	100%	95%	95%
Percentage of Healthy Start children up-to-date on his/her immunizations	Outcome	98%	98%	98%	98%
Percentage of Healthy Start families with no founded Child Protection Svcs.	Outcome	100%	100%	100%	100%
Percentage of children enrolled in Healthy Start with no founded Child Protective complaints	Outcome	100%	100%	100%	100%
Number of 4-6 year olds involved in the Mayor's Book Club literacy program	Output	4,078	4,402	4,000	4,000
Number of enrolled participants in School Age Programs	Output	1,105	1,206	1,250	1,250

In addition to the programs identified above, Youth, Education and Family Services is also the home of the ***Infant & Toddler Connection Program.***

HUMAN SERVICES ~ Youth, Education and Family Services

(formerly Healthy Families Partnership)

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	2,711,224	2,582,892	2,849,449	2,921,069	2,830,075	**(90,994)**
Operating Expenses	859,599	733,110	729,781	729,781	740,751	**10,970**
Capital Outlay	10,048	25,889	0	0	0	**0**
Grand Total	**3,580,871**	**3,341,891**	**3,579,230**	**3,650,850**	**3,570,826**	**(80,024)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees, which was originally budgeted in Retirement and Employee Benefits, but was transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments, since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. The salary decrease is due to the Youth Violence Prevention Coordinator position being removed and relocated to the Youth Violence Prevention Unit/ATF. In addition, positions have been filled upon vacancy at a lower rate than budgeted for in FY16. Council provided additional funding for the mini grants for Grassroots Youth Violence Prevention efforts, which contributed to the Operating budget increase.*

Department Staffing History

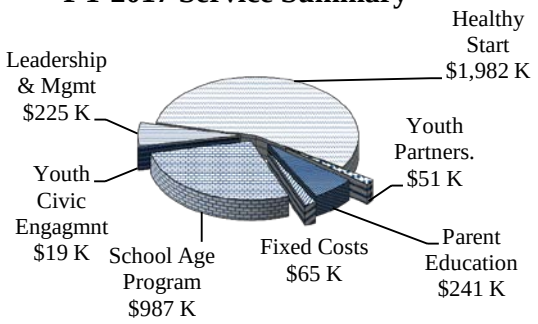
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**62**	**62**	**59**	**59**	**58**	**(1)**

FY 2017 Position Summary

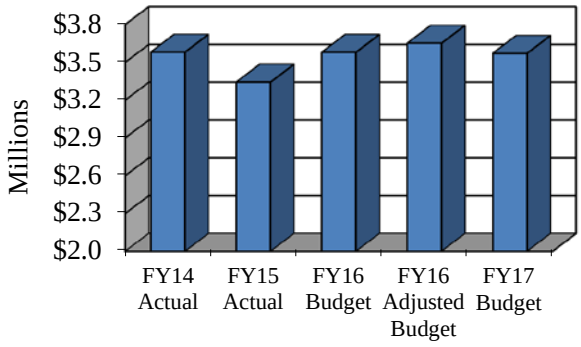
1	Business Operations Manager	7	Team Leader
2	Support Services Coordinator	1	Business Services Coordinator
34	Family Support Workers	1	Community Resource Development Manager
3	Family Resources Specialist	2	Senior Recreation Professional
1	Clerk II	1	Assistant Nurse Manager
4	Staff Support Tech. II		
1	Family Services Program Manager		

TOTAL PFT POSITIONS: 58

FY 2017 Service Summary



Budget Comparison FY 14-17



VIRGINIA COOPERATIVE EXTENSION SERVICE

The Virginia Cooperative Extension Service enables people to improve their lives through an educational process that uses scientific knowledge focused on issues and needs.

The total budget for the department is $61,866 which funds the following services in these approximate amounts:

		FY17 Budget	FY17 Positions
4-H Program Youth Development	**$**	**26,898**	**1.0**

To assist youth, and adults working with those youth to gain additional knowledge, life skills and attitudes that will further their development as self-directing, contributing and productive members of society. The 4-H program is an informal, practical, learn-by-doing, fun and educational program for youth. The 4-H Agent will collaborate with the public school system, school-age program, Parks and Rec. Community Centers, Department of Human Services and youth organizations to provide 4-H programs focusing on citizenship, leadership, diversity, character education and STEM for 3,000 youth which will aid in reducing negative risk behaviors and increase 25 of the 40 development assets in youth.

Agriculture and Natural Resources	**$**	**14,288**	**1.0**

The Horticulture program provides research-based information in the following areas; environmental and commercial horticulture with emphasis placed on improving and protecting the quality of surface and ground water. In addition, The Horticulture program continues to be focused on the need to protect the quality of our environment and to preserve our natural resources. Through the management of two VCE volunteer organizations, the Virginia Cooperative Extension's (VCE) Hampton Master Gardener's (HMG) and the VCE-Peninsula Chapter of the Virginia Master Naturalists (PVMN), the Horticulture Agent is able to reach out to the community by providing programs.

4-H Youth Development Associate	**$**	**18,563**	**N/A**

To assist youth, and adults working with those youth, to gain additional knowledge, life skills and attitudes that will further their development as self-directing, contributing and productive members of society. The 4-H program is an informal, practical, learn-by-doing, fun and educational program for youth. The 4-H Program Associate will collaborate with the public school system, school-age program, Parks and Rec. Community Centers , Department of Human Services and youth organizations to provide 4-H programs focusing on citizenship, leadership, diversity, character education and STEM for 1,500 youth; which will aid in reducing negative risk behaviors and increase 25 of the 40 development assets in youth.

Fixed Costs	**$**	**2,117**	**N/A**
Total FY17 Budget	**$**	**61,866**	
Total FY17 Positions			**2.0**

VIRGINIA COOPERATIVE EXTENSION SERVICE

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Youth participants enrolled in 4-H programs	Outcome	3,600	2,000	2,000	3,500
New 4-H adult and teen leaders trained and conducting 4-H programs	Outcome	126	60	60	100
4-H School Enrichment, School-age Programs and other youth organizations/agencies	Outcome	82	60	75	100
Participants reached through Horticulture Programs	Outcome	6,000	6,350	6,500	6,500
Master Gardener volunteers trained and conducting Horticultural programs	Outcome	12	12	12	12
VCE volunteers trained and conducting Horticultural Programs	Outcome	32	45	50	50
Participants reached through SNAP-Ed programming efforts and Smart Choices for Young Families Newsletters.	Outcome	860	840	860	860

VIRGINIA COOPERATIVE EXTENSION SERVICE

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	46,133	45,683	32,286	32,305	28,498	**(3,807)**
Operating Expenses	22,768	20,226	33,368	33,368	33,368	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**68,901**	**65,909**	**65,654**	**65,673**	**61,866**	**(3,807)**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year. Otherwise this is a maintenance level budget.*

Departmental Staffing History

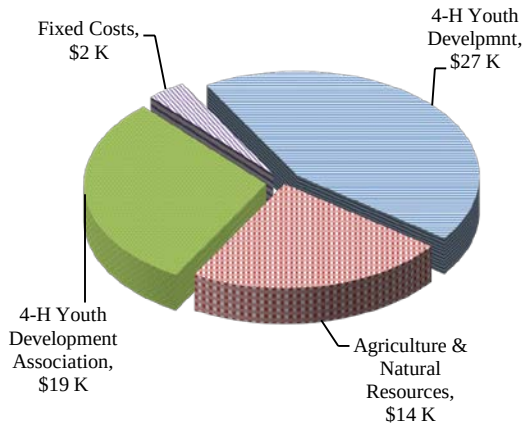
	FY14	FY 15	FY 16	FY 16 Adjusted	FY 17	Net Increase/ (Decrease)
Positions (PFT)	**2**	**2**	**2**	**2**	**2**	**0**

FY 2017 Position Summary

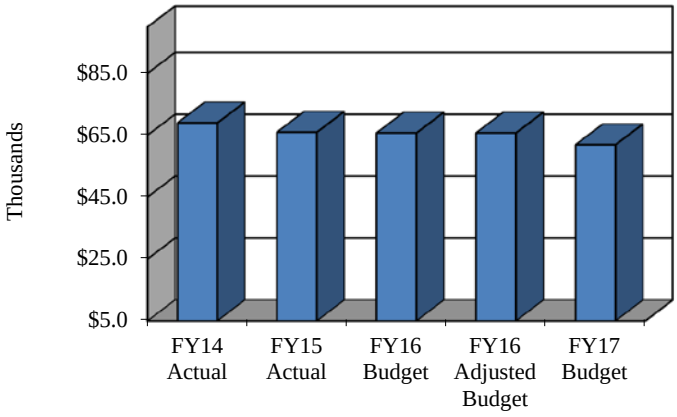
1 Unit Coordinator	1 Extension Agent

TOTAL PFT POSITIONS 2

FY2017 Service Summary



Budget Comparison FY14-17



RETIREMENT AND EMPLOYEE BENEFITS

The Retirement and Employee Benefits appropriation covers the City's share of employee benefits costs including VRS retirement, life insurance, FICA (social security), workmen's compensation, separation pay, unemployment fees and health insurance. Costs involved in compensating employees, such as merit pay, specialized incentive pay and pay increases for Constitutional Officers are budgeted here as well.

The total budget for this department is $43,028,612 which funds the following benefits:

Salary Increases and Benefits for Employees	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Accrued Payroll	325,534	339,395	667,165	667,165	355,000	(312,165)
Separation Leave Pay	683,125	793,691	690,000	690,000	790,000	100,000
Compensation						
One Time Performance Payment	0	2,438,017	0	0	0	0
Compression	0	0	0	0	1,000,000	1,000,000
General Wage Increase/Citizen Sat. Bonus	0	0	2,450,057	632,995	2,761,940	2,128,945
Pay Scale Adjustment	0	0	1,000,000	1,000,000	1,000,000	0
Fringe Benefits						
Line of Duty Pay	340,000	340,000	340,000	340,000	340,000	0
Workmen's Compensation	2,101,663	2,022,126	1,975,560	1,975,560	1,975,560	0
Hampton Employees Retirement System	2,559,970	2,912,751	3,159,000	3,159,000	2,559,000	(600,000)
Hospitalization Insurance	10,504,059	10,411,059	11,113,601	11,113,601	12,620,000	1,506,399
Medicare Advantage Plan		288,101	600,000	600,000	764,000	164,000
Group Life Insurance	778,779	774,377	926,100	926,100	939,700	13,600
Unemployment Insurance	97,051	103,761	110,000	110,000	110,000	0
FICA Contribution	5,463,481	5,670,366	5,847,038	5,847,038	6,300,997	453,959
VA Supplemental Retirement (VRS)	12,136,761	11,655,883	12,876,000	12,876,000	11,420,000	(1,456,000)
VRS Disability Program for Hybrid Plan	1,816	7,178				
VRS Hybrid Plan-Contribution/Match	0	248,900	13,000	13,000	44,000	31,000
Other Fringe Benefits	37,854	38,379	41,400	41,400	41,400	0
Wage Works - Flex Spending Accounts	6,872	7,015	6,800	6,800	7,015	215
Total Retirement and Employee Benefits	**$35,036,964**	**$38,050,998**	**$41,815,721**	**$39,998,659**	**$43,028,612**	**$3,029,953**

Budget Note: *This budget reflects the following changes:*

**Provides for a 3% compensation increase - 2% of which is a general wage increase and 1% of which will be disbursed based upon time in position to address compression.*

**A 7% health insurance premium increase in which the City will absorb the full impact of the increase in FY17 so that employees will be able to have the full effect of the general wage increase.*

**Restoration of the Citizens' Satisfaction Bonus program. The amount paid will be based on the percentage of residents indicating satisfaction with employee work performance. (This is funded with departmental savings).*

**Decreases in the Hampton Employees Retirement System (HERS) and the Virginia Retirement System (VRS) is based upon improved investment earnings.*

RETIREMENT AND EMPLOYEE BENEFITS DESCRIPTIONS

Accrued Payroll

The City pays its employees on a bi-weekly basis during the fiscal year which begins July 1st and ends June 30th. For General Fund departments, any pay days within the first pay period of the fiscal year that relate to the month of June are (accrued) charged back to the closing fiscal year. The total amount accrued is charged against this accrued payroll account instead of the individual department's salary expense line-item. This satisfies the principles of the modified accrual basis of accounting that the City uses.

Compensation: General Wage Increase (GWI), Compression and Citizens Satisfaction Bonus

This budget recommends a 3% compensation package which includes a 2% general wage increase (GWI) to be given to all City employees and 1% which will be disbursed based upon time in position to address compression. Also included in the budget are funds to re-establish the Citizen Satisfaction Bonus program.

Hampton Employees Retirement System (HERS) Contribution

HERS is a City provided retirement plan that was designed to supplement the retirement of those City employees eligible for participation in the Virginia Supplemental Retirement System (VRS). HERS covers all full-time salaried employees who were first hired prior to July 1, 1984. The City is required to contribute an actuarially determined amount. For FY17, the General Fund's share of the contribution is $2,559,000.

Hospitalization Insurance (Self Insured)

Currently, the City offers one medical plan, Anthem Blue Cross/Blue Shield KeyCare (PPO plan) to all eligible active and qualified retired employees. For FY17, approximately 80% of eligible City employees will participate in the plan. This plan is supported by the City and its subscribers. For active employees, the City's premium portion averages approximately 71% and the employee's share averages approximately 29% depending on the type of employee coverage. The estimated increase in premiums is expected to be 7.2%, along with a reinsurance fee which will be added to the Employee Share of each premium. For FY17, the City will absorb the full impact of the 7% increase so that employees will have the full effect of the 3% compensation increase which includes a 2% general wage increase (GWI) and 1% which will be disbursed based upon time in position to address compression.

Life Insurance

All eligible permanent full-time employees are automatically covered under the basic group life insurance program provided by Minnesota Life for VRS members and retirees. The premium costs are calculated as a percentage of the employee's annual salary. The group life insurance rate is 1.31% as approved by the Virginia Governor and General Assembly.

Other Fringe Benefits

This budget represents miscellaneous fringe benefits such as deferred compensation as a part of the City Attorney, City Manager and Municipal Clerk's compensation package.

RETIREMENT AND EMPLOYEE BENEFITS DESCRIPTIONS

Workmen's Compensation (Self Insured)

The City is exposed to various risks of loss related to torts; theft of, damages to and destruction of assets; error and omissions; injuries to employees and natural disasters. The City has an established Risk Management Fund (in the Internal Service Fund) to account for and finance its uninsured risk of loss and the cost of providing insurance coverage such as automobile, general liability and workmen's compensation. Since the City is self-insured, this appropriation is essentially a General Fund transfer to the Risk Management Fund to support this self-insured liability of the City. For FY17, the Workmen's Compensation is level funded.

Separation Leave Pay

Employees who retire or separate from employment with the City are entitled to receive payment for unused sick and vacation leave. According to the City's Personnel Policies Manual, active employees who are eligible for separation benefits have an established maximum number of hours that can be paid out. Upon separation, other than retirement pay, employees will receive sick leave pay of $20 per day up to a maximum of 720 hours. For retirees, sick leave is paid up to 720 hours based on an hourly rate equivalent to one-half of the employee's annual salary. For both separating and retiring employees, vacation leave pay will be based on the employees hourly rate on the date of separation up to the maximum accrual payout set forth in the Personnel Policies Manual.

Social Security (FICA)

This is the employer portion of the Medicare tax obligations for all paid employees. Contributions are calculated utilizing a combined rate for Social Security and Medicare (7.65%) applied to a predetermined wage base.

Unemployment Insurance

The City pays unemployment tax on the first $8,000 of wages earned for each employee during a calendar year. The percentage rate applied is computed by the Virginia Department of Taxation. The City is estimated to pay approximately $110,000 in unemployment taxes for Fiscal Year 2017.

Virginia Retirement System (VRS) Contribution

The City of Hampton contributes to VRS, an agent and cost-sharing multiple-employer defined benefit pension plan administered by the Virginia Retirement System. All full-time, salaried employees of the City must participate in the VRS Plan. Members are required by Title 51.1 of the Code of Virginia (1950), as amended, to contribute 5% of their annual reported compensation to VRS. In addition, the City of Hampton is required to contribute the actuarially determined rate of 15.91%.

Line of Duty Pay

According to the Virginia Code 9.1-400, the Line of Duty Pay (LODA) applies to any first responder or public safety employee who dies or becomes disabled in the line of duty. The plan, which is a component of the Virginia Retirement System, will provide death benefits and continued health insurance coverage to disabled persons, their spouses, dependents and surviving spouse and dependents of deceased law-enforcement officers and firefighters. VRS has created a fund for payment of the program benefits. The City is mandated by the State to make contributions to this plan on behalf of its public safety employees.

PERSONNEL ALLOCATION
Fiscal Years 2014-2017

General Fund Departments	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Net Increase/ (Decrease)
Constitutional, Judicial and Electoral						
Circuit Court	7.0	7.0	6.0	6.0	6.0	0.0
City Treasurer	23.0	23.0	25.0	25.0	25.0	0.0
Commissioner of the Revenue	24.0	24.0	24.0	24.0	24.0	0.0
Commonwealth's Attorney	25.0	25.0	25.0	25.0	25.0	0.0
Electoral Board and Voter Registrar	3.0	3.0	3.0	3.0	3.0	0.0
General District Court	1.0	1.0	1.0	1.0	1.0	0.0
Economic Vitality and Neighborhoods *{formerly Economic Vitality}*						
Assessor of Real Estate	18.0	18.0	18.0	18.0	18.0	0.0
Community Development	53.0	54.0	54.0	54.0	55.0	1.0
Convention and Visitor Bureau	14.0	14.0	14.0	14.0	14.0	0.0
Economic Development	12.0	12.0	12.0	12.0	12.0	0.0
Infrastructure						
Parks, Recreation and Leisure Services* ~ Parks Div	55.0	55.0	55.0	55.0	53.0	(2.0)
Public Works - Administration	2.0	2.0	2.0	2.0	2.0	0.0
Public Works - Drainage Maintenance	23.0	23.0	23.0	23.0	23.0	0.0
Public Works - Engineering	7.0	7.0	7.0	7.0	8.0	1.0
Public Works - Facilities Maintenance	29.0	29.0	29.0	29.0	29.0	0.0
Public Works - Parking Facilities	1.0	1.0	1.0	1.0	1.0	0.0
Public Works - Streets and Roads	31.0	31.0	31.0	31.0	31.0	0.0
Public Works - Traffic Engineering	17.0	17.0	17.0	17.0	17.0	0.0
Leisure Services						
Hampton History Museum	4.0	4.0	4.0	4.0	4.0	0.0
Parks, Recreation and Leisure Services* ~ Recreation	40.0	43.0	44.0	44.0	44.0	0.0
Public Library	26.0	26.0	26.0	26.0	26.0	0.0
Public Safety						
Animal Control	8.0	8.0	8.0	8.0	9.0	1.0
Citizens' Unity Commission	1.0	1.0	1.0	1.0	2.0	1.0
Emergency Management	3.0	3.0	3.0	3.0	3.0	0.0
Fire and Rescue Division	279.0	287.0	297.0	297.0	297.0	0.0
Police Division	338.0	338.0	338.0	338.0	338.0	0.0
911 Emergency Communications Center**	0.0	57.0	56.0	56.0	56.0	0.0
Strategic Customer Service 911-311	67.0	0.0	0.0	0.0	0.0	0.0
Youth Violence Prevention Unit/ATF	0.0	1.0	2.0	2.0	3.0	1.0

**Formerly Parks and Recreation*

***Formerly housed in Strategic Customer Service 911-311*

PERSONNEL ALLOCATION
Fiscal Years 2014-2017

General Fund Departments *(Cont'd)*	FY14 Budget	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Net Increase/ (Decrease)
Quality Government						
311 Customer Call Center**	0.0	10.0	10.0	10.0	10.0	0.0
Budget and Management Analysis***	6.0	0.0	0.0	0.0	0.0	0.0
City Attorney	11.5	13.5	14.5	14.5	14.5	0.0
City Manager	10.0	14.0	14.0	14.0	15.0	1.0
Finance and Consolidated Procurement	22.0	22.0	22.0	22.0	22.0	0.0
Human Resources	8.0	8.0	8.0	8.0	9.0	1.0
Information Technology	17.0	17.0	17.0	17.0	17.0	0.0
Internal Audit	3.0	3.0	3.0	3.0	3.0	0.0
Marketing and Outreach	7.0	7.0	7.0	7.0	7.0	0.0
Municipal Council	11.0	11.0	11.0	11.0	11.0	0.0
Non-Departmental	0.0	0.0	0.0	0.0	0.0	0.0
****FY15 The Office of Budget and Management Analysis merged with City Manager's Office*						
Youth and Families						
Court Services Unit	4.0	4.0	4.0	4.0	4.0	0.0
Human Services~Youth, Education and Family Serv	62.0	62.0	59.0	59.0	58.0	(1.0)
Human Services~Social Services	184.0	183.0	185.0	185.0	187.0	2.0
Virginia Cooperative Extension Services	2.0	2.0	2.0	2.0	2.0	0.0
Total General Fund Departments	**1,458.5**	**1,470.5**	**1,482.5**	**1,482.5**	**1,488.5**	**6.0**
Non-General Fund Departments						
Enterprise Funds						
Hampton Coliseum/Hampton Arts Commission	33.0	33.0	32.0	32.0	26.0	(6.0)
The Hamptons Golf Course	6.0	6.0	7.0	7.0	7.0	0.0
The Woodlands Golf Course	6.0	6.0	6.0	6.0	6.0	0.0
Internal Service Funds						
Fleet Services	28.0	28.0	28.0	28.0	28.0	0.0
Information Technology	4.0	4.0	4.0	4.0	4.0	0.0
Risk Management	5.5	5.5	5.5	5.5	5.5	0.0
Public Works Funds						
Solid Waste Management	63.0	62.5	62.5	62.5	62.0	(0.5)
Steam Plant	41.0	41.0	41.0	41.0	41.0	0.0
Stormwater Management	71.0	71.0	71.0	71.0	71.0	0.0
Wastewater Management	69.0	68.5	68.5	68.5	69.0	0.5
Special Revenue Funds						
Parks and Recreation ~ CDBG	2.0	2.0	2.0	2.0	2.0	0.0
Housing and Neighborhood Division ~ CDBG	4.0	3.0	3.0	3.0	3.0	0.0
Total Non-General Fund Departments	**332.5**	**330.5**	**330.5**	**330.5**	**324.5**	**(6.0)**
GRAND TOTAL	**1,791.0**	**1,801.0**	**1,813.0**	**1,813.0**	**1,813.0**	**0.0**

EXPLANATION OF PERSONNEL CHANGES

(Permanent Full-Time Positions Only)

General Fund Departments	Net Personnel Change	Explanation
Economic Vitality		
Community Development	1.0	This increase reflects the addition of one Neighborhood Associate position to support the department's neighborhood capacity building efforts.
Infrastructure		
Parks, Recreation and Leisure Services* ~ Parks Division	(2.0)	This decrease reflects the elimination of two permanent full-time managerial positions as a result of restructuring.
Public Works ~ Engineering	1.0	This increase reflects the addition of a VDOT Projects Technician position to support the department in coordinating and managing the VDOT project coordination and reporting requirements.
Public Safety		
Citizens' Unity Commission	1.0	This increase is attributed to the addition of a managerial position previously filled by a contractor.
Police Division - Animal Control	1.0	This increase is attributed to a civilian managerial position to replace the sworn officer in the Police Division who was managing the department.
Youth Violence Prevention Unit/ATF	1.0	This increase is due to the transfer of the Youth Violence Prevention Coordinator position previously housed in Youth, Education and Family Services.
Quality Government		
City Manager's Office	1.0	This increase is attributed to the transfer/reclassification of a Recreation Professional position from Parks and Recreation - Recreation Division. The new position will be titled Place Making Coordinator.
Human Resources	1.0	This increase is attributed to the addition of an Employee Relations Manager position.

EXPLANATION OF PERSONNEL CHANGES

(Permanent Full-Time Positions Only)

Youth and Families

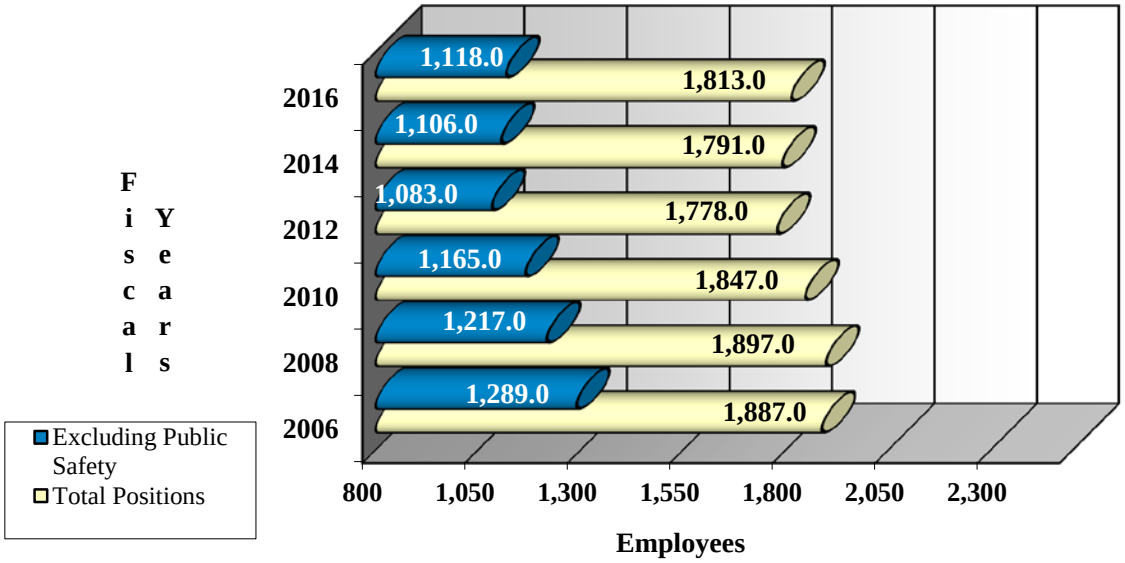
Human Services ~ Youth, Education and Family Services	(1.0)	The decrease from FY16 is the result of transferring the vacant Youth Violence Prevention Coordinator position during mid-year FY16 to the Youth Violence Prevention Unit.
Human Services ~ Social Services	2.0	This increase is due to the addition of two family support workers to help support school and court prevention initiatives.
Total General Fund Departments	**6.0**	

Non-General Fund Departments	Net Personnel Change	Explanation
Enterprise Funds		
Hampton Coliseum/Hampton Arts Commission	(6.0)	This decrease is attributed to the elimination of six managerial positions due to a restructuring.
Public Works Funds		
Solid Waste Management	(0.5)	This decrease is the result of transferring half of a Superintendent position back to Wastewater Management.
Wastewater Management	0.5	This increase is the result of transferring half of a Superintendent position from Solid Waste Management.
Total Non-General Fund Departments	**(6.0)**	
GRAND TOTAL	**0.0**	

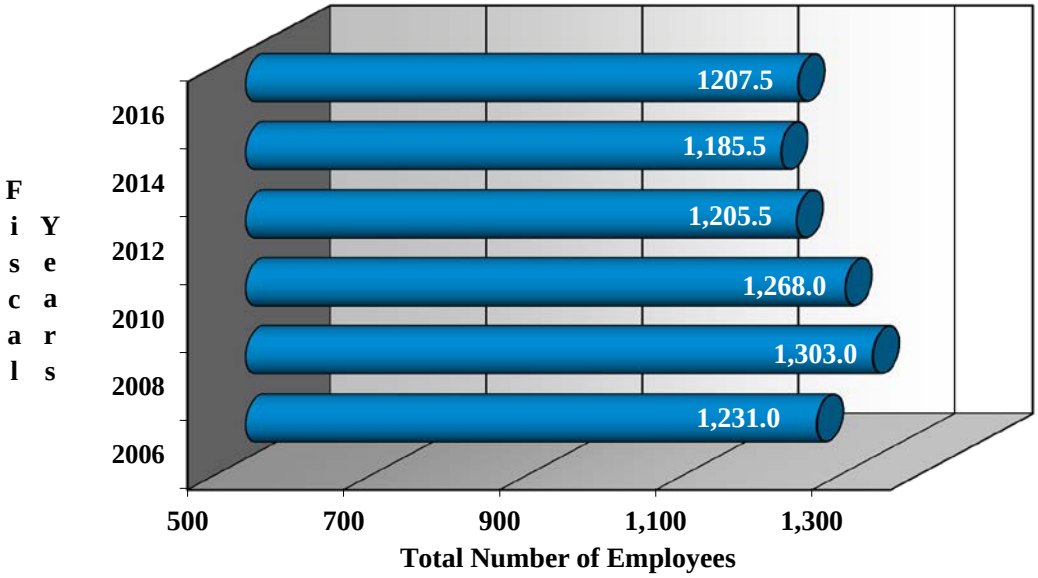
**Formerly Parks and Recreation*

AUTHORIZED STAFFING
Fiscal Years 2006-2016

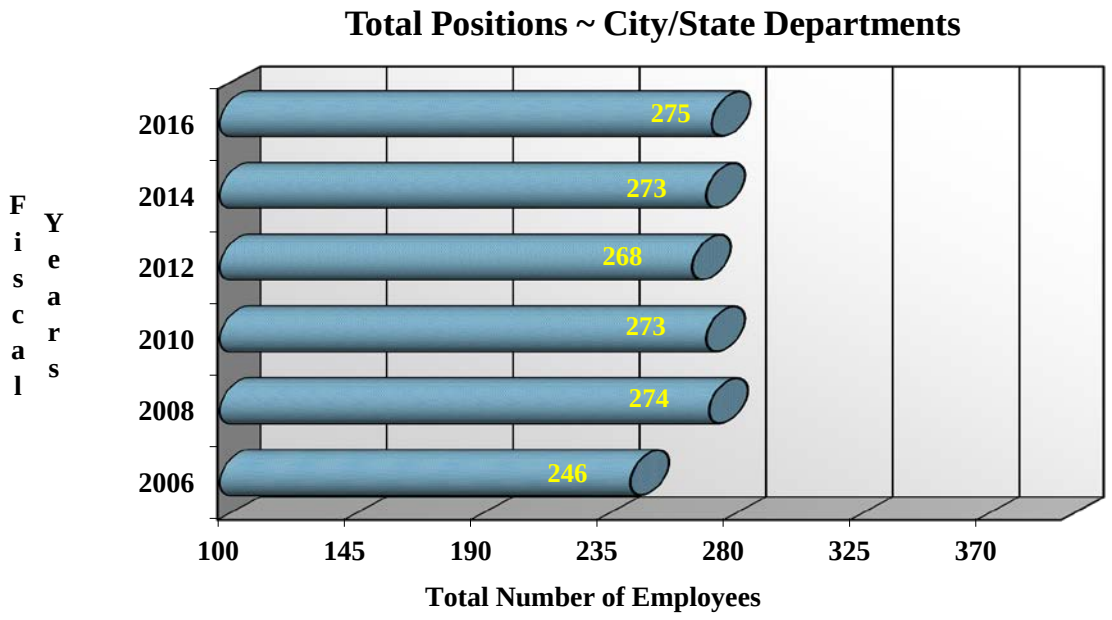
Total Positions - All Funds

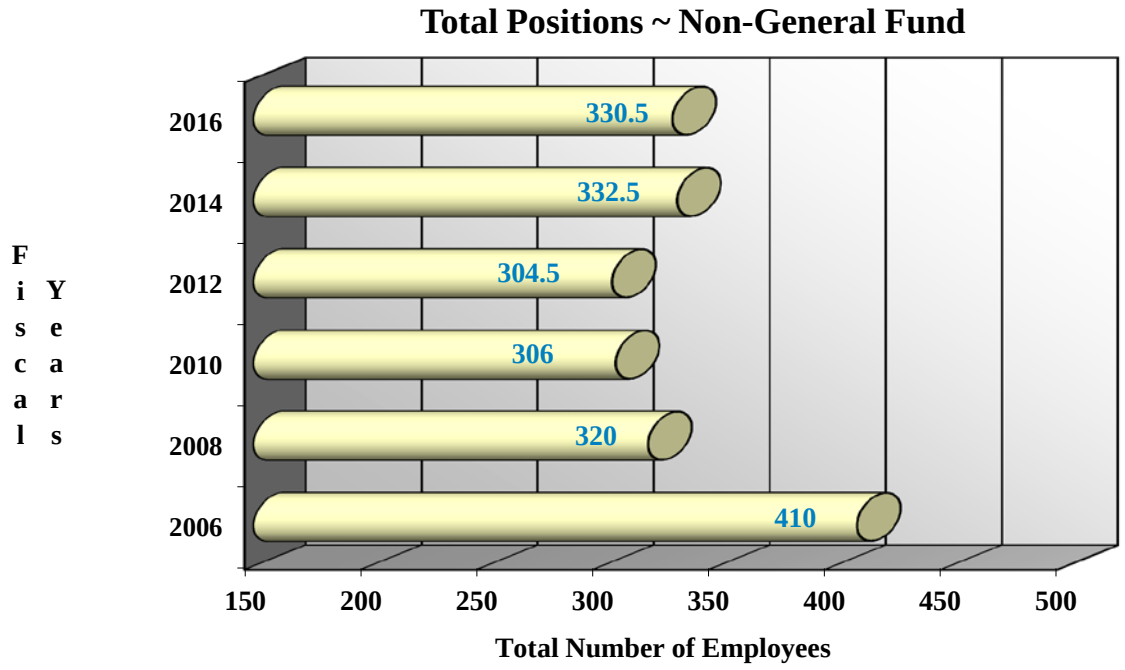


Total Positions ~ City Departments



AUTHORIZED STAFFING
Fiscal Years 2006-2016





COMPARISON OF SALARY INCREASES vs. INFLATION

Fiscal Years 2007- 2017

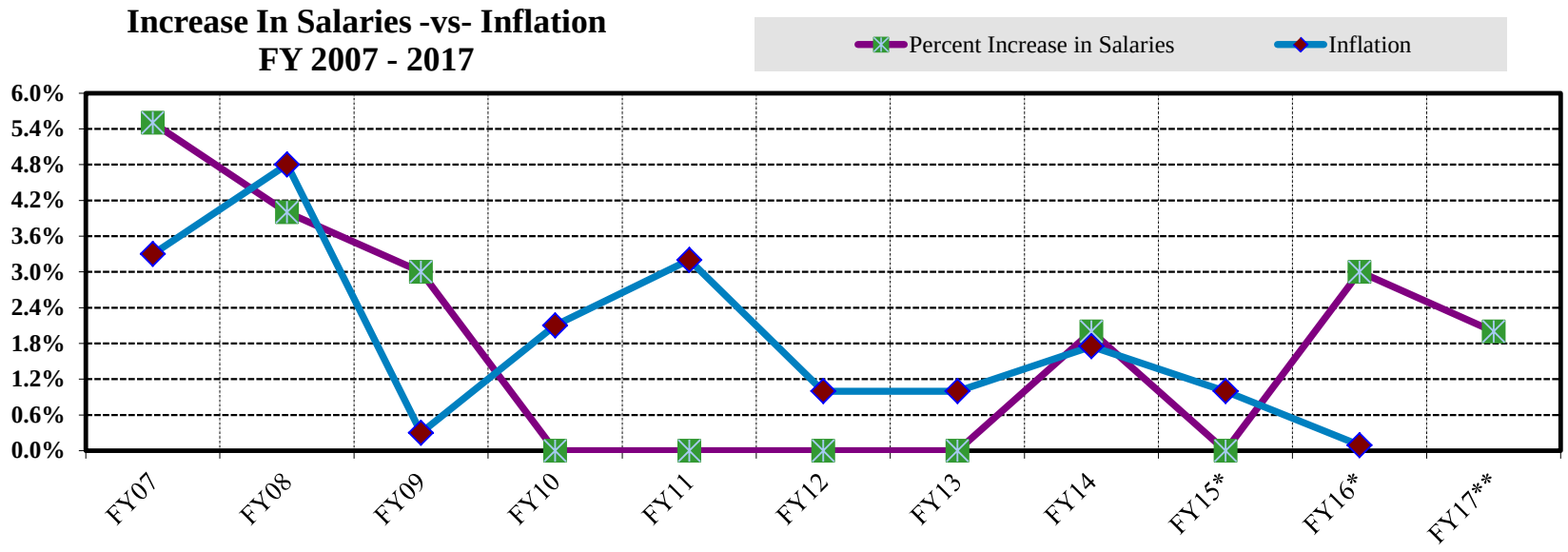
	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15*	FY16*	FY17**
Percent Increase in Salaries	5.5%	4.0%	3.0%	0.0%	0.0%	0.0%	0.0%	2.0%	0.0%	3.0%	2.0%
Inflation	3.3%	4.8%	0.3%	2.1%	3.2%	1.0%	1.0%	1.8%	1.0%	0.1%	

1. Salaries include merit and cost-of-living increases for City employees only.

2. Inflation is measured by the percent increase in the Consumer Price Index (CPI) for the Washington-Baltimore Area on a fiscal year basis.

* The FY16 estimate is based on the average inflation rate between July 2015 to January 2016.

** The FY17 percentage increase provides for a 3% compensation increase - 2% of which is a general wage increase and 1% of which will be disbursed based upon time in position to address compression. Inflation rate for FY17 is not currently available.



Source: U.S. Department of Labor - Bureau of Labor Statistics and is an estimate only.

OUTSIDE AGENCIES WITH CLEAR GOVERNMENTAL CONNECTION AND THEIR HOST DEPARTMENTS

	Host Department	Location
Alternatives Incorporated	Social Services	13
Boys and Girls Club	Leisure Services	10
Center for Child and Family Services	Social Services	13
CHKD Child Abuse Center	Social Services	13
Children's Services Act (CSA) for At-Risk Youth & Families	Social Services	13
Downtown Hampton Child Development Center	Social Services	13
Foodbank of the Virginia Peninsula	Social Services	13
Hampton-Newport News Community Services Board	Social Services	13
Hampton Roads Community Action Program	Social Services	13
Homeless Services	Social Services	13
Insight Enterprises, Inc.	Social Services	13
Mayor's Committee for People with Disabilities	Social Services	13
Peninsula Agency on Aging, Inc.	Social Services	13
Star Achievers Academy	Social Services	13
The Denbigh House	Social Services	13
Transitions	Social Services	13

FY17 COUNCIL APPROVED BUDGET

CONTRIBUTIONS TO OUTSIDE AGENCIES

Agency Relations Support	FY16 Budget	FY17 Budget	Increase/ (Decrease)

The agencies that provide direct City support are located within their respective department. Please see previous page for location.

Capital Campaigns			
Christopher Newport Univ (Performing Arts Ctr) [1]	$50,000	$50,000	0
Hampton University (Ogden Hall)[2]	75,000	75,000	0
Nightingale[3]	30,000	0	(30,000)
YMCA [4]	40,000	40,000	0
Subtotal Capital Campaigns	**$195,000**	**$165,000**	**($30,000)**

Tax Based Contributions			
Coliseum Central BID	$1,142,988	$1,155,974	12,986
Downtown BID	379,160	367,966	(11,194)
Elizabeth Lakes Special Assessment	46,456	45,876	(580)
H20 CDA-Special Assessment *	611,302	539,170	(72,132)
PTC Community Development Authority *	3,300,000	4,377,463	1,077,463
Peninsula Town Center ~ CDA Incremental Taxes	2,137,481	2,136,155	(1,326)
Subtotal Tax Based Contributors	**$7,617,387**	**$8,622,604**	1,005,217

** These are pass through accounts with identical revenues reflected in revenue estimates. There is no impact to the City's budget.*

Total Capital Campaigns and Tax Based Contributions	**$7,812,387**	**$8,787,604**	975,217

Organizational Support			
Bay Days	$10,000	0	(10,000)
Boo Williams Sports Complex	200,000	200,000	0
Downtown Hampton Development			
Partnership (Co-Op, Dock Master)[5]	104,625	104,625	0
Special Events (Downtown Block Parties)	60,000	60,000	0
HRHA Hampton Housing Venture Rehab. Loan	100,000	100,000	0
Hampton Cup Regatta	20,000	20,000	0

CONTRIBUTIONS TO OUTSIDE AGENCIES

Organizational Support (Continued)	FY16 Budget	FY17 Budget	Increase/ (Decrease)
Hampton Roads Regional Jail	$4,371,095	$4,441,095	70,000
Hampton Roads Transit	4,436,857	4,586,857	150,000
Medical College of Hampton Roads	81,679	81,679	0
Peninsula Council for Workforce Development	74,435	74,435	0
Peninsula Regional Animal Shelter	646,048	811,314	165,266
Peninsula Stadium Authority	99,138	99,138	0
Phoebus Partnership	20,450	20,450	
Sister Cities	7,000	7,000	0
Small Business Center of Hampton Roads	10,000	10,000	0
TNCC Workforce Development Center	85,755	85,755	0
VA Peninsula Commission on Homelessness	33,890	33,890	0
Virginia Air and Space Center	162,000	162,000	0
Virginia Air and Space Center (Co-Op Advertising)	75,000	75,000	0
Subtotal Organizational Support	**$10,597,972**	**$10,973,238**	**375,266**

Dues, Memberships and Grants			
Alliance for Innovation	$7,650	$7,650	0
Grant Matching Funds	356,661	356,661	0
Hampton Roads Economic Development Alliance	129,846	129,846	0
Hampton Roads Planning District Commission	153,505	153,505	0
Hampton Roads Military and Federal Facilities	69,516	69,516	0
National League of Cities	12,054	12,054	0
Regional Air Service Enhancement Committee	54,974	54,974	0
Virginia First Cities	34,857	34,857	0
Virginia Institute of Government	13,666	13,666	0
Virginia Municipal League	35,857	36,590	733
Virginia Peninsula Chamber of Commerce	25,000	25,000	0
Subtotal Dues and Memberships	**$893,586**	**$894,319**	**733**
Grand Total - General Fund Contributions	**$19,303,945**	**$20,655,161**	**1,351,216**

***Note**: These increases reflect the City's required contributions as part of regional/state organizations.*

CONTRIBUTIONS TO OUTSIDE AGENCIES

Non-General Fund Contributions	FY16 Budget	FY17 Budget	Increase/ (Decrease)
Contributions from Solid Waste Fund			
Hampton Clean City Commission	$55,000	$55,000	0
Contributions from the StormWater Fund			
Hampton Clean City Commission	41,400	41,400	0
Total Non-General Fund Agencies	**$96,400**	**$96,400**	**$0**

1. This is the nineteenth year of a twenty year funding commitment that began in FY99.

2. This is the nineteenth year of a twenty year funding commitment that began in FY99.

3. FY16 was the final year of a five year funding commitment of a total of $150,000.

4. This is the nineth year of a fifteen year funding commitment of a total of $600,000.

5. This funding to DHDP is the Convention and Visitor Bureau support for the Dock Master, maintenance on public piers and co-op marketing.

EXPLANATION OF MAJOR INCREASES/ (DECREASES) FISCAL YEAR 2017

Capital Campaign

Nightingale – ($30,000): The Nightingale: Saving Minutes, Saving Lives Campaign provided support for the replacement and enhancement of the current air ambulance. FY16 was the final year of a five year campaign funding commitment.

Tax Based Contributions

Coliseum Central BID - $12,986: This represents an increase in some assessments for the City's and BID's share of the self-imposed assessment for various capital improvements.

Downtown BID - ($11,194): This decrease represents a reduction in some assessments for the City's and BID's share of the self-imposed assessment for various capital improvements.

H2O CDA Special Assessments – ($72,132): The City acts as a pass through for the Community Development Authority, so no City tax revenue will be used to support this item. The figure represents the expected FY17 need for the CDA.

PTC Community Development Authority – $1,077,463: The City acts as a pass through for the Community Development Authority, so no City tax revenue will be used to support this item. The figure represents the expected FY17 need for the CDA.

Organizational Support

Bay Days – ($10,000): The City will no longer support Bay Days. These funds have been moved to non-departmental.

Hampton Roads Regional Jail – $70,000: The funding increase for the Hampton Roads Regional Jail represents an increase in the per diem rate.

Hampton Roads Transit - $150,000: The funding increase is a result of State and Federal funding cuts to HRT, along with a decrease in fare box revenues, and the need to replace, rehabilitate and repower an aging transit fleet.

Peninsula Regional Animal Shelter - $165,266: The funding increase represents the actual operating costs based on the first full year of operation.

DEBT MANAGEMENT POLICIES

The City maintains a separate Debt Service Fund that tracks long-term debt obligated for General Fund activities. Debt activity for Enterprise, Internal Service, Special Revenue and Public Works Funds are maintained in those individual funds. The Debt Service Fund accounts for the accumulation of resources for and the payment of the City's General Obligation debt. Primary resources of the Debt Service Fund are derived from transfers from the General Fund and the proceeds from re-financing bond issues.

The City borrows money by issuing bonds or notes. According to the City Code, bonds and notes in anticipation of bonds may be issued for the purposes authorized by City Council. The City issues this debt in order to fund (pay for) projects within its Capital Improvement Plan (CIP) program. There are several reasons why the City may choose to borrow money: to fund current and future needs; share the cost of a project with those utilizing the facility (project) in the future and to avoid excessive cost burden on current taxpayers.

The City sometimes uses short-term obligations (e.g. Bond Anticipation Notes, Capital Leases and Lines of Credit) to bridge the time gap between initiation of a project/purchase and the anticipated bond issuance, when the nature of a purchase precludes the issuance of long-term debt or when it is fiscally responsible to do so. Prior to the issuance of any short or long-term obligations, the City considers the effect on its financial position, the ability to repay, and the Commonwealth of Virginia's imposed legal debt limit.

Each fiscal year the capital budget, which represents the first year of the five year CIP, is adopted as a part of the overall City's Council Approved Budget. The CIP supports the acquisition, construction, renovation and infrastructure maintenance. Revenue sources include federal and state government, General Obligation Bond proceeds and contributions from the General Fund. The CIP provides a foundation to plan and structure debt in advance. The repayment period of the debt should not exceed the expected useful life of the project for which the debt is incurred. In doing so, specific sources are identified and dedicated to the retirement of debt. On April 11, 2007, the City Council adopted financial policies regarding the minimum amount of General Fund revenues that can be used to fund the CIP each year and over a rolling 5-year period.

The bonds that are issued typically fund City capital projects and the Hampton City Schools maintenance projects. The Hampton City Schools' will continue to contribute $2,000,000 to pay for part of the debt service attributed to the school major renovation and maintenance projects.

The City's credit ratings are as follows: AA+ by Standard and Poor's, Aa1 by Moody's Investor Services and AA+ by Fitch Rating. A credit rating is a financial indicator to the public/investor as to the credit worthiness (quality) of a debt issue such as bonds. These agencies evaluate the City's credit risk based on the following areas: record of debt payments on time; consistent and strong revenue growth; diverse and balanced revenue streams; reasonable, controlled expenditures; level of liquid reserves (including Fund Balance) and strong financial planning. The highest credit ratings are Aaa (Moody) and AAA (Standard & Poor's and Fitch). Both agencies have intermediate ratings and default ratings of Ca, C (Moody) and D (Standard & Poor's and Fitch). The bonds with default ratings are more likely unable to repay the debt.

DEBT SERVICE REQUIREMENTS

This section contains information on the City's debt service requirement for the next five years. Debt service is similar to a mortgage; the City borrows funds by selling bonds and agrees to re-pay the purchasers of those bonds over a 20 to 30 year period. Funds received by the City are used for the acquisition, construction and renovation of public facilities and infrastructure as well as major equipment purchases.

The rate of interest paid for borrowing these funds is determined by credit ratings from rating agencies such as Standard and Poor's, Moody's Investor Service and Fitch Rating. The City's credit worthiness is rated similar to the credit ratings of an average citizen. The better the score, the lower the interest rate charged on borrowing.

The Council Approved financial policies, amended in April 2007, set the parameters for borrowing and debt service as follows:

- General obligation debt shall not exceed 3% of the assessed value of all real estate within the City subject to taxation. The legal debt limit authorized by the Virginia State Statute limits bond issuing authority up to 10% of the assessed value.

- General obligation bonded debt together with indirect debt, which includes certain revenue backed debt and subject to appropriation or moral obligation commitments, and debt of certain special purpose entities (i.e. Community Development Authority) shall not exceed 4.5% of the estimated assessed value of all real and personal property subject to taxation within the City.

In addition to the financial policies, repayment period of the debt should not exceed the expected useful life of the capital project being funded. Included within this section, is the "Debt Service Requirement" statement which shows the repayment schedule of general bonded debt, literary loans and revenue bonds for the City and the Virginia Air and Space Museum.

DEFINITIONS OF VARIOUS TYPES OF DEBT

The City of Hampton's debt service requirement may include one or more of the following debt instruments: Bond Anticipation Notes (BANs); General Obligation bonded debt; Literary Loans and debt associated with land acquired using a Letter of Credit. Debt service requirements for the Enterprise, Internal Service and Special Revenue Funds are accounted for in the respective Fund's activity.

Bond Anticipation Notes

A municipal note issued to obtain temporary or short-term (one year or less) financing for projects that will be repaid through the sale of bonds of a planned long-term bond issue.

Build America Bonds (BABS) Subsidy

The 2009 American Recovery and Reinvestment Act (ARRA) contained a provision for a new type of municipal security designed to assist localities in raising funds for local infrastructure projects. This program, entitled "Build America Bonds," was established as part of President Barack Obama's stimulus legislation as a means of lowering the borrowing cost for state and local bond issuers, thus directing more funds towards construction projects that would, in return, generate jobs.

Capital Lease

A capital lease is similar to a loan agreement and is used for the purchase of a capital asset. Repayment is structured in installments with fixed terms (number of months/years) and is non-cancelable. The financing company's (lessor) services are limited to financing the asset; the City (lessee) pays all other costs including insurance, maintenance and taxes. Essentially, capital leases are considered a sale by the lessor and a purchase by the City (lessee), even though the title remains with the lessor. Leased assets are capitalized and shown on the City's balance sheet as a fixed asset with a corresponding non-current liability (lease payable).

Debt Service

Debt Service refers to the amount of money necessary to repay the principal and interest on outstanding bonds or other debt. This amount, also known as the ***debt service requirement***, refers to the total principal and interest (annual debt service) paid in a fiscal year. "Total debt service" refers to the total principal and interest paid throughout the life of a bond issue.

General Bonded Debt

General Bonded Debt is a long term debt obligation that is backed by the "full faith and credit" pledge of the City's General Fund revenues.

DEFINITIONS OF VARIOUS TYPES OF DEBT

Line-of-Credit

A line-of-credit is utilized to quickly take advantage of an opportunity to purchase physical assets such as real property. The City has no outstanding lines-of-credit to date.

The City Council has adopted financial policies relating to the amount of outstanding debt; the amount of overlapping debt; annual debt service costs and the payout ratio on general obligations indebtedness. The Commonwealth of Virginia imposes a legal limit of 10% of assessed valuation on the amount of general obligation borrowing which may be issued by the City. For more details regarding the City's policies on debt, refer to the ***Compliance with City Financial Policies*** section of this document.

Literary Loans

In accordance with the *Code of Virginia* 22.1-146, Virginia State:

> "The Board of Education may make loans or, subject to the approval of the General Assembly, loan interest rate subsidy payments from the Literary Fund to the school boards of the several school divisions making application therefor in the manner prescribed by law, authorized by the governing body and the school board, for the purposes of (i) erecting, altering or enlarging school buildings in such school divisions; (ii) purchasing and installing educational technology equipment and infrastructure; (iii) equipping school buses for alternative fuel conversions and for construction of school bus fueling facilities for supplying compressed natural gas or other alternative fuels; and (iv) refinancing or redemption of negotiable notes, bonds, and other evidences of indebtedness or obligations incurred by a locality on behalf of a school division which has an application for a Literary Fund loan for an approved school project pending before the Board of Education. For the purpose of this section, "alternative fuels" means motor fuels other than gasoline and diesel fuel."

The City's indebtedness includes a loan from the State Literary Loan Fund to fund major repairs and renovation at Hampton High School.

Recovery Zone Economic Development Bonds Subsidy

A new type of bond created by the American Recovery and Reinvestment Act (ARRA) passed by U. S. Congress in February 2009 is the Recovery Zone Economic Development Bonds Subsidy. The proceeds may be used to finance City projects with economic development outcomes. These projects would have to take place in a "Recovery Zone" which is defined as an area of the City that has significant poverty, unemployment, home foreclosures or general distress or that has already been federally designated as an Empowerment Zone or Renewal Community.

Revenue Bonds

The Hampton History Museum issued revenue bonds which are a special type of municipal bond where repayment is solely from revenues generated from and associated with the Hampton History Museum. Only those revenues specified in the legal contract between the bond holder and bond issuer are required to be used for repayment of the principal and interest of the bonds; other revenues such as property tax revenues are not to be encumbered.

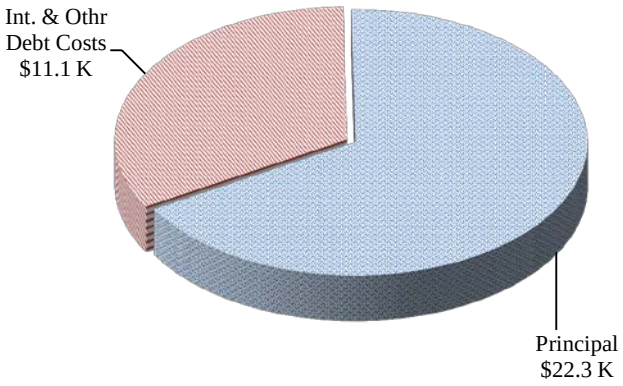
TRANSFER TO DEBT SERVICE

Expenditure Summary

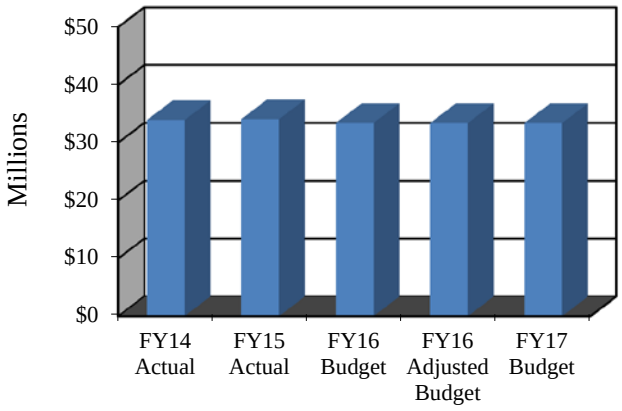
	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Principal	22,165,622	23,152,483	22,336,163	22,336,163	22,336,163	**0**
Interest & Other Debt Costs	11,707,080	10,899,116	11,056,809	11,056,809	11,056,809	**0**
Grand Total	**33,872,702**	**34,051,599**	**33,392,972**	**33,392,972**	**33,392,972**	**0**

Budget Note: *This is a maintenance level budget.*

FY 2017 Service Summary



Budget Comparison FY14-17



DEBT SERVICE REQUIREMENTS
Fiscal Years 2016 - 2017

	FY 2016	FY 2017	Net Increase/ (Decrease)
GENERAL BONDED DEBT:			
Principal	$22,336,163	$22,336,163	$0
Interest	9,502,617	10,959,076	1,456,459
Proposed FY15 Bond Issue (1)	1,760,902	0	(1,760,902)
Proposed FY17 Bond Issue (2)	0	305,801	305,801
Subtotal	**33,599,682**	**33,601,040**	**1,358**
Less-Build America Bonds Subsidy	(90,744)	(91,234)	(490)
Less-Recovery Zone Economic Development Bonds Subsidy	(35,692)	(35,884)	(192)
Less-Qualified School Construction Bonds Subsidy	(125,274)	(125,950)	(676)
Net Debt Service-General Bonded Debt	**33,347,972**	**33,347,972**	**(1,358)**
Bank Administrative Charges	15,000	15,000	0
Letter of Credit Fees	30,000	30,000	0
Total Debt Service from General Fund Resources	**$33,392,972**	**$33,392,972**	**$0**

***** represents principal payments

1) Combined FY14 bond issue of $12.6 million, FY15 bond issue of $15.4 million and FY16 bond issue of $22.8 million.

2) Proposed FY17 bond issue of $15 million.

NOTE: Debt service projection is based on FY17 Capital Improvement Plan.

DEBT SERVICE REQUIREMENTS
Fiscal Years 2016 - 2020

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
GENERAL BONDED DEBT:					
Principal	$22,336,163	$22,336,163	$21,973,166	$19,943,024	$19,976,064
Interest	9,502,617	10,959,076	10,181,521	9,272,941	8,537,844
Proposed FY15 Bond Issue (1)	1,760,902	0			
Proposed FY17 Bond Issue (2)	0	305,801	903,812	1,204,854	1,204,854
Proposed FY18 Bond Issue (3)	0	0	542,541	1,224,243	1,224,243
Proposed FY19 Bond Issue (4)	0	0	0	773,338	773,338
Proposed FY20 Bond Issue (5)	0	0	0	0	1,318,918
Subtotal	33,599,682	33,601,040	33,601,040	32,418,400	33,035,261
Less-Build America Bonds Subsidy	(90,744)	(91,234)	(91,234)	(91,234)	(91,234)
Less-Recovery Zone Economic Dev Bonds Subsidy	(35,692)	(35,884)	(35,884)	(35,884)	(35,884)
Less-Qualified School Construction Bonds Subsidy	(125,274)	(125,950)	(125,950)	(125,950)	(125,950)
Net Debt Service-General Bonded Debt	33,347,972	33,347,972	33,347,972	32,165,332	32,782,193
Bank Administrative Charges and Bond issuance costs	15,000	15,000	15,000	15,000	15,000
Letter of Credit Fees	30,000	30,000	30,000	30,000	30,000
Total Debt Service from Gen. Fund Resources	**$33,392,972**	**$33,392,972**	**$33,392,972**	**$32,210,332**	**$32,827,193**

*represents principal payments

Notes:

1) Combined FY14 bond issue of $12.6 million, FY15 bond issue of $15.4 million and FY16 bond issue of $22.8 million.
2) Proposed FY17 bond issue of $15 million.
3) Proposed FY18 bond issue of $14.5 million.
4) Proposed FY19 bond issue of $9.4 million.
5) Proposed FY20 bond issue of $16.2 million.

TRANSFER TO OTHER FUNDS
Fiscal Years 2014 - 2017

The General Fund has historically transferred money to various other funds. For FY17, support will go toward Capital Projects, IDA Fund - Bass Pro, EDA Fund - Cultural, Athletic and Visitor Attractions, the Hampton Roads Convention Center Fund and the Arts Commission which is now managed by the Hampton Coliseum. These transfers are used to subsidize and support the activities of those funds or reflect transfers based on development agreements.

The total budget for this fund is $25,269,781.

Funds	**FY14 Actual**	**FY15 Actual**	**FY16 Budget**	**FY16 Adjusted Budget**	**FY17 Budget**	**Increase/ (Decreased)**
Capital Projects	$17,848,512	$12,958,989	$14,839,019	$14,839,019	$15,913,623	$1,074,604
Association (IDA) Fund - Bass Pro	800,000	809,931	800,000	800,000	800,000	0
Transfer to EDA Fund - Cultural Athletic and Visitor Attractions	457,000	489,000	487,919	487,919	500,000	12,081
The Hamptons Golf Course	430,000	430,000	11,000	11,000	0	(11,000)
Hampton Roads Convention Center	6,645,769	7,243,656	6,870,884	6,870,884	7,235,000	364,116
Hampton Coliseum ~ Hampton Arts Commission	921,158	934,827	921,158	921,158	821,158	(100,000)
Grand Total	**27,102,439**	**22,866,403**	**23,929,980**	**23,929,980**	**25,269,781**	**1,339,801**

Budget Note: *Fund balance from the General Fund of $*

Budget Note: The key changes in *Transfers to Other Funds* are: an increase in the transfer to the Capital Projects Fund to reflect increased VDOT funding for street programs and a greater use of recurring General Fund revenues; a net increase of the 2+2 revenues dedicated to the Hampton Roads Convention Center, offset by savings in the Hamptons Golf Course Clubhouse lease and the Coliseum Fund.

HAMPTON CITY SCHOOLS

The School Board of the City of Hampton is comprised of seven members elected by the people to serve staggered terms of four years. The School Board and the Superintendent of Schools exercise all powers conferred and perform all the duties imposed upon them by general law, including but not limited to the allocation of funds for public education in the City of Hampton.

The total fiscal year 2017 budget for the school system is $200,450,417.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
State Contributions	122,868,684	121,007,292	120,341,531	120,341,531	125,316,501	4,974,970
Federal Contributions	894,447	764,733	923,000	923,000	940,000	17,000
Miscellaneous Revenues	2,759,164	1,205,698	2,872,500	2,872,500	2,722,500	(150,000)
Total State/Federal	**126,522,295**	**122,977,723**	**124,137,031**	**124,137,031**	**128,979,001**	**4,841,970**
Local Contribution per State Law*	39,595,626	38,619,751	38,245,174	38,245,174	37,666,384	(578,790)
Local Contribution in Excess of State Requirement	31,177,423	32,492,472	32,867,049	32,867,049	33,805,032	937,983
Total Local Contribution	**70,773,049**	**71,112,223**	**71,112,223**	**71,112,223**	**71,471,416**	**359,193**
Grand Total	**197,295,344**	**194,089,946**	**195,249,254**	**195,249,254**	**200,450,417**	**5,201,163**

Budget Note: *The local contribution to the Schools, which totals $71,471,416 for FY17, is based on an agreed upon formula in which they receive a predetermined percentage of the growth in residential general property and utility taxes.*

Relevant Excerpts from Chapter 781, 2009 Acts of Assembly, Regarding Budgeted Required Local Effort and Budgeted Required Local Match Item 140 A:

5. "Required Local Expenditure for the Standards of Quality" - The locality's share based on the composite index of local ability-to-pay of the cost required by all the Standards of Quality minus its estimated revenues from the state sales and use tax dedicated to public education and those sales tax revenues transferred to the general fund from the Public Education Standards of Quality/Local Real Estate Property Tax Relief Fund and appropriated in this Item, both of which are returned on the basis of the triennial census of school age population, as specified in this Item, collected by the Department of Education and distributed to school divisions in the fiscal year in which the school year begins.

6. "Required Local Match" - The locality's required share of program cost based on the composite index of local ability-to pay for all Lottery, School facilities and Incentive programs, where required, in which the school division has elected to participate in a fiscal year.

CAPITAL BUDGET

General Overview

What is a Capital Improvement Plan?

A Capital Improvement Plan (CIP) is a five-year expenditure plan that addresses the acquisition of property and equipment, new construction and other major improvements to existing public facilities. The first year of the CIP is incorporated into the Manager's Recommended Budget as the Capital Budget component for the respective year.

Each locality establishes its own criteria for capital improvement projects. The criterion established by the City of Hampton is that a capital project must have a total cost in excess of $50,000 and a life expectancy of at least five years, at a minimum. Although the nature and scope of capital improvement projects vary, each project can usually be classified into one of the following ten broad categories:

1. The ***Education*** project category includes support to assist Hampton City School's with maintenance and renovation projects and funding for site improvements at Thomas Nelson Community College (TNCC).

2. The ***Hampton's Waterways*** project category includes improvements to and maintenance of the various waterways in Hampton including the City's compliance with the Chesapeake Bay TMDL requirements.

3. The ***Maintenance of Public Properties and Performance Support*** project category includes maintenance and/or major improvements, including construction, to existing public facilities and properties.

4. The ***Master Plans*** project category includes projects that address and implement critical initiatives outlined in the Community Plan through various strategic investments.

5. The ***Neighborhood Support*** project category includes projects that improve the quality of neighborhoods through the acquisition and demolition of blighted properties; housing improvement grants and neighborhood improvement funding.

6. The ***New Facilities*** project category encompasses the construction of any new public facility, excluding those related to public safety which is included in the "Public Safety" category.

7. The ***Other CIP Projects*** category includes projects that do not fit within the other project expenditure categories. An example would be "Contingency" which covers cost overruns due to increases in labor and/or materials and change orders for previously approved General Fund capital projects.

8. The ***Other Economic Development Support*** project category includes projects that provide indirect aid and support to improve/increase the City's economic base.

9. The ***Public Safety*** project category include items specific to the service provision of the City's public safety departments such as a new fire station, equipment, etc.

10. The ***Streets and Infrastructure*** project category includes resurfacing and maintenance of streets, roads and sidewalks. A tentative street resurfacing plan is developed annually by the City's Department of Public Works and published on their website at www.hampton.gov/publicworks under the "What's New" section.

CAPITAL BUDGET

Objectives of the Capital Improvement Plan

The objectives of the Capital Improvement Plan serve to:

- Prepare the Capital Budget component of the Manager's Recommended Budget. The capital improvement plan serves as one of many planning tools used during the budget development process.
- Maintain and protect the City's current bond rating by ensuring that conservative fiscal parameters are exercised when scheduling and implementing projects.
- Balance the City's need for new and/or enhanced economic development with existing development and capital renewal needs.
- Address and implement critical initiatives outlined in the Council Approved Strategic Area Master Plans which can be accessed on the internet at www.hampton.gov/community-plan under the "Strategic Master Plans" section.
- Merge the Hampton City Schools' capital improvement plans with the City's process.

Development Process and Discussions

The annual development process commences with reviewing/analyzing project funding requests. Suggested projects come from a variety of sources such as City departments, City Council, citizen groups and local business communities {referred to as business improvement districts [BIDs] in the City of Hampton}. It is recommended that project submissions from citizen groups and BIDS be submitted through and advocated by a City department to ensure the required due diligence is performed, i.e. feasibility study, cost analysis, etc. At the conclusion of the funding request review process, the CIP Committee meetings commence.

The CIP Committee is comprised of Assistant City Managers, Director of Budget and Strategic Initiatives, Director of Public Works, City Engineer, Director of Economic Development, Director of Finance, Director of Parks and Recreation, Chief City Planner from Community Development, a representative from Hampton City Schools and the CIP Coordinator. Over several months, the CIP Committee takes several steps, which are listed below in general terms, to develop a proposed plan.

- Review and categorize all funding requests (newly submitted requests and unfunded requests from previous years) based on an agreed upon set of criteria.
- Host 'input forums' for the community and with various community partner groups to obtain their input on potential projects and other areas of concern as it relates to capital investments in the community.
- Review and confirm various revenue sources as well as the proposed Plan's compliance with the City's Financial Policies as it relates to debt capacity/affordability.

Once a consensus has been reached on a proposed Plan, yearly expenditure and revenue schedules are developed for each project. The proposed Plan is then presented to the governing body and the community at a public hearing to allow for public comment.

After the public hearing requirement has been satisfied, the proposed CIP is adopted, by vote, as the Council Approved CIP, the first year of which is incorporated as the Capital Budget component of the annual budget for that respective year. The Manager's Recommended Budget must be submitted to the City Council by April 15th and approved by May 15th per statutory requirement. To keep the CIP a revolving five-year plan, one year is added into the future as the plan is developed each year.

Significant recurring expenditures included in the Capital Budget are listed below with further explanation:

- **Hampton's Waterways ……..…… $4,596,870:**

  Included in the five year CIP are projects that continue to specifically address the federal TMDL (total maximum daily load) or "pollution diet" requirements which will limit the nutrient and pollution runoffs into the Chesapeake Bay. Projects are initiated by watershed studies which are used to determine the location and type of best management practices (BMPs) to be installed or retrofitted, i.e. bioretention, wet ponds, etc. These activities will be funded by a recurring increase in the Stormwater User Fee (commercial and residential).

  The Stormwater User Fee is the legal vehicle the Commonwealth of Virginia gives localities to generate revenue in order to comply with the mandates for dealing with the water quality management guidelines, emanating from the Federal government through the EPA. DEQ then monitors localities performance in meeting the requirements. The current rate is $7.83 per 2,429 square feet of impervious area, per month. The commercial property rate is equivalent to the residential unit, which in Hampton is 2,429 square feet of impervious area. The user fee also funds recommendations made by Hampton's Citizen Waterway Management Report to address items such as water quantity due to sea level rise. Also included is funding to educate the community on steps that can be taken to minimize the amount of nutrients entering the waterways.

- **Master Plan Strategic Area Investments* …… $500,000:**

  Also included in the five year CIP is funding from a dedicated real estate tax rate increase to be specifically invested in accelerating master plan implementation in the Buckroe, Coliseum Central, Downtown, Kecoughtan Road Corridor, North King Street and Phoebus areas of the City. It has been communicated during the community meetings that the master plans, which are the result of input from many citizen groups, have not progressed at the desired pace due to insufficient funding.

- **Hampton City Schools "One-to-One" Technology Initiative …..…… $2,000,000:**

  Likewise, the Hampton City Schools will benefit from a dedicated real estate tax increase (of $0.02) to equip students with digital electronic devices to enhance instruction and provide access to educational content and resources.

  Please reference the "***Supplemental Information***" for a schedule of Taxes and Fees."

Revenue Sources

Each project is funded by one or more revenue source. It is the City's goal to use pay-as-you-go funding for annual, recurring maintenance-type projects. Revenues that the City of Hampton utilizes come from several sources and can be grouped into one of the following four broad categories: federal and state government, General Obligation Bond Proceeds, dedicated funding sources and the General Fund.

***Federal and State Government*:** Revenues from the federal and state government, such as the Virginia Department of Transportation (VDOT) Revenue Sharing program, are typically one-time and dedicated for specific types of projects such as street improvements. In some instances, a match is required from the City.

- VDOT Revenue Sharing State Match …….…. $2,436,250

***General Obligation Bond Proceeds*:** Many localities fund capital projects using General Obligation Bond Proceeds. Bond proceeds, which work similarly to mortgage loans, are governed strictly by federal and state laws and regulations. The repayment of bonds is usually long-term, i.e. 20 years. In most cases, government regulations require bond proceeds be expended on one-time capital projects within a certain amount of time after the issuance.

- General Obligation Bond Proceeds (City) ……. $ 9,715,104
- General Obligation Bond Proceeds (Schools) ……...… $ 5,287,500

***Dedicated Funding Sources*:** At times, the City will dedicate revenues received from certain taxes and fees, as well as land sales, to fund specific projects. An example would be the Sewer User Fee, a portion of which is dedicated to funding drainage improvement projects.

- Dedicated Tax Rate Increase for City Investments …… $ 500,000
- Stormwater Fund-Fund Balance…….….. $ 550,000
- Stormwater Fund …….. $2,597,470
- Wastewater Fund …….. $4,300,000
- Dedicated Tax Rate Increase for Hampton City School Investments $2,000,000

***Contributions from the General Fund*:** The General Fund is the primary depository of taxes and fees collected for the general operation of the City. The Council Approved Financial Policies dictate the annual use of a minimum of 2%, but no more than 6%, of the estimated General Fund revenues for capital improvements. These funds generally support maintenance-type projects and one-time only capital expenditures.

- General Fund Balance Transfer ……..…… $3,651,372
- General Fund Operating Revenue ……..…… $3,057,413

Financial Policy Statement

The financial parameters for pay-as-you-go funding for capital improvement projects are that no less than two percent (2%), but no more than six percent (6%) of estimated revenue for the annual operations of the City, less Schools, shall be devoted to capital expenditures. The total estimated General Fund operating revenues for fiscal year 2017 are $334,112,718. To adhere to this policy, contributions from the General Fund (GF) which include General Fund Balance Transfer; General Fund Operating Revenues including revenues from a dedicated tax rate increase for City investments in the Master Plans strategic areas; Urban Maintenance Contributions and the revenue sharing local match required by the Virginia Department of Transportation (VDOT) cannot be less than $6,682,254 and no more than $20,046,763. For fiscal year 2017, the total amount of funds being transferred from the General Fund to the Capital Projects Fund is $15,913,623 or 4.76% which is within the City's financial parameters.

A second tier to the City's financial policy was adopted on April 11, 2007 by City Council and states a minimum of 10% to 15% of the total capital improvement expenditures, over a rolling five-year period, shall be funded from General Fund revenues. The five-year CIP totals $210,074,569 and the 10% to 15% minimum to be funded from General Fund revenues is equal to $33,411,272 and $50,116,908 respectively. The City anticipates funding $75,896,187 or 36% from General Fund revenues. This amount is in compliance with the policy parameters.

For information on the financial policies regarding the maximum amount of debt that the City can issue, please reference the "***Financial Summaries and Policies***" section of the Fiscal Year 2017 Council Approved Budget document.

Some capital projects have a direct impact on the City's operating budget once the project is acquired or completed. This impact may require on-going expenses for personnel, operating costs and capital outlay. Refer to the schedule entitled "***Capital Budget Impact on Operating Budget***" in this section regarding those projects and the anticipated impact on the operating budget. Projects funded through debt financing also impact the operating budget through on-going debt service expenses.

CAPITAL IMPROVEMENT PLAN (CIP) TIMELINE

Commencement of Annual Process and Staff Preparation for CIP Committee Meetings
July 2015 - September 2015

CIP Committee Meetings
September 2015 – February 2016

Development of the FY 2017-2021 Capital Improvement Plan (CIP)
in conjunction with the FY 2017 Manager's Recommended Budget
November 2015 – April 2016

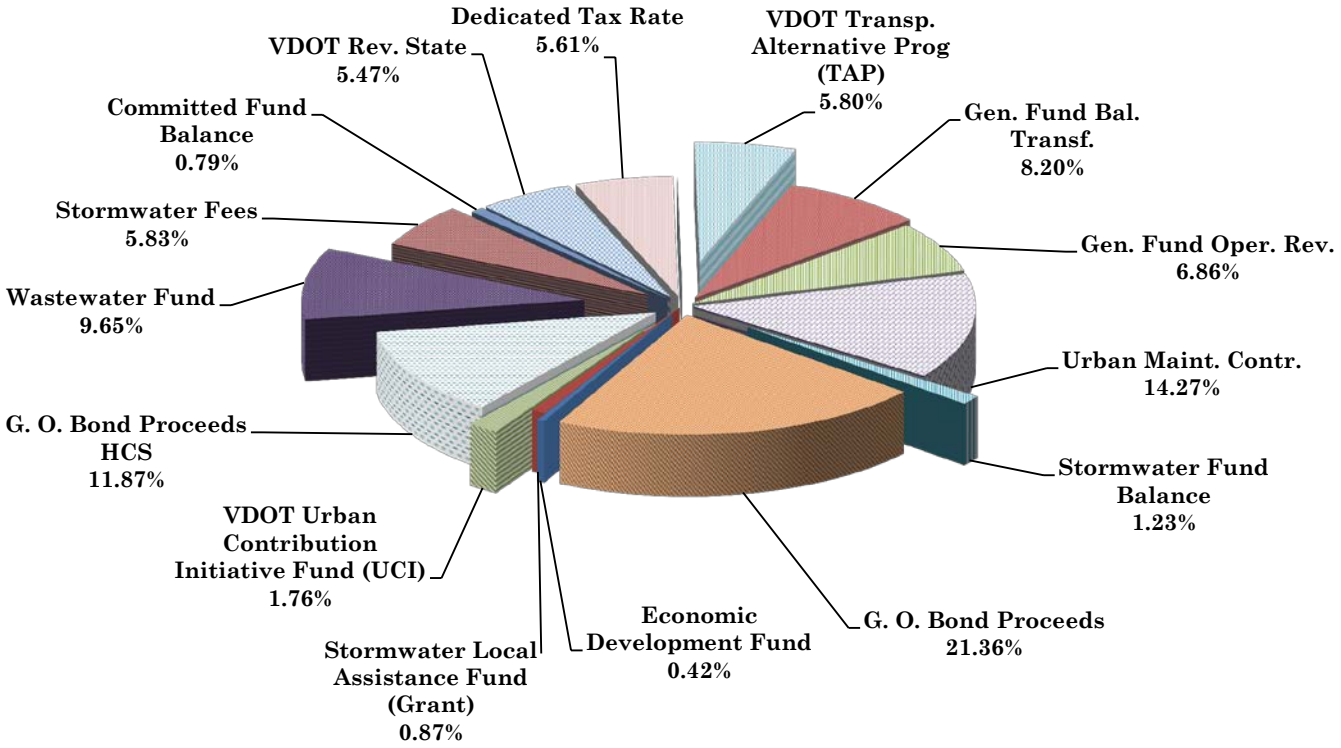
Community Educational/Input Sessions
January 2016 – March 2016

Planning Commission's Public Hearing
April 7, 2016

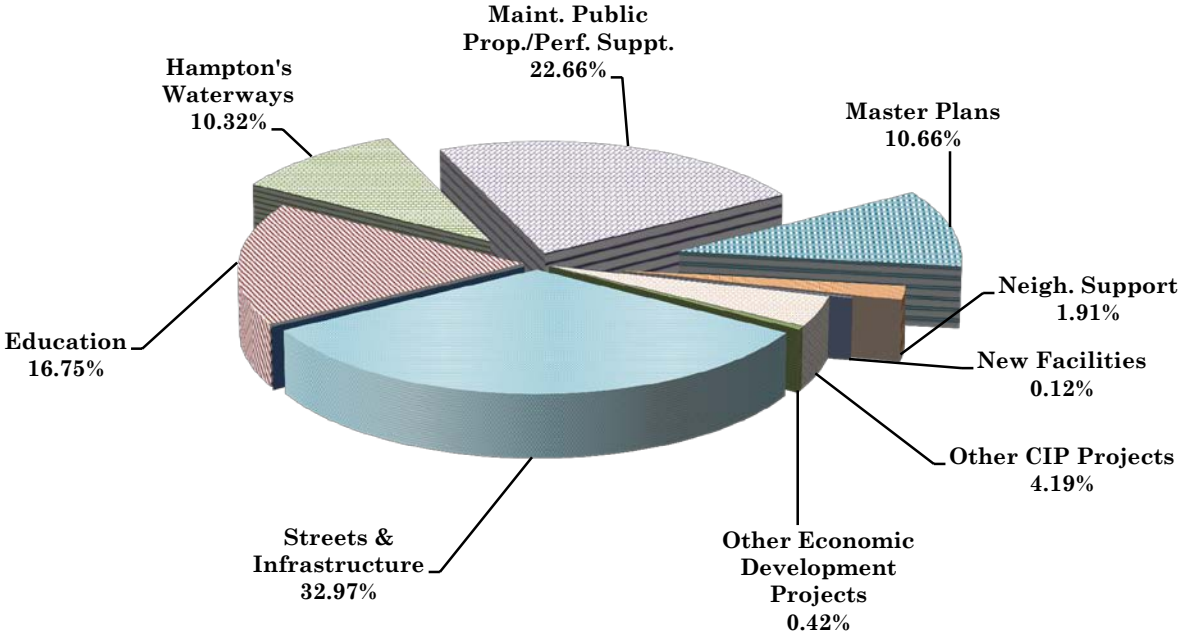
City Council's Public Hearing and Action
May 4, 2016

Approval of Manager's Recommended Budget which
incorporates first year of Council Approved FY 2017-2021
Capital Improvement Plan as the Capital Budget
May 4, 2016

Capital Budget Revenues



Capital Budget Expenditures



Revenue Sources	Amount
Committed Fund Balance (CFB)	$350,000
General Fund Balance Transfer (GFB)	3,651,372
General Fund Operating Revenues (GFR) (VDOT-City*)	3,057,413
*Dedicated Tax Rate Increase for City Investments**	500,000
*Dedicated Tax Rate Increase for Schools Investments***	2,000,000
Urban Maintenance Contribution (UMC)	6,354,838
Subtotal - General Fund Revenues	**15,913,623**
Economic Development Fund (EDF)	$187,500
General Obligation Bond Proceeds (BP) ~ City	9,715,104
General Obligation Bond Proceeds ~ Schools (BP-S)	5,287,500
Stormwater Fund (SWF)	2,597,470
Stormwater Fund - Fund Balance (SWF-FB)	550,000
Stormwater Local Assistance Fund-Grant (SWF-G)	389,400
VDOT Revenue Sharing *State* Match (VDOT-State)	2,436,250
VDOT Urban Contribution Initiative Fund (UCI)	785,000
VDOT Transportation Alternative Program (TAP)	2,378,773
Wastewater Fund (WW)	4,300,000
Subtotal - Other Revenues	**28,626,997**
Grand Total Revenues	**44,540,620**

* VDOT-City matching funds.

Project Descriptions/Expenditures by Category	Amount
Education	
Hampton City Schools Maintenance Projects (BP-S)	
General Maintenance Projects	$2,387,500
School Investment Plan Major Renovation Projects	2,900,000
Assist Hampton City Schools with routine and enhanced maintenance projects such as replacing roofs, HVAC units, boilers, fire alarm systems and refurbishing hallways and restrooms, etc.	
Hampton City Schools "One-to-One" Technology Initiative** (GFR)	2,000,000
Equip students with digital electronic devices to enhance instruction and access to educational content and resources. Use of the digital electronic devices will be phased in by grade or course levels until all students in specified grades/courses have devices. A "refresh" is planned for year 4 of the initiative. Beginning in the fifth year, 1/3 of all devices will be refreshed annually	
Thomas Nelson Community College [TNCC] Site Improvements (GFR)	170,850
State mandated contribution towards the site improvements at Thomas Nelson Community College (TNCC) based on the number of Hampton residents enrolled.	

Project Descriptions/Expenditures by Category	Amount
Hampton's Waterways	
Aberdeen School ED Wetlands (SWF)	$275,000
Improvements will divert runoff from roadway, residential and the school into a new extended detention wetland. This improvement will also provide both pollutant load reduction and flood reduction for the watershed.	
Air Power Park Water Quality Improvements (SWF)	250,000
The scope of the project is to create a stormwater basin (BMP) to treat stormwater runwater. This project will provide stormwater treatment for future CIP projects as described in the Coliseum Master Plan.	
Lynnhaven Lake Outfall Structure (SWF)(SWF-G)	850,000
Per the Back River - Lake Shores Watershed Plan, project involves the replacement of the failed outfall at Lynnhaven Lake. This outfall structure would allow more storage in the lake and have less water leaving the lake during rain events.	
Mary Peake Outfall Improvements at Newmarket Creek (SWF)	300,000
Per improvement 4a in the Mary Peake Regional Stormwater Study, this stream restoration project involves improving the Mary Peake outfall at New Market Creek which should provide both quality and quantity improvements to the outfall.	
Merrimack Elementary Wetland (SWF)	51,870
Construction of stormwater management facility to reduce flooding and treat stormwater runoff. The proposed stormwater wetlands will be on undeveloped property that is currently underutilized by the elementary school. It is anticipated this facility will contribute approximately 20 lbs phosphorous removal per year to meet the Chesapeake Bay TMDL nutrient goals.	
MS-4 Activity (SWF)	350,000
The City of Hampton has a Municipal Separate Storm Sewer System (MS-4) permit, which is issued by the state, and required under federal regulations through the Clean Water Act. Recent changes in state stormwater regulations are aimed at reducing pollutants into the Chesapeake Bay and taking additional steps to protect water quality. The city will need to revise a number of our existing documents, plans, processes, and devise methods of tracking our yearly progress related to improvements in water quality. This project will provide funding to accomplish those goals.	
Neighborhood Stormwater Improvements (SWF)	585,000
Construct drainage improvements in existing residential neighborhoods to facilitate proper drainage of runoff from public streets and/or to improve maintenance of street infrastructure that would improve drainage.	

Project Descriptions/Expenditures by Category	Amount
Hampton's Waterways Cont.	
Pochin Place/Indian Creek (SWF-FB)	$550,000
Installation of a wetlands bank and/or stormwater quality retrofit basin in the Pochin Place/Indian River Creek area. Project will address stormwater flow issues while achieving TMDL water quality benefits.	
Thomas Eaton Middle Bioretention (SWF)	100,000
This improvement involves the construction of Bioretention areas on school property. These Bioretention areas will treat stormwater runoff and provide extended detention of stormwater flows from the school building and adjacent grounds. The project could also include educational features such as trails and signage that the school system could incorporate into the curriculum.	
William Cooper Elementary Dry Pond (SWF)	75,000
The 2010 Salt Ponds Inlet Management Plan recommends south and north jetty improvements to "increase the interval between maintenance dredging from the present 2-3 years to 4-6 years." Also, per the recommendations of this report, the project has been divided into two phases: raise, armor, and extend the south jetty (photo of south jetty at low tide); further investigation and modeling of north jetty improvements and offshore breakwater.	
Winchester Drive Drainage Improvements (SWF)	150,000
Per the Back River - Lake Shores Watershed Plan, improvements include upgrading storm drains, creation of stormwater BMPs, and ditch restoration.	

Project Descriptions/Expenditures by Category	Amount
Hampton's Waterways (Non-Stormwater Projects)	
Dutch Dialogue (CFB)	350,000
Implement recommendations from Dutch Dialogue strategies and policies from the 2015 Coliseum Central Master Plan which include flood control and managing stormwater; and creating dense, connected, and pedestrian-friendly activity centers and developing and connecting open space and natural areas within the District to provide amenities for residents and visitors alike.	
Gosnold Hope Park Maintenance Dredge (GFB)	5,000
The project consists of maintenance dredging of a small-boat channel located in Coopers Creek at Gosnold Hope Park. Dredge spoils will be de-watered in a containment area located near the dredging operation, which was previously utilized for the 2008 maintenance dredging project.	
Salt Pond Dredging (BP)(GFB)	705,000
Salt Ponds Inlet is currently being dredged every 18 months to 2 years due to sand migration into the inlet. Dredged sandy material is placed on the Salt Ponds beach. The last dredging was completed in June of 2015. Until the inlet improvements are complete dredging should continue. South Jetty improvements are under design in October 2015.	

Project Descriptions/Expenditures by Category	Amount
Maintenance of Public Properties and Performance Support	
City-wide and Downtown Landscaping Enhancements (GFB)	$100,000
Replace dead trees and damaged plant materials City-wide. Improve plant beds and the appearance of public grounds with seeding, fertilization and weed control. Improve the general appearance of downtown Hampton by planting and/or replacing shrubs, flower beds and various ground coverings at selected public facilities, major thoroughfare medians and other highly visible areas.	
Downtown Waterfront Bulkhead Repairs (GFR)	92,500
Remove and apply new marine grade epoxy coating to top 24" of steel sheeting, patch spalls in concrete headwall, and cracking in concrete caps of the bulkhead as identified in inspection.	
Infrastructure Rehabilitation Program (WW)	4,300,000
A series of rehabilitation projects to assist the City in meeting the requirements of the regional consent order mandated by the Department of Environmental Quality (DEQ). The rehabilitation plan includes upgrading and/or replacing portions of the sanitary sewer system (Flow Area 208 which is in the Claremont Area of Hampton). This is 1 of 83 flow basins that will need rehabilitation over the next 25 years. Overall project cost is estimated at $140 million.	
Parks and Recreation Maintenance (BP)	2,500,000
City-wide improvements projects at schools, parks and other public facilities to include construction and resurfacing of walking paths; resurfacing of tracks and tennis courts and replacement of playground and outdoor fitness stations.	
Public Facility Improvement (GFB)(BP)	3,000,000
Inspect, evaluate, design and repair or replace existing major building systems and components to include HVAC, structural, electrical and plumbing in selected buildings.	
Re-engineering Technology (GFR)	100,000
Re-engineering projects enhance service delivery and improve customer satisfaction. Teams are comprised of customers and employees who partner to re-design applicable processes for cost effectiveness while improving speed, quality and convenience of services. Since its inception, funding has been utilized to connect all City departments to the financial system through personal computer networks and develop a one call, one contact customer information and problem resolution/response line - "311."	

Project Descriptions/Expenditures by Category	Amount
Master Plans	
Buckroe Acquisition (BP) Acquisition and demolition of strategically located and general blighted properties in the Buckroe area. This activity has been a key strategy in halting disinvestments in Hampton's neighborhoods.	$3,500,000
Council Strategic Initiative* (GFR) Funding for projects within Council Strategic Initiative areas. Specific projects will be determined by City Council at a later date.	$500,000
Strategic Acquisition City (GFB) Funding for acquisition of strategic property throughout the City of Hampton. Property is needed to further the Downtown Master Plan recommendations for revitalization and to assist with the city's economic development objectives for business.	750,000

Project Descriptions/Expenditures by Category	Amount
Neighborhood Support	
Blighted Property Acquisition and Demolition (GFB) Acquisition and demolition of strategically located and general blighted properties in various neighborhoods. This activity has been a key strategy in halting disinvestments in Hampton's neighborhoods. Supplemental funding from the Community Development Block Grant allow blighted property acquisition and demolition to continue at an acceptable level.	250,000
Dollar Lot Program (GFB)(GFR) Acquisition and demolition of strategically located properties in the Housing Venture and Master Plan areas that further existing housing redevelopment efforts. This activity has been a key strategy in halting disinvestments by redeveloping outdated commercial/residential properties into market rate units. This fund would also be used to offset repayment cost of CDBG funds for some properties to increase redevelopment quality and opportunities in targeted areas.	400,000
Housing Improvement Grants (GFR) The Housing Improvement Grant program provides funding to continue the expansion of the Curb Appeal Matching Grant Program to neighborhoods included within adopted Master Plans areas. Program provides matching grants for exterior property improvements that are consistent with the Curb Appeal Guide for the area. Grant recipients are required to match the City's contribution dollar for dollar. The program has been a valuable tool for stimulating private investment in the targeted neighborhoods.	100,000
Neighborhood Improvement Funding (GFB) Funding for neighborhood-level public improvements such as signage, landscaping, etc. Project proposals are reviewed and approved by the Hampton Neighborhood Commission. Neighborhood groups are required to provide a 10% match and demonstrate that the project is one of the neighborhoods highest priorities based on a neighborhood outreach and input process.	100,000

Project Descriptions/Expenditures by Category	Amount
New Facilities	
Public Works Yard Master Plan (GFR)	51,750

Explore the construct of a new Public Works Operations and Fleet Services Complex on North Armistead Avenue. The existing complex was pieced together over many years with facilities that are no longer adequate, do not meet ADA Code requirements and are not laid out to provide efficient service. The property at the current location is a Council priority for redevelopment. Other funding source listed below is the Solid Waste Fund.

Project Descriptions/Expenditures by Category	Amount
Other CIP Projects	
Contingency Funds (GFR)	$110,000

Funding source to cover cost overruns and change orders for previously approved General Fund projects that exceed the original estimated cost due to increases in materials, labor, project delays, etc.

Motorola Lease Payment (GFR)	1,756,289

Lease purchase payment for recently upgraded radio system which was acquired to conform to the Federal Communications Commission (FCC) recommended Project 25 (P25) standards.

Project Descriptions/Expenditures by Category	Amount
Other Economic Development Projects	
Hampton Roads Center Improvements (EDF)	187,500

Improvements to the Hampton Roads Center parkway.

Project Descriptions/Expenditures by Category	Amount
Streets and Infrastructure	
Central Park Trail (Newmarket Creek) (TAP)	1,868,773

This VDOT Transportation Alternatives Program Project will consist of constructing a new multi-use trail in the Armistead Avenue/Freeman Drive area around Lake Hampton. Improvements will include the multi-use trail, landscaping and lighting. The project will be funded with 80% Transportation Alternatives funding and a 20% in-kind match of the existing property.

Coliseum Drive Extension Phase 1(BP) (VDOT-State)	1,750,000

This VDOT Revenue Sharing Project will consist of constructing a new 4-lane divided roadway from HRCP to Butler Farm Rd. Improvements will including curb and gutter, multi-use trail, landscaping and lighting. The new roadway will provide access to undeveloped property and will help reduce trafffic on Magruder Blvd.

Hampton Roads Center Parkway at Big Bethel Road (VDOT -City) (VDOT-State)	700,000

Construct southbound right to westbound acceleration lane to increase safety; intersection identified as 2nd highest accident location in Hampton Roads. Will reduce high number of rear end accidents on this movement.

Project Descriptions/Expenditures by Category	Amount
Streets and Infrastructure (Cont'd)	
Mallory Street Improvements (BP) (VDOT-State)	797,500
Extend the downtown Phoebus streetscape improvements along Mallory Street from County Street to Seawall Avenue. Improvements includes paver sidewalks, crosswalks, street trees and pedestrian lighting.	
North King Street Streetscape {Lincoln Street to I-64}(VDOT -City) (VDOT-State)	$425,000
Streetscape enhancements to North King Street between Lincoln Street and I-64. Improvements include street and pedestrian lighting, sidewalks, crosswalk and landscaping. This project, which is recommended in the 2004 Downtown Hampton Master Plan, is intended to provide a safe and attractive pedestrian environment for citizens and visitors.	
Pine Chapel Road (TAP)(BP)	610,000
This VDOT Transportation Alternatives Program Project will consist of constructing a new multi-use trail on Pine Chapel Road. Improvements will include the multi-use trail, landscaping and lighting. The project will be funded with 80% Transportation Alternatives funding and a 20% City match of the existing property. The construction phase is estimated to cost $1.8 million and the $610,000 will close the funding gap. All but $100,000 of the City match will be previously funded design and right-of-way expenditures.	
Pembroke Avenue Reconstruction- Phase 3 (BP) (VDOT-State)	1,000,000
Reconstruction of curb and gutter, sidewalks, crosswalks and lighting to increase user safety.	
Saunders Road (BP)(UCI)	981,250
This project consists of widening Saunders Rd to a four-lane roadway with a raised and planted median. Improvements will include bike lanes, sidewalks, lighting, and landscaping.	
Street Resurfacing (UMC)	5,984,838
Resurface and/or reconstruct arterial and residential streets throughout the City. A street resurfacing schedule is developed annually by the Department of Public Works.	
Street Resurfacing-VDOT Allocation to ft. Monroe (UMC)	370,000
Resurface and/or reconstruct arterial and residential streets throughout Ft. Monroe.	
Thomas Nelson Drive Hasting New Traffic Signal (VDOT -City) (VDOT-State)	200,000
Install new traffic signal.	
Grand Total Project Expenditures	**$44,540,620**

CAPITAL BUDGET IMPACT ON OPERATING BUDGET

Reflected below are Council approved capital projects whose implementation has a direct impact on the City's General Fund operating budget. Please note that this list is not representative of the entire list of capital projects approved for funding in fiscal year 2017.

Impact on Operating Expenses
{by the three expenditure categories}

Maintenance of Public Properties/ Performance Support	FY17 Project Amount	Personnel Costs	Operating Expenses	Capital Outlay
Public Facility Improvements	3,000,000	49,172	0	0
Total		***49,172***	***0***	**0**

Comments: *The figures reflected are estimates only. Funding supports project implementation such as project management; additional/on-going architectural and engineering design; limited construction materials and supplies; contracting costs for subsequent landscaping maintenance for acquired property and various use permits.*

Neighborhood Support	FY17 Project Amount	Personnel Costs	Operating Expenses	Capital Outlay
Blighted Property Acquisition and Demolition	250,000	15,000	5,000	0
Dollar Lot Program	400,000	15,000	5,000	0
Housing Improvement Grants	100,000	15,000	5,000	0
Neighborhood Improvement Funding	100,000	5,000	10,000	0
Total		***50,000***	***25,000***	**0**

Comments: *The figures reflected are estimated only. Funding supports project implementation such as project management, inspections, contractual services to maintain cleared properties as well as provide materials and project oversight.*

Streets and Infrastructure	FY17 Project Amount	Personnel Costs	Operating Expenses	Capital Outlay
Street Resurfacing	5,984,838	100,000	96,743	0
Total		***100,000***	***96,743***	**0**

Comments: *The figures reflected are estimates only. Funding supports project implementation such as project management, plan review, inspections, etc. Operating expenses cover road testing equipment and materials, reproduction costs of plans, limited construction supplies and any required advertisements.*

Totals by Expenditure Category		**199,172**	**121,743**	**0**

Total Impact on Operating Budget **320,915**

CAPITAL IMPROVEMENT PLAN BY EXPENDITURE CATEGORY

Revenue Sources	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
General Fund Revenues						
Committed Fund Balance	$350,000	$0	$0	$0	$0	$350,000
General Fund Balance Transfer	$3,651,372	$3,148,872	$3,148,872	$3,148,872	$3,148,872	$16,246,860
General Fund Operating Revenues*	3,057,413	2,635,393	3,725,393	2,325,393	2,325,393	14,068,985
Dedicated Tax Rate Increase: City Investments	500,000	500,000	500,000	500,000	500,000	2,500,000
Dedicated Tax Rate Increase: Hampton City Schools Investments	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Urban Maintenance Contribution	6,354,838	6,309,813	6,498,247	6,686,680	6,880,764	32,730,342
** Includes VDOT-City matching funds*						
Total:	**$15,913,623**	**$14,594,078**	**$15,872,512**	**$14,660,945**	**$14,855,029**	**$75,896,187**
Other Revenues						
Economic Development Fund	$187,500	$187,500	$0	$0	$0	$375,000
General Obligation Bond Proceeds ~ City	9,715,104	9,257,874	4,100,000	10,899,128	10,952,000	44,924,106
General Obligation Bond Proceeds ~ Hampton City Schools	5,287,500	5,287,500	5,287,500	5,287,500	5,287,500	26,437,500
Stormwater Fund	2,597,470	3,333,130	4,265,000	4,935,000	4,585,000	19,715,600
Stormwater Fund- Fund Balance	550,000	1,125,000	0	0	0	1,675,000
Stormwater Local Assistance Fund (Grant)	389,400	0	0	0	0	389,400
VDOT Revenue Sharing *State* Match	2,436,250	410,000	1,500,000	0	0	4,346,250
VDOT Urban Contribution Initiative Fund (UCI)	785,000	0	0	0	0	785,000
VDOT Transportation Alternative Program (TAP)	2,378,773	0	0	0	0	2,378,773
Urban Development Action Grant (UDAG)	0	0	511,753	0	0	511,753
Wastewater Fund	4,300,000	4,390,000	6,550,000	8,700,000	8,700,000	32,640,000
Total:	**$28,626,997**	**$23,991,004**	**$22,214,253**	**$29,821,628**	**$29,524,500**	**$134,178,382**
GRAND TOTAL ~ Revenues	**$44,540,620**	**$38,585,082**	**$38,086,765**	**$44,482,573**	**$44,379,529**	**$210,074,569**

**** The FY17 VDOT City Match funds are being funded with General Obligation Bond Proceeds***

Projects by Expenditure Categories	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
1. Education						
Hampton City Schools General Maintenance Projects	$2,387,500	$2,387,500	$2,387,500	$2,387,500	$2,387,500	$11,937,500
Hampton City Schools Investment Panel Improvement Projects	2,900,000	2,900,000	2,900,000	2,900,000	2,900,000	14,500,000
Hampton City Schools "One-to-One" Technology Initiative	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Thomas Nelson Community College Site Improvements	170,850	170,850	169,104	169,104	169,104	849,012
Total:	**$7,458,350**	**$7,458,350**	**$7,456,604**	**$7,456,604**	**$7,456,604**	**$37,286,512**
2. Hampton's Waterways (Stormwater Projects)						
Aberdeen School ED Wetlands	$275,000	$0	$0	$0	$0	$275,000
Air Power Park Water Quality Improvements	250,000	115,000	0	0	0	365,000
Amherst Road Wetlands	0	125,000	175,000	500,000	0	800,000
Buckroe Avenue Wetland	0	200,000	0	0	0	200,000
Buckroe Shopping Mall Wetlands	0	175,000	500,000	500,000	0	1,175,000
Butler Farm Road Wet Pond	0	0	0	200,000	1,000,000	1,200,000
Cornerstone Assembly Wet Pond	0	0	35,000	100,000	0	135,000
Fields Drive Wetland	0	0	50,000	45,000	115,000	210,000
Hall Road Wetland	0	0	100,000	90,000	225,000	415,000
Hampton Woods Constructed Wetlands	0	0	50,000	50,000	105,000	205,000
Jones Magnet Middle School Detention Pond	0	90,000	350,000	0	0	440,000
Kraft Elem Ext. Detention Wetland	0	0	150,000	425,000	0	575,000
Lynnhaven Lake Outfall Structure	850,000	0	0	0	0	850,000
Marcela Road Culvert Enlargement	0	0	50,000	105,000	0	155,000
Mary Peake Outfall Improvements at Newmarket Creek	300,000	0	0	0	0	300,000
Mercury Blvd Interchange Pond Conv.	0	125,000	500,000	0	0	625,000

CAPITAL IMPROVEMENT PLAN BY EXPENDITURE CATEGORY

Projects by Expenditure Categories	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
2. Hampton's Waterways (Stormwater Projects)						
Mercury Blvd Wetland	$0	$0	$175,000	$695,000	$0	$870,000
Merrimack Elementary Wetland	51,870	273,130	0	0	0	325,000
MS-4 Activities	350,000	0	0	0	0	350,000
Neighborhood Stormwater Improvements	585,000	585,000	585,000	585,000	585,000	2,925,000
Pochin Place/Indian Creek	550,000	1,125,000	0	0	0	1,675,000
Proprietary BMPs (Stormceptor)	0	0	165,000	655,000	0	820,000
Thomas Eaton Middle Bioretention	100,000	210,000	0	0	0	310,000
Water Quality Improvements from on-going Watershed Studies	0	150,000	780,000	985,000	2,555,000	4,470,000
Watershed Studies	0	600,000	600,000	0	0	1,200,000
William Cooper Elementary Dry Pond	75,000	135,000	0	0	0	210,000
Winchester Drive Drainage Improvements	150,000	550,000	0	0	0	700,000
Total:	**$3,536,870**	**$4,458,130**	**$4,265,000**	**$4,935,000**	**$4,585,000**	**$21,780,000**

Projects by Expenditure Categories	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
2a. Hampton's Waterways (Non-Stormwater Projects)						
Dutch Dialogue	$350,000	$0	$0	$0	$0	$350,000
Buckroe Beach Nourishment	0	250,000	1,050,000	0	0	1,300,000
Gosnold Hope Park Maintenance Dredge	5,000	305,000	0	0	0	310,000
Salt Pond Dredging	705,000	0	705,000	0	0	1,410,000
Salt Pond Inlet Improvement	0	0	0	0	3,070,000	3,070,000
Total:	**$1,060,000**	**$555,000**	**$1,755,000**	**$0**	**$3,070,000**	**$6,440,000**
3. Maintenance of Public Properties and Performance Support						
City-wide and Downtown Landscaping Enhancements	$100,000	$100,000	$100,000	$100,000	$100,000	$500,000
Downtown Waterfront Bulkhead Repairs	92,500	0	0	0	0	92,500
Infrastructure Rehabilitation Program (Wastewater Fund)	4,300,000	4,390,000	6,550,000	8,700,000	8,700,000	32,640,000
Parks and Recreation Maintenance	2,500,000	3,000,000	2,000,000	3,000,000	2,000,000	12,500,000
Public Facility Improvements	3,000,000	2,000,000	2,000,000	3,000,000	3,000,000	13,000,000
Re-engineering Technology	100,000	100,000	100,000	100,000	100,000	500,000
Total:	**$10,092,500**	**$9,590,000**	**$10,750,000**	**$14,900,000**	**$13,900,000**	**$59,232,500**
4. Master Plans						
Buckroe Acquisition	$3,500,000	$0	$0	$0	$0	$3,500,000
Council Strategic Initiatives	500,000	500,000	500,000	500,000	500,000	2,500,000
Strategic Acquisition City	750,000	750,000	750,000	750,000	750,000	3,750,000
Total:	**$4,750,000**	**$1,250,000**	**$1,250,000**	**$1,250,000**	**$1,250,000**	**$9,750,000**
5. Neighborhood Support						
Blighted Property Acquisition and Demolition	$250,000	$250,000	$250,000	$250,000	$250,000	$1,250,000
Dollar Lot Program	400,000	0	0	0	0	400,000
Housing Improvement Grants	100,000	100,000	100,000	100,000	100,000	500,000
Neighborhood Improvement Funding	100,000	100,000	0	100,000	100,000	400,000
Total:	**$850,000**	**$450,000**	**$350,000**	**$450,000**	**$450,000**	**$2,550,000**
6. New Facilities						
Public Works Yard Master Plan	$51,750	$0	$0	$0	$0	$51,750
Total:	**$51,750**	**$0**	**$0**	**$0**	**$0**	**$51,750**
7. Other CIP Projects						
Contingency	$110,000	$100,000	$100,000	$100,000	$100,000	$510,000
Motorola Lease Payment	1,756,289	1,756,289	1,756,289	1,756,289	1,756,289	8,781,445
Total:	**$1,866,289**	**$1,856,289**	**$1,856,289**	**$1,856,289**	**$1,856,289**	**$9,291,445**

CAPITAL IMPROVEMENT PLAN BY EXPENDITURE CATEGORY

Projects by Expenditure Categories	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
8. Other Economic Development Projects						
Commercial Blight Abatement & Redevelopment	$0	$600,000	$700,000	$700,000	$700,000	$2,700,000
Hampton Roads Center Improvements	187,500	187,500	0	0	0	375,000
Total:	**$187,500**	**$787,500**	**$700,000**	**$700,000**	**$700,000**	**$3,075,000**
9. Public Safety						
911/Emergency Operations Center (EOC) Center	$0	$0	$0	$6,248,000	$4,098,567	$10,346,567
Public Safety Equipment	0	0	205,625	0	132,305	337,930
Wythe Fire Station	0	5,050,000	0	0	0	5,050,000
Total:	**$0**	**$5,050,000**	**$205,625**	**$6,248,000**	**$4,230,872**	**$15,734,497**
10. Streets and Infrastructure						
Central Park Trail	$1,868,773	$0	$0	$0	$0	$1,868,773
Coliseum Drive Extension Phase 1	1,750,000	0	0	0	0	1,750,000
Hampton Roads Center Parkway at Big Bethel Road	700,000	0	0	0	0	700,000
Kecoughtan Road/ Fire Station Improvements	0	300,000	975,000	0	0	1,275,000
Mallory Street Improvements	797,500	0	0	0	0	797,500
North King Street Streetscape {Lincoln Street to I-64}	425,000	0	0	0	0	425,000
North Campus Parkway/Magruder New Traffic Signal	0	300,000	0	0	0	300,000
North King Street Streetscape {I-64-Mercury}	0	175,000	1,575,000	0	0	1,750,000
Pine Chapel Road	610,000	0	0	0	0	610,000
Pembroke Avenue Streetscape (King St. to Armistead)	0	45,000	450,000	0	0	495,000
Pembroke Avenue Reconstruction - Phase 3	1,000,000	0	0	0	0	1,000,000
Saunders Road	981,250	0	0	0	0	981,250
Street Resurfacing	5,984,838	5,939,813	6,128,247	6,316,680	6,510,764	30,880,342
Street Resurfacing- VDOT Allocation to Ft. Monroe	370,000	370,000	370,000	370,000	370,000	1,850,000
Thomas Nelson Drive Hasting New Traffic Signal	200,000	0	0	0	0	200,000
Total:	**$14,687,361**	**$7,129,813**	**$9,498,247**	**$6,686,680**	**$6,880,764**	**$44,882,865**
GRAND TOTAL ~ Projects by Expenditure Category	**$44,540,620**	**$38,585,082**	**$38,086,765**	**$44,482,573**	**$44,379,529**	**$210,074,569**

FY17 COUNCIL APPROVED BUDGET

CAPITAL IMPROVEMENT PLAN BY FUNDING SOURCE

REVENUES	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	Total
General Fund Revenues						
Committed Fund Balance	$350,000	$0	$0	$0	$0	$350,000
General Fund Balance Transfer	3,651,372	3,148,872	3,148,872	3,148,872	3,148,872	16,246,860
General Fund Operating Revenues*	3,057,413	2,635,393	3,725,393	2,325,393	2,325,393	14,068,985
Dedicated Tax Rate Increase: City Investments	500,000	500,000	500,000	500,000	500,000	2,500,000
Dedicated Tax Rate Increase: Hampton City Schools Investments	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Urban Maintenance Contribution	6,354,838	6,309,813	6,498,247	6,686,680	6,880,764	32,730,342
** Includes VDOT-City matching funds*						
Total General Fund Revenues	**$15,913,623**	**$14,594,078**	**$15,872,512**	**$14,660,945**	**$14,855,029**	**$75,896,187**
Other Revenues						
Economic Development Fund	$187,500	$187,500	$0	$0	$0	$375,000
General Obligation Bond Proceeds ~ City	9,715,104	9,257,874	4,100,000	10,899,128	10,952,000	44,924,106
General Obligation Bond Proceeds ~ Hampton City Schools	5,287,500	5,287,500	5,287,500	5,287,500	5,287,500	26,437,500
Stormwater Fund	2,597,470	3,333,130	4,265,000	4,935,000	4,585,000	19,715,600
Stormwater Fund- Fund Balance	550,000	1,125,000	0	0	0	1,675,000
Stormwater Local Assistance Fund (Grant)	389,400	0	0	0	0	389,400
VDOT Revenue Sharing State Match	2,436,250	410,000	1,500,000	0	0	4,346,250
VDOT Urban Contribution Initiative Fund (UCI)	785,000	0	0	0	0	785,000
VDOT Transportation Alternative Program (TAP)	2,378,773	0	0	0	0	2,378,773
Urban Development Action Grant (UDAG)	0	0	511,753	0	0	511,753
Wastewater Fund	4,300,000	4,390,000	6,550,000	8,700,000	8,700,000	32,640,000
Total Other Revenues	**$28,626,997**	**$23,991,004**	**$22,214,253**	**$29,821,628**	**$29,524,500**	**$134,178,382**
GRAND TOTAL ~ Revenues	**$44,540,620**	**$38,585,082**	**$38,086,765**	**$44,482,573**	**$44,379,529**	**$210,074,569**

EXPENDITURES	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	Total
GENERAL FUND REVENUES: General Fund Balance Transfer						
Hampton's Waterways (Non-Stormwater Projects						
Gosnold Hope Park Maintenance Dredge	$5,000	$0	$0	$0	$0	$5,000
Salt Pond Dredging	59,896	0	0	0	0	59,896
Salt Pond Inlet Improvement	0	0	0	0	1,048,872	1,048,872
Maintenance of Public Properties and Performance Support						
City-wide and Downtown Landscaping Enhancements	100,000	100,000	100,000	100,000	100,000	500,000
Public Facility Improvements	2,000,000	1,347,126	1,860,625	1,348,872	300,000	6,856,623
Master Plans						
Strategic Acquisition City	750,000	750,000	750,000	750,000	750,000	3,750,000
Neighborhood Support						
Blighted Property Acquisition and Demolition	250,000	250,000	250,000	250,000	250,000	1,250,000
Dollar Lot Program	386,476	0	0	0	0	386,476
Housing Improvement Grants	0	48,872	0	0	0	48,872
Neighborhood Improvement Funding	100,000	52,874	0	0	0	152,874
Other Economic Development Projects						
Commercial Blight Abatement	0	600,000	188,247	700,000	700,000	2,188,247
Total	**$3,651,372**	**$3,148,872**	**$3,148,872**	**$3,148,872**	**$3,148,872**	**$16,246,860**

FY17 COUNCIL APPROVED BUDGET

CAPITAL IMPROVEMENT PLAN BY FUNDING SOURCE

EXPENDITURES	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	Total
GENERAL FUND REVENUES: General Fund Operating Revenues						
Education						
Hampton City Schools "One-to-One" Technology Initiative	$2,000,000	$2,000,000	$2,000,000	$2,000,000	$2,000,000	$10,000,000
Thomas Nelson Community College Site Improvements	170,850	170,850	169,104	169,104	169,104	849,012
Maintenance of Public Properties and Performance Support						
Downtown Waterfront Bulkhead Repairs	92,500	0	0	0	0	92,500
Re-engineering Technology	100,000	100,000	100,000	100,000	100,000	500,000
Master Plan Area Strategic Investments						
Council Strategic Initiatives	500,000	500,000	500,000	500,000	500,000	2,500,000
Neighborhood Support						
Dollar Lot Program	13,524	0	0	0	0	13,524
Housing Improvement Grants	100,000	51,128	100,000	100,000	100,000	451,128
Neighborhood Improvement Funding	0	47,126	0	100,000	100,000	247,126
New Facilities						
Public Works Yard Master Plan	51,750	0	0	0	0	51,750
Other CIP Projects						
Contingency	110,000	100,000	100,000	100,000	100,000	510,000
Motorola Lease Payment	1,756,289	1,756,289	1,756,289	1,756,289	1,756,289	8,781,445
Total	**$4,894,913**	**$4,725,393**	**$4,725,393**	**$4,825,393**	**$4,825,393**	**$23,996,485**
GENERAL FUND REVENUES: Urban Maintenance Contribution						
Streets and Infrastructure						
Street Resurfacing	$5,984,838	$5,939,813	$6,128,247	$6,316,680	$6,510,764	$30,880,342
Street Resurfacing- VDOT Allocation to Ft. Monroe	370,000	370,000	370,000	370,000	370,000	1,850,000
Total	**$6,354,838**	**$6,309,813**	**$6,498,247**	**$6,686,680**	**$6,880,764**	**$32,730,342**
GENERAL FUND REVENUES: VDOT Revenue Sharing {City Contribution}						
Streets and Infrastructure						
Hampton Roads Center Parkway at Big Bethel Road	$350,000	$0	$0	$0	$0	$350,000
Kecoughtan Road/ Fire Station Improvements	$0	$150,000	$487,500	$0	$0	$637,500
North Campus Parkway/Magruder New Traffic Signal	0	150,000	0	0	0	150,000
North King Street Streetscape {Lincoln Street to I-64}	212,500	0	0	0	0	212,500
North King Street Streetscape {I-64-Mercury}	0	87,500	787,500	0	0	875,000
Pembroke Avenue Streetscape (King St. to Armistead)	0	22,500	225,000	0	0	247,500
Thomas Nelson Drive Hasting New Traffic Signal	100,000	0	0	0	0	100,000
Total	**$662,500**	**$410,000**	**$1,500,000**	**$0**	**$0**	**$2,572,500**
OTHER REVENUES: VDOT Revenue Sharing {State Contribution}						
Streets and Infrastructure						
Coliseum Drive Extension Phase 1	$875,000	$0	$0	$0	$0	$875,000
Hampton Roads Center Parkway at Big Bethel Road	350,000	0	0	0	0	350,000
Kecoughtan Road/ Fire Station Improvements	0	150,000	487,500	0	0	637,500
Mallory Street Improvements	398,750	0	0	0	0	398,750

FY17 COUNCIL APPROVED BUDGET

CAPITAL IMPROVEMENT PLAN BY FUNDING SOURCE

EXPENDITURES	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	Total
OTHER REVENUES: VDOT Revenue Sharing {State Contribution} Cont.						
North King Street Streetscape {Lincoln Street to I-64}	$212,500	$0	$0	$0	$0	$212,500
North Campus Parkway/Magruder New Traffic Signal	0	150,000	0	0	0	150,000
North King Street Streetscape {I-64-Mercury}	0	87,500	787,500	0	0	875,000
Pembroke Avenue Streetscape (King St. to Armistead)	0	22,500	225,000	0	0	247,500
Pembroke Avenue Reconstruction - Phase 3	500,000	0	0	0	0	500,000
Thomas Nelson Drive Hasting New Traffic Signal	100,000	0	0	0	0	100,000
Total	**$2,436,250**	**$410,000**	**$1,500,000**	**$0**	**$0**	**$4,346,250**
OTHER REVENUES: VDOT Transportation Alternative Program (TAP)						
Streets and Infrastructure						
Central Park Trail	$1,868,773	$0	$0	$0	$0	$1,868,773
Pine Chapel Road	510,000	0	0	0	0	510,000
Total	**$2,378,773**	**$0**	**$0**	**$0**	**$0**	**$2,378,773**
OTHER REVENUES: General Obligation Bond Proceeds ~ City						
Hampton's Waterways (Non-Stormwater Projects						
Buckroe Beach Nourishment	$0	$250,000	$1,050,000	$0	$0	$1,300,000
Gosnold Hope Park Maintenance Dredge	0	305,000	0	0	0	305,000
Salt Pond Dredging	645,104	0	705,000	0	0	1,350,104
Salt Pond Inlet Improvement	0	0	0	0	2,021,128	2,021,128
Maintenance of Public Properties and Performance Support						
Parks and Recreation Maintenance	2,500,000	3,000,000	2,000,000	3,000,000	2,000,000	12,500,000
Public Facilities Improvement	1,000,000	652,874	139,375	1,651,128	2,700,000	6,143,377
Master Plans						
Buckroe Acquisition	3,500,000	0	0	0	0	3,500,000
Public Safety						
911/Emergency Operations Center (EOC) Center	0	0	0	6,248,000	4,098,567	10,346,567
Public Safety Equipment	0	0	205,625	0	132,305	337,930
Wythe Fire Station	0	5,050,000	0	0		5,050,000
Streets and Infrastructure						
Coliseum Drive Extension Phase 1	875,000	0	0	0	0	875,000
Mallory Street Improvements	398,750	0	0	0	0	398,750
Pembroke Avenue Reconstruction - Phase 3	500,000	0	0	0	0	500,000
Pine Chapel Road	100,000	0	0	0	0	100,000
Saunders Road	196,250	0	0	0	0	196,250
Total	**$9,715,104**	**$9,257,874**	**$4,100,000**	**$10,899,128**	**$10,952,000**	**$44,924,106**
OTHER REVENUES: General Obligation Bond Proceeds ~ Schools						
Education - Hampton City Schools						
General Maintenance Projects	$2,387,500	$2,387,500	$2,387,500	$2,387,500	$2,387,500	$11,937,500
School Investment Panel Improvement Projects	2,900,000	2,900,000	2,900,000	2,900,000	2,900,000	14,500,000
Total	**$5,287,500**	**$5,287,500**	**$5,287,500**	**$5,287,500**	**$5,287,500**	**$26,437,500**

FY17 COUNCIL APPROVED BUDGET

CAPITAL IMPROVEMENT PLAN BY FUNDING SOURCE

EXPENDITURES	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	Total
OTHER REVENUES: Stormwater Fund						
Hampton's Waterways						
Aberdeen School ED Wetlands	$275,000	$0	$0	$0	$0	$275,000
Air Power Park Water Quality Improvements	250,000	115,000	0	0	0	365,000
Amherst Road Wetlands	0	125,000	175,000	500,000	0	800,000
Buckroe Avenue Wetland	0	200,000	0	0	0	200,000
Buckroe Shopping Mall Wetlands	0	175,000	500,000	500,000	0	1,175,000
Butler Farm Road Wet Pond	0	0	0	200,000	1,000,000	1,200,000
Cornerstone Assembly Wet Pond	0	0	35,000	100,000	0	135,000
Fields Drive Wetland	0	0	50,000	45,000	115,000	210,000
Hall Road Wetland	0	0	100,000	90,000	225,000	415,000
Hampton Woods Constructed Wetlands	0	0	50,000	50,000	105,000	205,000
Jones Magnet Middle School Detention Pond	0	90,000	350,000	0	0	440,000
Kraft Elem Ext. Detention Wetland	0	0	150,000	425,000	0	575,000
Lynnhaven Lake Outfall Structure	460,600	0	0	0	0	460,600
Marcela Road Culvert Enlargement	0	0	50,000	105,000	0	155,000
Mary Peake Outfall Improvements at Newmarket Creek	300,000	0	0	0	0	300,000
Mercury Blvd Interchange Pond Conv.	0	125,000	500,000	0	0	625,000
Mercury Blvd Wetland	0	0	175,000	695,000	0	870,000
Merrimack Elementary Wetland	51,870	273,130	0	0	0	325,000
MS-4 Activities	350,000	0	0	0	0	350,000
Neighborhood Stormwater Improvements	585,000	585,000	585,000	585,000	585,000	2,925,000
Proprietary BMPs (Stormceptor)	0	0	165,000	655,000	0	820,000
Thomas Eaton Middle Bioretention	100,000	210,000	0	0	0	310,000
Water Quality Improvements from on-going Watershed Studies	0	150,000	780,000	985,000	2,555,000	4,470,000
Watershed Studies	0	600,000	600,000	0	0	1,200,000
William Cooper Elementary Dry Pond	75,000	135,000	0	0	0	210,000
Winchester Drive Drainage Improvements	150,000	550,000	0	0	0	700,000
Total	**$2,597,470**	**$3,333,130**	**$4,265,000**	**$4,935,000**	**$4,585,000**	**$19,715,600**
OTHER REVENUES: Stormwater Fund-Fund Balance						
Hampton Waterways						
Pochin Place/Indian Creek	$550,000	$1,125,000	$0	$0	$0	$1,675,000
Total	**$550,000**	**$1,125,000**	**$0**	**$0**	**$0**	**$1,675,000**
OTHER REVENUES: Stormwater Local Assistance Fund (Grant)						
Hampton Waterways						
Lynnhaven Lake Outfall Structure	$389,400	$0	$0	$0	$0	$389,400
Total	**$389,400**	**$0**	**$0**	**$0**	**$0**	**$389,400**
GENERAL FUND REVENUES: Committed Fund Balance						
Hampton Waterways						
Dutch Dialogue	$350,000	$0	$0	$0	$0	**$350,000**
Total	**$350,000**	**$0**	**$0**	**$0**	**$0**	**$350,000**
OTHER REVENUES: Economic Development Fund						
Other Economic Development Projects						
Hampton Roads Center Improvements	$187,500	$187,500	$0	$0	$0	**$375,000**
Total	**$187,500**	**$187,500**	**$0**	**$0**	**$0**	**$375,000**

CAPITAL IMPROVEMENT PLAN BY FUNDING SOURCE

EXPENDITURES	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	Total
OTHER REVENUES: Urban Development Action Grant (UDAG)						
Maintenance of Public Properties and Performance Support						
Commercial Blight Abatement & Redevelopment	$0	$0	$511,753	$0	$0	**$511,753**
Total	**$0**	**$0**	**$511,753**	**$0**	**$0**	**$511,753**
OTHER REVENUES: VDOT Urban Contribution Initiative (UCI)						
Maintenance of Public Properties and Performance Support						
Saunders Road	$785,000	$0	$0	$0	$0	**$785,000**
Total	**$785,000**	**$0**	**$0**	**$0**	**$0**	**$785,000**
OTHER REVENUES: Wastewater Fund						
Maintenance of Public Properties and Performance Support						
Infrastructure Rehabilitation Program (Wastewater Fund)	$4,300,000	$4,390,000	$6,550,000	$8,700,000	$8,700,000	$32,640,000
Total	**$4,300,000**	**$4,390,000**	**$6,550,000**	**$8,700,000**	**$8,700,000**	**$32,640,000**
GRAND TOTAL ~ Expenditures	**$44,540,620**	**$38,585,082**	**$38,086,765**	**$44,482,573**	**$44,379,529**	**$210,074,569**

CAPITAL IMPROVEMENT PLAN BY COUNCIL STRATEGIC PRIORITIES

Projects by Council Strategic Priorities

Education & Engaged Citizenry

Educated & Engaged Citizenry – partnering with the Schools System, Hampton University, Thomas Nelson Community College and other formal and informal educational providers to keep, develop and attract a talented citizenry that will have a positive impact on their community and be able to succeed in the global economy

Educated & Engaged Citizenry Projects	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
Hampton City Schools General Maintenance Projects	$2,387,500	$2,387,500	$2,387,500	$2,387,500	$2,387,500	$11,937,500
Hampton City Schools Investment Panel Improvement Projects	2,900,000	2,900,000	2,900,000	2,900,000	2,900,000	14,500,000
Hampton City Schools "One-to-One" Technology Initiative	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
Thomas Nelson Community College Site Improvements	170,850	170,850	169,104	169,104	169,104	849,012
Thomas Nelson Drive Hasting New Traffic Signal	200,000	0	0	0	0	200,000
Total:	$7,658,350	$7,458,350	$7,456,604	$7,456,604	$7,456,604	$37,486,512

Living With Water

Living with Water – addressing coastal resiliency, reoccurring flooding, waterways, and environmental sustainability while enhancing our tax base and quality of life

Living with Water Projects	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
Aberdeen School ED Wetlands	$275,000	$0	$0	$0	$0	$275,000
Air Power Park Water Quality Improvements	250,000	115,000	0	0	0	365,000
Amherst Road Wetlands	0	125,000	175,000	500,000	0	800,000
Buckroe Avenue Wetland	0	200,000	0	0	0	200,000
Buckroe Beach Nourishment (local funds)	0	250,000	1,050,000	0	0	1,300,000
Buckroe Shopping Mall Wetlands	0	175,000	500,000	500,000	0	1,175,000
Butler Farm Road Wet Pond	0	0	0	200,000	1,000,000	1,200,000
Cornerstone Assembly Wet Pond	0	0	35,000	100,000	0	135,000
Dutch Dialogue	350,000	0	0	0	0	350,000
Fields Drive Wetland	0	0	50,000	45,000	115,000	210,000
Gosnold Hope Park Maintenance Dredge	5,000	305,000	0	0	0	310,000
Hall Road Wetland	0	0	100,000	90,000	225,000	415,000
Hampton Woods Constructed Wetlands	0	0	50,000	50,000	105,000	205,000
Jones Magnet Middle School Detention Pond	0	90,000	350,000	0	0	440,000
Kraft Elem Ext. Detention Wetland	0	0	150,000	425,000	0	575,000
Lynnhaven Lake Outfall Structure	850,000	0	0	0	0	850,000
Marcela Road Culvert Enlargement	0	0	50,000	105,000	0	155,000
Mary Peake Outfall Improvements at Newmarket Creek	300,000	0	0	0	0	300,000
Mercury Blvd Interchange Pond Conv.	0	125,000	500,000	0	0	625,000
Mercury Blvd Wetland	0	0	175,000	695,000	0	870,000
Merrimack Elementary Wetland	51,870	273,130	0	0	0	325,000
MS-4 Activities	350,000	0	0	0	0	350,000
Neighborhood Stormwater Improvements	585,000	585,000	585,000	585,000	585,000	2,925,000
Pochin Place/Indian Creek	550,000	1,125,000	0	0	0	1,675,000
Proprietary BMPs (Stormceptor)	0	0	165,000	655,000	0	820,000
Salt Pond Dredging	705,000	0	705,000	0	0	1,410,000
Salt Pond Inlet Improvement	0	0	0	0	3,070,000	3,070,000
Thomas Eaton Middle Bioretention	100,000	210,000	0	0	0	310,000
Water Quality Improvements from on-going Watershed Studies	0	150,000	780,000	985,000	2,555,000	4,470,000
Watershed Studies	0	600,000	600,000	0	0	1,200,000
William Cooper Elementary Dry Pond	75,000	135,000	0	0	0	210,000
Winchester Drive Drainage Improvements	150,000	550,000	0	0	0	700,000
Total:	$4,596,870	$5,013,130	$6,020,000	$4,935,000	$7,655,000	$28,220,000

CAPITAL IMPROVEMENT PLAN BY COUNCIL STRATEGIC PRIORITIES

Good Government

Good Government – attracting, retaining, developing and rewarding high quality public servants that are committed to being stewards of community resources and trust, providing great customer service and demonstrating the highest level of ethical conduct

Good Government Projects	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
Downtown Waterfront Bulkhead Repairs	$92,500	$0	$0	$0	$0	$92,500
Infrastructure Rehabilitation Program (Wastewater Fund)	4,300,000	4,390,000	6,550,000	8,700,000	8,700,000	32,640,000
North Campus Parkway/Magruder New Traffic Signal	0	300,000	0	0	0	300,000
Parks and Recreation Maintenance	2,500,000	3,000,000	2,000,000	3,000,000	2,000,000	12,500,000
Pembroke Avenue Reconstruction - Phase 3	1,000,000	0	0	0	0	1,000,000
Public Facility Improvements	3,000,000	2,000,000	2,000,000	3,000,000	3,000,000	13,000,000
Public Works Yard Master Plan	51,750	0	0	0	0	51,750
Re-engineering Technology	100,000	100,000	100,000	100,000	100,000	500,000
Saunders Road	981,250	0	0	0	0	981,250
Street Resurfacing	5,984,838	5,939,813	6,128,247	6,316,680	6,510,764	30,880,342
Street Resurfacing- VDOT Allocation to Ft. Monroe	370,000	370,000	370,000	370,000	370,000	1,850,000
Contingency	110,000	100,000	100,000	100,000	100,000	510,000
Total:	$18,490,338	$16,199,813	$17,248,247	$21,586,680	$20,780,764	$94,305,842

Safe & Clean Community

Safe & Clean Community – ensuring that all Hampton citizens and businesses are safe, healthy, and secure in their persons and property. The projects in this category include Blighted property acquisition/demolition and lease payments for the Motorola radio system.

Safe & Clean Community Projects	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
911/Emergency Operations Center (EOC) Center	$0	$0	$0	$6,248,000	$4,098,567	$10,346,567
Blighted Property Acquisition and Demolition	250,000	250,000	250,000	250,000	250,000	1,250,000
Buckroe Acquistion	3,500,000	0	0	0	0	3,500,000
Commercial Blight Abatement & Redevelopment	0	600,000	700,000	700,000	700,000	2,700,000
Motorola Lease Payment	1,756,289	1,756,289	1,756,289	1,756,289	1,756,289	8,781,445
Public Safety Equipment	0	0	205,625	0	132,305	337,930
Wythe Fire Station	0	5,050,000	0	0	0	5,050,000
Total:	$5,506,289	$7,656,289	$2,911,914	$8,954,289	$6,937,161	$31,965,942

Economic Growth

Economic Growth – generating the resources necessary to support the services the community desires and produce quality jobs for our citizens

Economic Growth Projects	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
Council Strategic Initiatives	500,000	500,000	500,000	500,000	500,000	2,500,000
Coliseum Drive Extension Phase 1	1,750,000	0	0	0	0	1,750,000
Dollar Lot Program	400,000	0	0	0	0	400,000
Hampton Roads Center Improvements	187,500	187,500	0	0	0	375,000
Housing Improvement Grants	100,000	100,000	100,000	100,000	100,000	500,000
Strategic Acquisition City	750,000	750,000	750,000	750,000	750,000	3,750,000
Total:	$3,687,500	$1,537,500	$1,350,000	$1,350,000	$1,350,000	$9,275,000

CAPITAL IMPROVEMENT PLAN
BY COUNCIL STRATEGIC PRIORITIES

Place Making

Place Making – creating vibrant and authentic places that reflect and celebrate the unique culture, history, and character of our community

Place Making Projects	FY17	Planned Year FY18	Planned Year FY19	Planned Year FY20	Planned Year FY21	TOTAL
Central Park Trail	$1,868,773	$0	$0	$0	$0	$1,868,773
City-wide and Downtown Landscaping Enhancements	100,000	100,000	100,000	100,000	100,000	500,000
Hampton Roads Center Parkway at Big Bethel Road	700,000	0	0	0	0	700,000
Kecoughtan Road/ Fire Station Improvements	0	300,000	975,000	0	0	1,275,000
Mallory Street Improvements	797,500	0	0	0	0	797,500
Neighborhood Improvement Funding	100,000	100,000	0	100,000	100,000	400,000
North King Street Streetscape {Lincoln Street to I-64}	425,000	0	0	0	0	425,000
North King Street Streetscape {I-64-Mercury}	0	175,000	1,575,000	0	0	1,750,000
Pine Chapel Road	610,000	0	0	0	0	610,000
Pembroke Avenue Streetscape (King St. to Armistead)	0	45,000	450,000	0	0	495,000
Total:	$4,601,273	$720,000	$3,100,000	$200,000	$200,000	$8,821,273
GRAND TOTAL ~ Projects by Council Strategic Initiatives	$44,540,620	$38,585,082	$38,086,765	$44,482,573	$44,379,529	$210,074,569

FY17 COUNCIL APPROVED BUDGET

FLEET SERVICES

Fleet Services, an Automotive Service Excellence (A.S.E), Blue Seal operation since 2004, offers efficient, cost-effective and high quality services. Revenues for this department are generated from labor and handling fees assessed to user departments.

The total budget for this department is $7,367,377 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership & Management	**$380,787**	**3.0**
Provide leadership and management for the offering of maintenance, repair, fueling and vehicle acquisition/disposition services to Fleet Services' customers. Align the department's organizational strategies with the City's organizational goals and ensure continuing education for employees.		
Vehicle Maintenance	**$4,600,044**	**22.5**
Provide maintenance and repair services that result in the operation of safe, reliable and cost-effective vehicles/ equipment to assist user departments in supplying superior services. Conduct an effective and scheduled preventative maintenance program which results in improved vehicle availability and reduced downtime/inconvenience to customers. Accomplish timely, responsive and efficient vehicle/equipment repairs.		
Fuel Services	**$2,172,911**	**1.25**
Provide clean, safe and reliable fueling facilities which are available to Fleet Services' customers 24 hours/day, 7 days/week. Identify appropriate locations for in-house fueling sites and commercial alternatives that are geographically convenient to customers. Maintain fuel contingency plans in the event of shortage due to supply disruptions or emergency situations. Conduct effective preventative maintenance on fuel dispensing equipment.		
Vehicle Acquisition and Disposition	**$52,071**	**0.75**
Select vehicles/equipment for replacement and disposal in a systematic and cost-effective manner that minimizes operating costs associated with ownership and satisfies the needs of the specific service provider. Conduct a thorough customer needs analysis, maximize vehicle utilization , "right-size" the fleet and dispose of surplus vehicles promptly after service life.		
Motor Pool	**$43,724**	**0.5**
Provide daily motor pool services to City departments which is a cost-effective alternative to department-owned vehicles. Identify pick-up and drop-off locations that are geographically convenient.		
Fixed Costs	**$117,840**	**N/A**

Total FY17 Budget	**$7,367,377**	
Total FY17 Positions		**28.0**

FLEET SERVICES

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Vehicle Maintenance and Repair Work Orders	Output	8,458	9,700	8,500	8,500
Repair Comeback Rate (Industry Std = <4%)	Outcome	<1.0%	<2.5%	<2.5%	<2.5%
24 Hour Fuel Availability Rate	Outcome	100%	100%	100%	100%
Preventative Maintenance Compliance Rate (Depts.)	Outcome	95%	98%	98%	98%
Vehicle/Equipment Uptime Rate	Outcome	96%	97%	97%	97%
Customer Satisfaction Rating	Outcome	85%	85%	85%	85%

FLEET SERVICES

Expenditure Summary

Expenditures	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Personnel Services	1,291,657	1,281,354	1,358,577	1,358,577	1,361,041	**2,464**
Operating Expenses	1,404,862	1,202,591	1,338,551	1,338,551	1,187,302	**(151,249)**
Capital Outlay	44,216	46,443	196,750	196,750	117,474	**(79,276)**
Cost of Goods Sold	6,025,990	6,138,158	5,490,708	5,490,708	4,701,560	**(789,148)**
Grand Total	**8,766,725**	**8,668,546**	**8,384,586**	**8,384,586**	**7,367,377**	**(1,017,209)**

***Budget Note**: The decrease in the Cost of Goods Sold is attributed to a reduction in fuel prices. The decrease in Operating Expenses is attributed to a reduction in Parts Management Fee (NAPA) & WAF System cost. The decrease in Capital Outlay is attributed to the payoff of deprecitation expenses.*

Department Staffing History

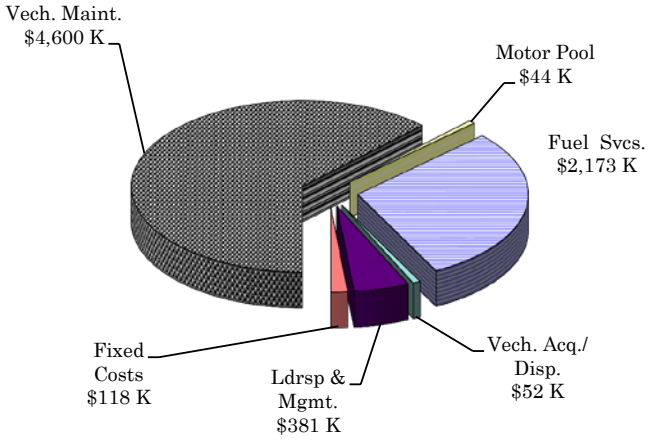
	FY14	FY15	FY16	FY 16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**28**	**28**	**28**	**28**	**28**	**0**

FY 2017 Position Summary

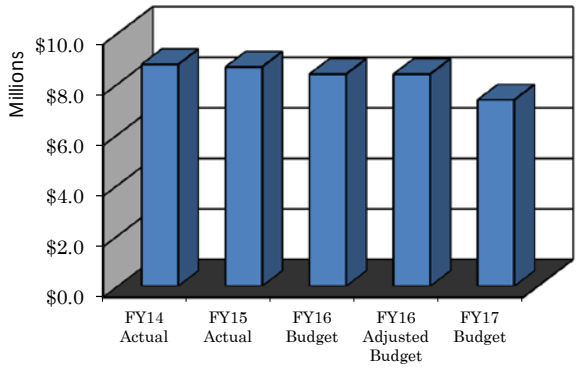
1	Fleet Manager	1	Admin Services Manager
1	Fleet Systems Performance Manager	9	Fleet Technician
2	Fleet Maintenance Supervisor	1	Account Clerk III
1	Fleet Operations Manager	3	Equipment Mechanic
1	Fleet Maintenance Team Leader	2	Auto Equipment Service Attendant
1	Fleet Service Team Lead	3	Master Fleet Technician
1	Fleet Services Proj Coordinator		
1	Fleet Service Advisor		

TOTAL PFT POSITIONS: 28

FY 2017 Service Summary



Budget Comparison FY14 - 17



FLEET SERVICES
Revenue Summary

Revenue Sources	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)
Maintenance Services	265,763	237,713	265,348	265,348	242,643	(22,705)
Sales - Labor	1,780,606	1,377,648	1,754,377	1,754,377	1,589,312	(165,065)
Sales (Gas/Oil, Sublet, Parts/ Miscellaneous/Tires)	5,955,215	5,988,413	5,343,447	5,343,447	4,530,446	(813,001)
Handling Fees (Gas, Oil, Sublet, Parts/Tires, Disposal)	607,896	614,903	683,100	683,100	734,354	51,254
Transfer from Equipment Replacement Fund	0	0	65,098	65,096	67,303	2,207
Transfer from Retained Earnings	0	0	258,216	258,216	133,449	(124,767)
Motor Pool	9,419	5,747	15,000	15,000	20,204	5,204
Miscellaneous Revenue - Insurance Recovery	0	0	0	0	49,666	49,666
Total Revenues	**8,618,899**	**8,224,424**	**8,384,586**	**8,384,584**	**7,367,377**	**(1,017,207)**

INFORMATION TECHNOLOGY

Information Technology is committed to implement and sustain information technology services which support the quality of life of Hampton citizens and maximizes the effectiveness of City government.

The total budget for this department's internal service portion is $2,598,485 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Telecommunications	**$2,131,498**	**3.0**

Provide telephone and communications services to City departments. The telecommunications division is essential to the continued operation of City departments. Performance metrics measure the uptime and availability of the services provided in order to meet the needs of City users. Telecommunications services strive to maintain 98% availability.

Technical Support	**$466,987**	**1.0**

Provide City employee end user support for PCs, laptops, printers, mobile devices, network access and end user software in a timely and cost effective manner. Performance metrics measure the uptime and availability of the services provided in order to meet the needs of City users. Telecommunications services strive to maintain 98% availability.

Total FY17 Budget	**$2,598,485**	
Total FY17 Positions		**4.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Two hour response time for Technical Support	Effectiveness	98.00%	96.53%	99.40%	99.00%
Telecommunications services availability during working hours	Outcome	99.90%	99.90%	99.80%	99.90%

INFORMATION TECHNOLOGY

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	168,592	169,009	209,546	209,546	225,367	**15,821**
Operating Expenses	1,862,672	2,078,119	2,064,384	2,064,384	2,089,118	**24,734**
Capital Outlay	116,405	228,371	284,000	284,000	284,000	**0**
Grand Total	**2,147,669**	**2,475,499**	**2,557,930**	**2,557,930**	**2,598,485**	**40,555**

Budget Note: *The budget includes one time utilization of budget savings to provide major software and equipment replacement to various city departments.*

Department Staffing History

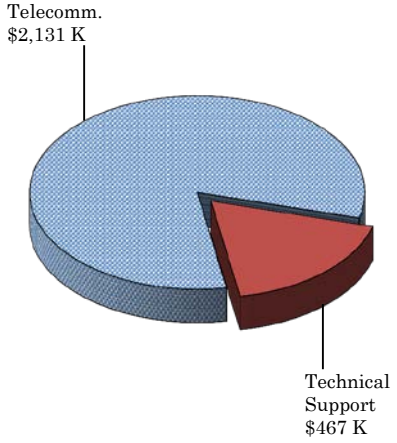
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase (Decrease)
Positions (PFT)	**4**	**4**	**4**	**4**	**4**	**0**

FY 2017 Position Summary

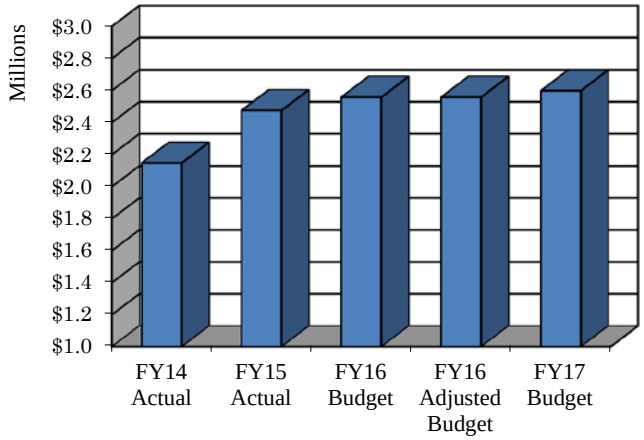
1	Network & Telecomm. Service Manager	1	Technology Support Specialist II
1	Sr. Technology Support Specialist Lead	1	Telecomm. Support Specialist

TOTAL PFT POSITIONS: 4

FY 2017 Service Summary



Budget Comparison FY14-17



Revenue Summary

Revenue Sources	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
User Fees - Telecommunications	1,391,998	1,536,351	1,727,099	1,727,099	1,767,654	40,555
User Fees - PC Support	0	0	155,160	155,160	155,160	0
User Fees - MAC Service Charges	0	0	65,625	65,625	65,625	0
User Fees - Maintenance Charges	199,489	0	0	0	0	0
User Fees - Internet Service Charges	449,732	431,113	330,046	330,046	330,046	0
Transfer from Net Position	0	0	280,000	280,000	280,000	0
Miscellaneous	202	436	0	0	0	0
Total Revenues	**2,041,421**	**1,967,901**	**2,557,930**	**2,557,930**	**2,598,485**	**40,555**

RISK MANAGEMENT

The Risk Management Department is responsible for mitigating and managing the City's exposure to risk. The department achieves this by managing the City's Self-Insurance program, purchasing insurance to protect its assets, actively managing liability and workers' compensation claims filed against the City, and implementing safety and loss control programs.

The total budget for this department is $8,561,608, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership and Management	**$95,610**	**1.0**

This service is responsible for the administration of the City's and Hampton City School's (HCS) Risk Management Program. This includes the management of all loss control and safety policies, the Risk Management Fund, the self-insured Worker's Compensation programs and the self-insured liability programs and the procurement of all insurance for the City and HCS. Additionally, oversight of all claims management functions including settlement and negotiations as well as monitoring the actions of contracted third party administrators and insurance company adjusters. Guidance to City departments and divisions in areas of risk management and OSHA matters is also provided. Another important function is the approval of all City and HCS contracts with regard to insurance provisions and maintenance of Certificates of Insurance which provide proof that contractors are insured.

Worker's Compensation	**$4,147,705**	**2.0**

Provide Worker's Compensation services to City and HCS employees. The activities conducted include claims management, accident investigations to determine root causes of injuries and incidents, job hazard analysis, job function analysis, and Occupational Safety and Health training and program management. Staff serves as liaison to employees, their supervisors, health care providers and the TPA to obtain the quickest and most complete recovery possible while ensuring the employee is provided all the benefits set forth in the Virginia Worker's Compensation Act. Also, in this service is the environmental health and safety program which manages the City's safety program and the asbestos and lead management program.

General Liability	**$4,303,626**	**2.5**

Protect the assets and financial well-being of the City and HCS by reducing potential loss before it occurs through the implementation of risk management loss control principles and by financing losses by providing insurance coverage for catastrophic losses that may occur as a result of acts of nature, human error and court judgments. Staff performs all functions of claims investigation, adjusting, and settlement negotiation, and payment if necessary for liability claims against the City and HCS. This section is also responsible for inspections of City and HCS facilities to determine possible hazards and liability problems, review of policies and procedures, and training in the principles of risk management.

Fixed Costs	**$14,667**	**N/A**

Total FY17 Budget	**$8,561,608**	
Total FY17 Positions		**5.5**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
No. of Workers' Compensation Claims	Outcome	185	160	155	145
No. of General Liability Claims	Outcome	135	135	125	125
No. of Property Damage by City Claims	Outcome	35	35	35	35

RISK MANAGEMENT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase (Decrease)
Expenditures						
Personnel Services	257,204	270,401	318,843	318,843	268,740	**(50,103)**
Operating Expenses	5,501,300	17,563,052	8,216,157	8,216,157	8,291,868	**75,711**
Capital Outlay	5,384	1,962	0	0	1,000	**1,000**
Grand Total	**5,763,888**	**17,835,414**	**8,535,000**	**8,535,000**	**8,561,608**	**26,608**

Budget Note: *Positions have been filled at salaries lower than budgeted for when vacancies occurred. Operating increases (caused by expected rise in general liability and worker's compensation) are partly offset by the Virginia Line of Duty Act (LODA) now being reflected under the Retirement and Employee Benefits category instead of Risk Management. The Operating Expenses for all years above include expenses for Hampton City Schools.*

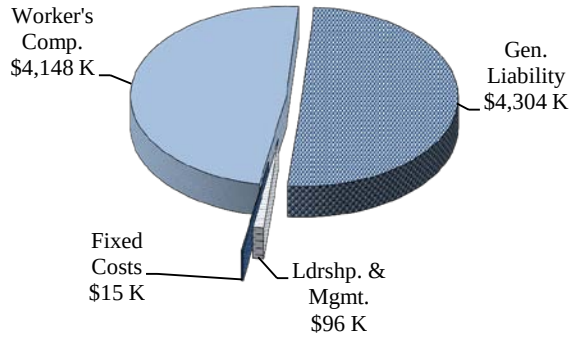
Department Staffing History

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase (Decrease)
Positions (PFT)	**5.5**	**5.5**	**5.5**	**5.5**	**5.5**	**0.0**

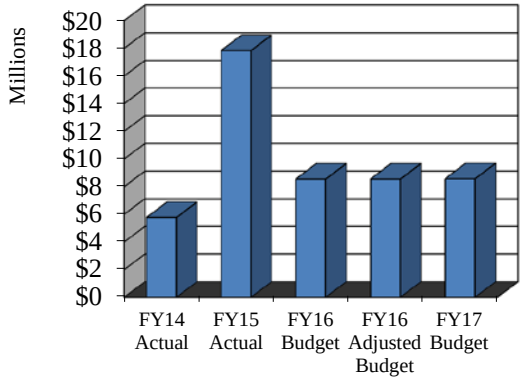
FY 2017 Position Summary

1	Risk Manager	2	Claims Technicians
1	Claims Manager	1	Occupational Health and Safety Coordinator
0.5	City Attorney		
TOTAL PFT POSITIONS:	**5.5**		

FY 2017 Service Summary



Budget Comparison FY14-17



RISK MANAGEMENT

Revenue Summary

*Revenue Source**	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
General Liability Insurance	2,832,403	2,549,273	3,190,934	3,190,934	3,295,983	105,049
Auto Insurance	1,313,645	1,208,219	1,102,863	1,102,863	1,117,920	15,057
Worker's Compensation	3,720,230	6,328,586	3,901,203	3,901,203	4,147,705	246,502
Line of Duty	340,000	340,000	340,000	340,000	0	(340,000)
Total Revenues	**8,206,277**	**10,426,078**	**8,535,000**	**8,535,000**	**8,561,608**	**26,608**

* Note: Revenues for all years above include revenues for Hampton City Schools

HAMPTON COLISEUM ~ HAMPTON ARTS COMMISSION

Hampton Coliseum-Hampton Arts Commission contributes to the City's mission by providing exceptional management to Hampton Coliseum, The American Theatre and The Charles H Taylor Arts Center for the presentation of quality arts (performing, visual and educational), cultural, leisure/entertainment activities, sports events, conventions/conferences and civic/community events in a safe and enjoyable environment that will enhance the quality of life for the community's diverse residents and visitors; and add to the economic vitality of the city.

The total budget for the department is $8,501,549 which funds the following services in the approximate amounts below. The FY17 budget includes an appropriation of Retained Earnings in the amount of $1,750,000.00.

	FY 17 Budget	FY 17 Positions
Leadership & Management	**$ 204,520**	**1.0**
Provide managerial oversight, set goals, objectives and strategies and provide office administration for the department in order to ensure the provision of attractive and varied entertainment, athletic, cultural, religious and educational events for area residents and visitors and ensure excellent service to patrons.		
Coliseum/Arts	**$ 1,584,928**	**25.0**
Provide financial, administrative, box office, food and beverage, marketing, event production, mechanical, maintenance and custodial staff for the Hampton Coliseum, The American Theatre, and the Charles H. Taylor Art Center.		
Events - Hampton Coliseum	**$ 5,373,147**	**0.0**
Offer balanced event programming that addresses an expressed community need for events such as concerts, family shows, consumer shows, etc. Add to the economic vitality of the City by hosting convention and meeting types of events in order to generate visitation and visitor spending in Hampton. Provide a place of large public assembly for Hampton community events such as high school graduations, public service functions, town hall meetings, etc.		
Objectives:		
Exhibitions Series - Charles H. Taylor Arts Center	**$ 164,266**	**0.0**
Present changing exhibitions, art classes, lectures, workshops, gallery talks, critiques, etc. throughout the year. Produce $100,500 in revenues and attract 12,750 visitors.		
The American Theatre	**$ 708,957**	**0.0**
Maintain an enviable reputation as one of Hampton Roads' favorite venues for the performing arts. The goals and objectives are to generate $421,500 in revenues and accommodate 65 total performances, shows and attractions on stage during the season.		
Arts Commission Grant	**$ 42,500**	**0.0**
Allocate funds as determined by Hampton Arts Commission. Annual allocation is competitive and shared by a large number of outside art agencies.		
Fixed Costs	**$ 423,231**	**N/A**
Total FY 17 Budget	**$ 8,501,549**	
Total FY 17 Positions		**26.0**

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Target
Operating Revenues	Outcome	$9,927,874	$13,415,190	$5,825,447	$7,675,447
Transfer from the General Fund		$926,102	$934,827	$926,102	$826,102

HAMPTON COLISEUM ~ HAMPTON ARTS COMMISSION

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,483,819	1,388,236	1,554,174	1,554,174	1,582,743	**28,569**
Operating Expenses	8,858,502	11,020,105	4,573,375	4,573,375	4,541,149	**(32,226)**
Capital Outlay	538,860	547,946	624,000	624,000	2,377,657	**1,753,657**
Grand Total	**10,881,181**	**12,956,287**	**6,751,549**	**6,751,549**	**8,501,549**	**1,750,000**

Budget Note: *Six permanent full-time positions have been eliminated as part of management restructuring. $1,750,000.00 has been appropriated from Retained Earning to perform major maintenance and upgrades to the facility as part of the capital improvement program. Enhancements for the 50th Anniversary of the Jazz Festival would come from the proceeds of the Festival in the Coliseum budget*

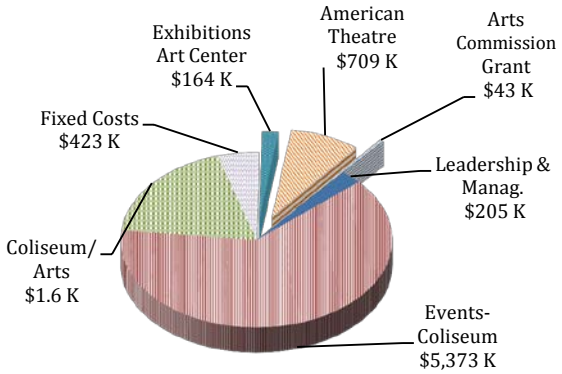
Department Staffing History

	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**33**	**33**	**32**	**32**	**26**	**(6)**

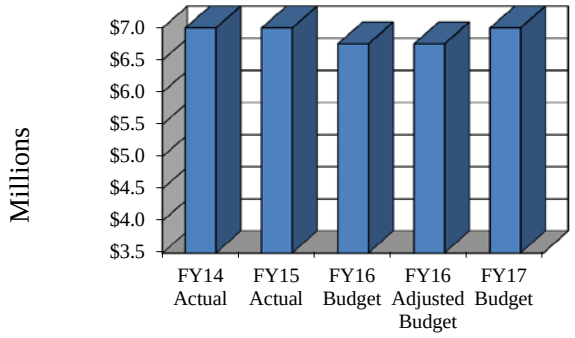
FY 2017 Position Summary

1 Director	1 Marketing Manager	1 Account Clerk III
1 Asst Dir Evnts/Operations	1 Asst Marketing Manager	1 Maintenance Mechanic
1 Asst Dir Finance & Admin	1 Marketing/Sales Coord.	1 Facility Maintenance Worker
1 Artistic Director	1 Box Office Manager	1 Changeover/Housekeeping Mgr
2 Finance/Administration Mgr	1 Asst Box Office Manager	1 Production Manager
1 Sr. Event Production Mgr	1 Hampton Arts Ast. Mgr	1 Box Office Asst. Tickets
1 Custodian	1 Sr. Electrician	1 Food & Beverage Manager
1 Manager Arts Center	1 Maintenace Team Leader	2 Operations Team Lead

FY 2017 Services Summary



Budget Comparison FY14-17



Revenue Summary

	FY14* Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Coliseum Admissions, Rental, etc.	7,785,143	10,946,937	3,846,162	3,905,697	3,946,162	40,465
Arts Commission Admissions, Rental, etc.	393,404	429,140	450,830	450,830	450,830	0
Coliseum Concessions	1,057,788	1,071,965	898,524	898,524	898,524	0
Arts Commission-Concessions	8,452	11,593	6,000	6,000	6,000	0
Coliseum Parking, Vending, Taxes, etc.	682,614	954,896	623,781	569,190	623,781	54,591
Arts Commission Parking, Vending, Taxes, etc	474	654	150	150	150	0
Transfer from Retained Earnings	0	0	0	0	1,750,000	1,750,000
Transfer from General Fund	926,102	934,827	926,102	921,158	826,102	(95,056)
	10,853,977	**14,350,012**	**6,751,549**	**6,751,549**	**8,501,549**	**1,750,000**

*Effective July 1, 2013 Hampton Arts Commission was moved from the General Fund to merge with Hampton Coliseum.

*Transfer from General Fund was increased in 2016 due to 3% General Wage Increase by $4,944.

*Transfer from General Fund was decreased by $100,000 for FY 17 due to savings from consolidation of activities resulting fr merger.

*$1,750,00 appropriated from Retained Earnings.

HAMPTON ROADS CONVENTION CENTER

The mission of the Hampton Roads Convention Center (HRCC) is to serve as a generator of meeting/convention-related revenue for the economic benefit of the City of Hampton and to act as an enhancer of the City's image nationally, regionally and locally.

The total budget is $10,135,227, which funds the following services in these approximate amounts:

	FY17 Budget
Convention Center Operations	**$3,618,578**
Increase rental sales of the Convention Center's exhibit hall and meeting room space utilizing the skill set of highly experienced staff. Provide high-quality equipment and technical services capable of meeting the needs of our customers. HRCC is under contract with SMG to oversee the general operations and maintenance of the Convention Center.	
Debt Service	**$6,475,735**
Debt service requirement to pay the interest on the Convention Center Revenue Bond Series 2002, a portion of which was refunded on June 13, 2012 (Convention Center Refunding Revenue Bonds Series 2012A).	
Fixed Costs	**$40,914**

Total FY17 Budget	**$10,135,227**
Total FY17 Positions	**N/A**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Total Rental Income Dollars	Outcome	$1,232,309	$1,210,980	$1,273,255	$1,242,287
Number of Event Days	Output	816	748	684	691
Number of Attendees	Output	261,695	257,897	292,435	303,815

HAMPTON ROADS CONVENTION CENTER

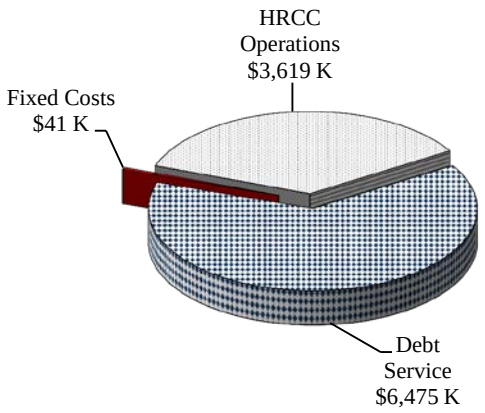
Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase (Decrease)
Expenditures						
Personnel Services	1,150,622	1,180,726	1,268,403	1,268,403	1,366,696	**98,293**
Operating Expenses	2,805,017	4,915,868	2,246,629	2,246,629	2,292,796	**46,167**
Capital Outlay	0	0	0	0	0	**0**
Debt Service	6,463,058	6,447,752	6,474,229	6,474,229	6,475,735	**1,506**
Grand Total	**10,418,697**	**12,544,346**	**9,989,261**	**9,989,261**	**10,135,227**	**145,966**

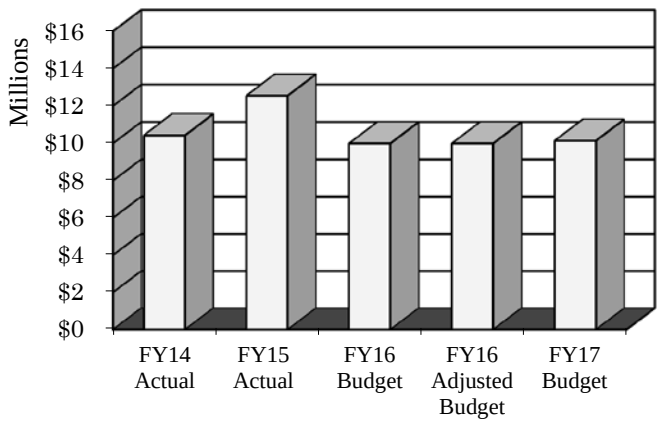
Budget Note: *The Hampton Roads Convention Center budget is managed by a private entity. The budget presented represents their estimated expenditures based on usage and earnings. The net increase is attributed to an increase in personnel costs due to organizational restrucuring which includes additional positons.*

The HRCC staff are employees of the management company SMG.

FY 2017 Service Summary



Budget Comparison FY14-17



HAMPTON ROADS CONVENTION CENTER

Revenue Summary

Revenue Sources	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Amusement/Meal/State Sales Tax	$625,808	$588,974	$543,600	$543,600	$586,933	**$43,333**
Exhibit Hall/Meeting Room Rentals	1,160,289	1,210,980	1,273,255	1,273,255	1,242,287	**(30,968)**
Event Refunds	202,708	186,993	253,942	253,942	303,372	**49,430**
Food & Beverage Commissions	380,646	388,092	549,619	549,619	553,652	**4,033**
Concession Sales	70,594	86,773	56,936	56,936	65,185	**8,249**
Other/Miscellaneous	26,305	68,577	22,450	22,450	25,051	**2,601**
Interest Income	145,189	146,672	129,863	129,863	123,747	**(6,116)**
Amortization of Premium	653,040	653,040	0	0	0	**0**
Net Unrealized Gain(Loss)	164,411	139,815	0	0	0	**0**
Transfer from General Fund 2+2 Taxes	5,793,043	5,961,351	5,770,884	5,770,884	6,135,000	**364,116**
Appropriation of 2+2 Operating Reserve	322,216	182,305	288,712	288,712	0	**(288,712)**
Transfer from General Fund for Debt Service/Operations	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	**0**
Total Revenues	**$10,644,249**	**$10,713,572**	**$9,989,261**	**$9,989,261**	**$10,135,227**	**$145,966**

THE HAMPTONS GOLF COURSE

The mission of The Hamptons Golf Course is to provide a well-conditioned, 27-hole regulation course with a practice range and putting green. Revenues for the golf course come from greens fees, equipment rentals, driving range, merchandise sales, and a contribution from the General Fund.

The total budget for the department is $1,073,743 which funds the following services in these approximate amounts:

	FY 17 Budget	FY 17 Positions
Leadership and Management	**$91,933**	**2.0**

To create a beautiful environment for customers to participate in recreational activities; provide services and products to support customers; provide learning opportunities for all ages to pursue goals; to promote healthy customer delight, healthy business, growth and development of youth.

Maintenance	**$655,819**	**5.0**

The goal of the maintenance staff is to achieve and maintain excellent course condition and grounds appearance. The first priority is the area "in play" where customers play their rounds of golf. There is a constant need to renovate and/or restore isolated areas of the course, in addition to maintaining and grooming the 27 holes and the surrounding property.

Pro Shop Operations	**$288,388**	**N/A**

The goal of the Pro Shop staff is to provide a high quality customer service at the golf course. They will provide direction, information, and support for visitors and customers, and are responsible for taking payments and balancing the daily receipts. They monitor the flow of play, general safety on the course and premises, and maintain and ensure good condition of City equipment and property. Every effort is made to create customer delight and a high-quality golf experience for all customers.

Fixed Costs	**$37,603**	**N/A**

Objectives:

Total FY17 Budget	**$1,073,743**	
Total FY17 Positions		**7.0**

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Actual	FY 16 Target	FY 17 Estimate
Rounds of Golf Play	Output	40,227	38,623	43,400	43,400
Merchandise Sales - Revenue	Outcome	$35,752	$42,800	$41,000	$42,000
Total # of Tournaments Held	Output	44	38	42	46

THE HAMPTONS GOLF COURSE

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	399,072	385,576	436,956	436,956	482,745	45,789
Operating Expenses	775,192	748,818	528,585	528,585	590,998	62,413
Capital Outlay	118,932	110,853	90,000	90,000	0	(90,000)
Grand Total	**1,293,197**	**1,245,247**	**1,055,541**	**1,055,541**	**1,073,743**	**18,202**

Budget Note: *The increase in personnel services resulted from the hiring of the Golf Pro position previously approved during the FY16 budget. The increase in the operating budget provides funding to repair the pump house and the maintenance building. The decrease in capital outlay results from the final payment of the clubhouse lease being made in FY16 and the removal of one time funds to complete capital improvements in previous fiscal year. Otherwise this is a maintenance level budget.*

Department Staffing History

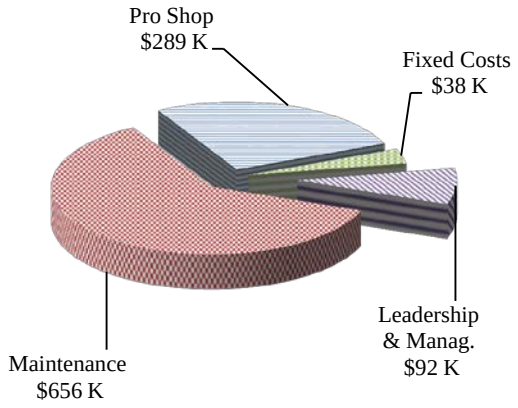
	FY14	FY 15	FY 16	FY 16 Adjusted	FY 17	Net Increase/ (Decrease)
Positions (PFT)	**6**	**6**	**7**	**7**	**7**	**0**

FY 2017 Position Summary

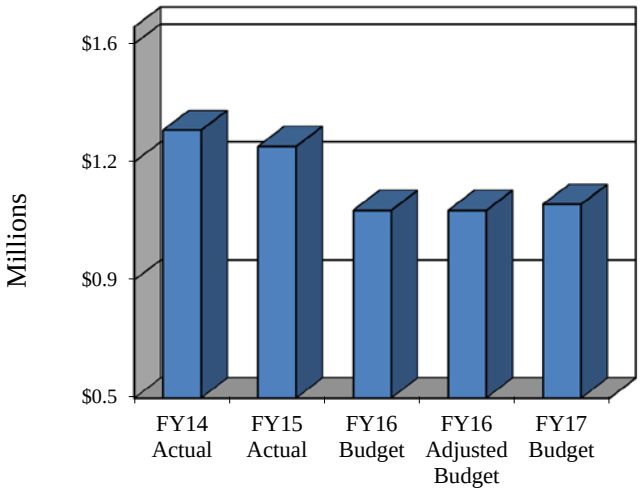
1 Superintendent	1 Club House Manager
1 Assistant Superintendent	1 Greenskeeper
1 Golf Equipment Mechanic	1 Sr. Technician
1 Golf Professional	

TOTAL PFT POSITIONS 7

FY 2017 Service Summary



Budget Comparison FY 14-17



THE HAMPTONS GOLF COURSE

Revenue Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Revenues						
Green Fees	556,383	490,088	691,841	691,841	704,288	12,447
Cart Fees	215,321	228,924	291,100	291,100	298,000	6,900
Driving Range	1,375	5,759	6,000	6,000	8,000	2,000
Other Rentals	0	2,720	3,600	3,600	21,455	17,855
Pro Shop Sales	45,667	42,800	52,000	52,000	42,000	(10,000)
General Fund Transfer	430,000	430,000	11,000	11,000	0	(11,000)
Total Revenues	**1,248,746**	**1,200,291**	**1,055,541**	**1,055,541**	**1,073,743**	**18,202**

THE WOODLANDS GOLF COURSE

The Woodlands Golf Course provides a well-conditioned, 18-hole regulation course. Revenues for the facility come from greens fees, equipment rentals, and pro shop sales.

The total budget for the department is $822,062 which funds the following services in these approximate amounts:

		FY 17 Budget	FY 17 Positions
Leadership & Management	**$**	**96,174**	**1.0**

To create a beautiful environment for customers to participate in recreational activities; provide services and products to support customers; provide learning opportunities for all ages to pursue goals; to promote healthy customer delight, healthy business, growth and development of youth.

Pro Shop / Operations	**$**	**137,224**	**N/A**

The goal of the Pro Shop staff is to provide high quality customer service at the golf course. Reaching out to virtually every part of the community, we will offer professional leagues, forming a couples league, Family Fun Nights, a tournament venue for many diverse local charities and other organizations for fund-raising initiatives as well as competitive golf, hosting at least 51 tournaments and sponsoring "The Hampton Amateur", Mixed Team Tournament and "The Daily Press Holiday Tournament."

Maintenance	**$**	**568,317**	**5.0**

The goal of the Maintenance staff is to achieve and maintain excellent course conditions and grounds appearance. The first priority is the area "in play" where the customers play their rounds of golf. Replenish sand and maintain edges of the bunkers throughout the golf course; work various projects that include fixing drainage problems; amending and leveling tees, paint and staining projects.

Fixed Costs	**$**	**20,347**	**N/A**

Total FY 17 Budget	**$**	**822,062**	
Total FY 17 Positions			**6.0**

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Target
Number of Rounds of Golf	Output	43,556	40,217	50,000	50,000
Merchandise Sales Revenue	Outcome	$37,350	$45,413	$45,000	$45,340
Number of Tournaments held	Output	32	26	32	36

THE WOODLANDS GOLF COURSE

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	354,907	325,600	397,758	397,758	427,900	**30,142**
Operating Expenses	462,700	421,269	457,397	457,397	394,162	**(63,235)**
Capital Outlay	80,063	86,619	0	0	0	**0**
Grand Total	**897,670**	**833,488**	**855,155**	**855,155**	**822,062**	**(33,093)**

Budget Note: *The net change in personnel and operating are attributed to the retirement of 1 PFT personnel. The benefits for this position were previously funded in operating expenses and now have been transferred to personnel services to fund part time salaries. The net difference is attributed to a savings in benefit cost due to the retirement. Otherwise this is a maintenance level budget.*

Department Staffing History

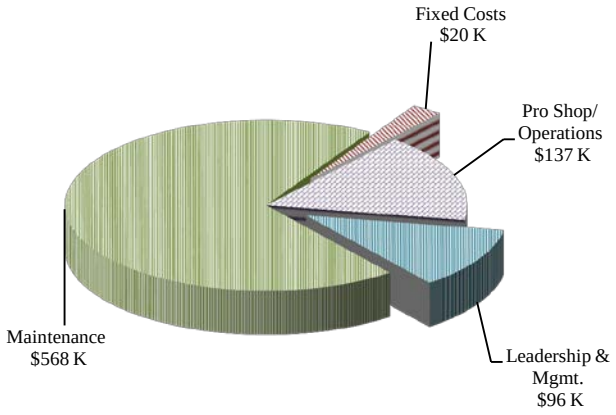
	FY14	FY 15	FY 16	FY 16 Adjusted	FY 17	Net Increase/ (Decrease)
Positions (PFT)	**6**	**6**	**6**	**6**	**6**	**0**

FY 2017 Position Summary

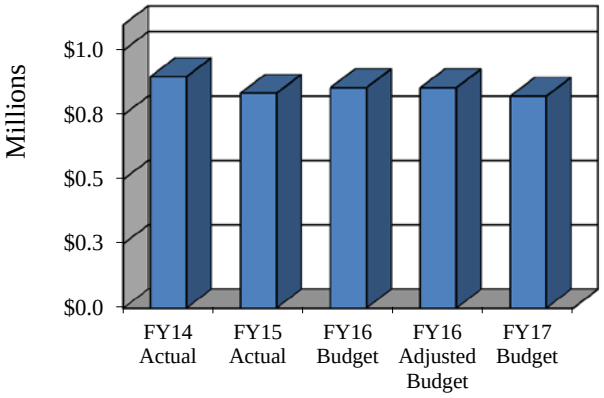
1 Superintendent	**1** Club Program Manager
1 Assistant Superintendent	**1** Greenskeeper- Senior
1 Golf Course Mechanic	**1** Parks Senior Technician

TOTAL PFT POSITIONS 6

FY 2017 Service Summary



Budget Comparison FY 14-17



THE WOODLANDS GOLF COURSE

Revenue Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Revenues						
Green Fees	409,503	408,638	533,583	533,583	522,600	(10,983)
Cart Fees	137,870	133,801	236,200	236,200	215,200	(21,000)
Other Rentals	9,765	8,128	9,600	9,600	9,600	0
Pro Shop Sales & Concessions	52,240	54,503	75,772	75,772	74,662	(1,110)
Capital Contribution	106,798	0	0	0	0	0
Total Revenues	**716,177**	**605,071**	**855,155**	**855,155**	**822,062**	**(33,093)**

SOLID WASTE MANAGEMENT

Solid Waste Management provides weekly collection of residential refuse, yard waste, and bulk trash and provides for recyclable material collection and solid waste disposal. Revenues for this service are derived from commercial tipping fees and residential user fees.

The total budget for the department is $15,220,328 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Residential/Business Collections	**$ 6,067,196**	**22.0**
To provide weekly residential and business refuse collection services to all customers in an effort to maintain health standards and improve the basic quality of life for our citizens and our community.		
Recycling Collection	**$ 1,276,429**	**11.0**
To provide bi-weekly residential and business recycling collection services to all customers and to encourage at least 92% in citizen's recycling participation.		
Yard Waste/Bulk Trash	**$ 5,169,265**	**26.0**
To provide weekly residential and business bulk trash and yard waste collection services to all customers in an effort to maintain health standards and improve the basic quality of life for our citizens and our community.		
Yard Waste Processing Operation	**$ 879,406**	**3.0**
To provide dumpster services for City schools, townhouses and other City facilities that require a contractual dumpster collection service.		
Fixed Costs	**$ 1,828,032**	**N/A**
Total FY 17 Budget	**$ 15,220,328**	
Total FY 17 Positions		**62.0**

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Actual	FY 16 Estimate	FY 17 Target
Citizen's Recycling Participation	Outcome	93%	95%	95%	95%
Waste Stream Reduction Through Recycling	Outcome	30%	28%	30%	30%
Yard Waste Collected (thousands of tons)	Output	13.0	9.8	13.0	13.0
Citizen's Satisfaction Rate	Outcome	93%	95%	95%	95%
Customer Service Levels (311 Call Center)	Outcome	99.00	99%	99%	99%

SOLID WASTE MANAGEMENT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY 16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	2,167,345	2,119,070	2,388,813	2,388,813	2,336,915	**(51,898)**
Operating Expenses	7,567,825	7,345,768	8,693,584	8,693,584	9,753,413	**1,059,829**
Capital Outlay	1,367,125	1,296,988	1,085,000	1,085,000	3,130,000	**2,045,000**
Grand Total	**11,102,294**	**10,761,826**	**12,167,397**	**12,167,397**	**15,220,328**	**3,052,931**

Budget Note: *This budget includes a 2% general wage increase and compression adjustements. The .5 PFT position decrease is a result of transferring .5 of the Superintendent position from Solid Waste back to Wastewater Management. The decrease in Personnel Services is attributed to multiple open positions reverting to the minimum of the pay range. The increase in Operating Expenses is attributed to a new contract agreement with TFC for contain, equipment and collection services, as well as, an increase in cost associated with the disposal of refuse for both City owned buildings and school facilities. Also included is an increase in the Virginia Peninsula Public Service Authority (VPPSA) contractual service agreement. VPPSA handles the processing of household chemicals and vegetative waste. The increase in Capital Outlay is attributed to vehicle and equipment replacements, and improvements to the Yard Waste facility. Lastly, $3,000 to be set aside in the Solid Waste Management budget to fund adopt-a-spot supplies for the Clean City Commission.*

Department Staffing History

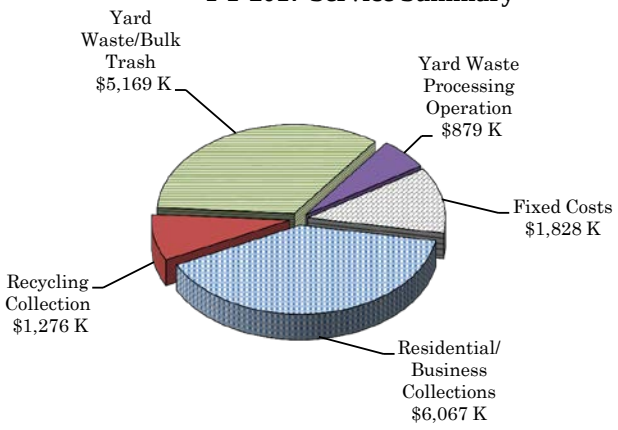
	FY 14	FY 15	FY 16	FY 16 Adjusted	FY 17	Increase/ (Decrease)
Positions (PFT)	**63**	**62.5**	**62.5**	**62.5**	**62.0**	**(0.5)**

FY 2017 Position Summary

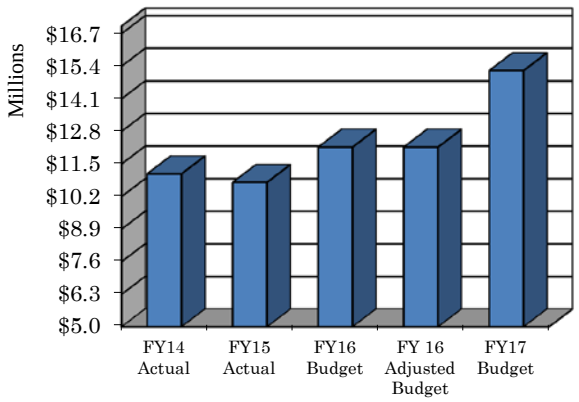
2	SW Collections Supervisor	1	Customer Service Supervisor
2	Sr Customer Service Specialist	1	Financial Analyst
3	Equip Operator I~Solid Waste	1	Senior Office Specialist
36	Equip Operator II~Solid Waste	7	Solid Waste Collections Team Leader
5	Equip Operator III~Solid Waste	1	Admin Srvices Manager
1	Solid Waste Superintentdent	1	Office Specialist
1	Heavy Equipment Technician		

TOTAL PFT POSITIONS 62

FY 2017 Service Summary



Budget Comparison FY14-17



Revenue Summary

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)
Revenues						
Landfill Usage	801,678	655,564	855,197	855,197	700,000	(155,197)
Tipping Fees	798,650	613,883	679,250	679,250	680,000	750
Net Users Fee	8,781,801	8,087,862	10,607,950	10,607,950	12,315,328	1,707,378
Appropriation from Retained Earnings	0	0	0		1,500,000	1,500,000
Sale of Equipment	26,346	29,808	25,000	0	0	0
Mobile Toter	19,710	22,620	0	25,000	25,000	0
Total Revenues	10,428,186	9,409,738	12,167,397	12,167,397	15,220,328	3,052,931

STEAM PLANT

The Steam Plant is a facility which burns City and Federal government refuse to generate steam that is sold to NASA to meet their energy needs. The residue ash from the burning process is disposed of at the landfill. Revenues for the operation of the Steam Plant come from the sale of steam, tipping fees for private trash haulers and the Solid Waste Enterprise Fund. The Steam Plant operates in accordance with all Federal and State environmental laws and standards.

The total budget for the department is $7,915,000, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Garbage Disposal/Steam Supply	**$ 7,003,213**	**41.0**
To provide safe economical and environmentally sound refuse disposal while providing high pressure steam to NASA Langley Research Center. To comply with all Virginia and Federal environmental regulations and permits. To minimize the City's and NASA costs by generating direct disposal revenues.		
Debt Service	**$ 551,540**	**N/A**
Debt service requirement to repay principal and interest on the 2002 and 2005 Bond Issuances. The 2002 Bond Series proceeds were used to make required capital improvements to the Steam Plant such as the garbage disposal. The 2005 Bond Series proceeds were used to construct the air pollution control facility.		
Fixed Assets	**$ 360,247**	**N/A**
Total FY 17 Budget	**$ 7,915,000**	
Total FY 17 Positions		**41.0**

Performance Indicators	Type of Measurement	FY 14 Actual	FY 15 Estimate	FY 16 Estimate	FY 17 Target
Capacity Utility Rate (percent)	Output	91%	92%	92%	92%
Steam Generated (million pounds)	Output	490	495	495	495
Steam Exported (million pounds)	Output	310	313	313	313
Refuse Processed (tons)	Output	81,000	81,500	81,500	81,500
Demand Utility Rate (Percent)	Output	88%	89%	89%	89%

STEAM PLANT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	1,765,928	1,815,543	2,046,992	2,046,992	2,150,485	**103,492**
Operating Expenses	4,487,801	4,868,132	4,808,008	4,808,008	4,824,515	**16,508**
Capital Outlay	998,339	805,854	1,060,000	1,060,000	940,000	**(120,000)**
Grand Total	**7,252,068**	**7,489,529**	**7,915,000**	**7,915,000**	**7,915,000**	**0**

Budget Note*: This budget includes a 2% general wage increase and compression adjustements. The net increase in Operating Expenses is attributed to an increase in fixed cost. The decrease in Capital Outlay is attributed to an expected FY17 purchase of a third residue vehicle. The vehicle was purchased a year early.*

Department Staffing History

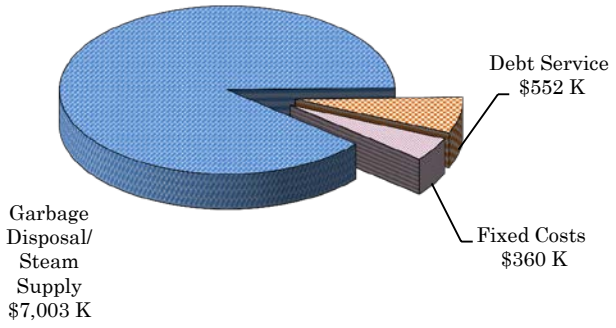
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**41**	**41**	**41**	**41**	**41**	**0**

FY 2017 Position Summary

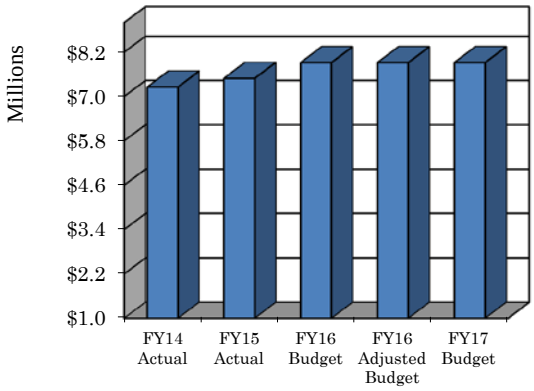
1	Plant Engineer	3	Plant Mechanic I
1	Steam Plant Manager	1	Weigh Master
1	Senior Office Specialist	1	Senior Administrative Assistant
11	Plant Operator	1	Steam Plant Operations Manager
9	Plant Aux Operator	4	Plant Operating Engineer
1	Plant Mechanic Team Leader	1	Plant Maintenance Manager
5	Plant Mechanic II	1	Senior Plant Operator

TOTAL PFT POSITIONS 41

FY 2017
Service Summary



Budget Comparison FY14 -17



STEAM PLANT

Revenue Summary

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)
Revenues						
NASA - Langley	5,330,548	4,953,913	5,350,000	5,350,000	5,350,000	0
City of Hampton - Tipping Fees	970,000	1,072,951	1,045,000	1,045,000	1,045,000	0
Steam Plant User Fees	1,195,554	784,784	1,300,000	1,300,000	1,300,000	0
Interest	5,411	5,512	0			0
Recycling Revenue	191,275	119,192	220,000	220,000	220,000	0
Fund Balance	0					0
Total Revenues	**7,692,788**	**6,936,352**	**7,915,000**	**7,915,000**	**7,915,000**	**0**

STORMWATER MANAGEMENT

Stormwater Management is intended to enhance the quality of life in the community as it is impacted by storm drainage systems and the quality of surface waters. Hampton has been granted a municipal separate storm sewer system permit by the Virginia Department of Environmental Quality (DEQ). This permit outlines Hampton's commitment to processes and activities that will facilitate compliance with stormwater quality standards established by mandate in order to protect citizens, property and natural resources.

The total budget for this department is $9,636,030 which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Administration	**$336,113**	**5.0**
Provide customer service, legal counsel and accounting support.		
Capital Improvement/Debt Service	**$3,643,870**	**N/A**
Allocated funds for stormwater-related capital projects which are managed in the Capital Projects Fund and the Indirect Cost Allocation designated for the general fund.		
Engineering	**$753,490**	**9.0**
Design, construct and manage capital projects that will improve stormwater drainage, including piping open ditches, outfall improvements and drainage basin construction.		
Drainage Maintenance ~ Stormwater System Maintenance	**$1,845,604**	**33.0**
Increase the frequency of storm drain cleaning and maintenance of the drainage system in the city.		
Drainage Maintenance ~ Heavy Equipment	**$641,611**	**11.0**
Provide heavy equipment and manpower for neighborhood stormwater projects which include cleaning and regrading of outfall ditches on a regular basis while meeting the demand for new improvement projects.		
Streets and Roads ~ Street Sweeping	**$1,490,188**	**9.0**
Provide sweeping of 715 lane miles of curbs and gutters on city streets and parking lots to remove debris and reduce sediment in catch basins and curb inlets, thus improving the quality of stormwater entering the Chesapeake Bay.		
Parks Division ~ Street Sweeping	**$71,107**	**1.0**
Sweeping services provided to clean up after landscape maintenance such as mowing and edging.		
Community Development ~ Plans Review & Permit	**$193,512**	**2.0**
Provide erosion and sediment control inspection services and planning support related to environmental issues for the Hampton Wetlands Board, Chesapeake Bay and commercial development.		
Community Development ~ Stormwater Plan Review	**$87,912**	**1.0**
Plan and coordinate all environmental and stormwater related planning issues.		

Non-departmental	**$572,623**	**N/A**

Provide funding for items that cannot be easily assigned to any specific department within the Fund. Examples include Hampton Roads Planning Commission payments; transfer to the Clean City Commission and various other stormwater projects or studies.

Total FY17 Budget	**$9,636,030**	
Total FY17 Positions		**71.0**

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Street Sweeping/Debris Removal (Tons)	Output	4,200	5,100	5,100	5,100
Stormwater Projects	Output	5	5	5	5
Mechanized Ditching	Output	114,310	30,000	30,000	30,000
Drainage Pipes Installed	Output	1,000	1,000	1,000	1,000

STORMWATER MANAGEMENT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Personnel Services	2,126,431	2,128,048	2,734,619	2,734,619	2,832,864	**98,245**
Operating Expenses	4,625,353	3,660,822	3,089,669	3,089,669	2,982,296	**(107,373)**
Capital Outlay	120,875	212,744	4,935,000	4,935,000	3,820,870	**(1,114,130)**
	6,872,658	**6,001,615**	**10,759,288**	**10,759,288**	**9,636,030**	**(1,123,258)**

***Budget Note**: This budget includes a 2% general wage increase and compression adjustements for FY 2017. The decrease in Capital Outlay is attributed to a delay in Grant Project funding. The decrease in Operating Expenses is attributed to funds moved from Operating Expense to Capital Outlay to cover the cost of pending capital projects.*

Department Staffing History

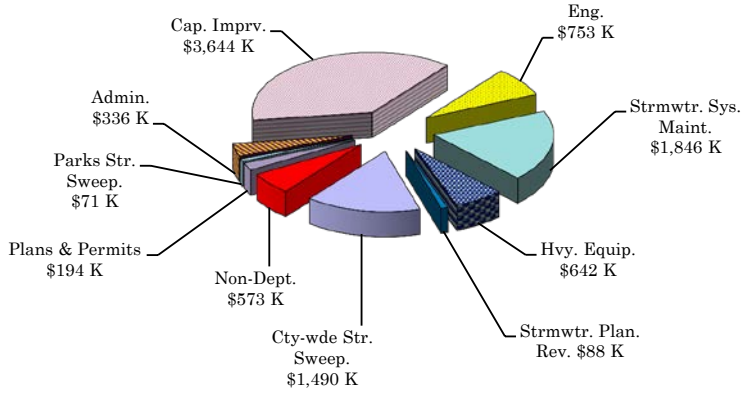
	FY14	FY15	FY16	FY 16 Adjusted	FY17	Increase/ (Decrease)
Positions (PFT)	**71**	**71**	**71**	**71**	**71**	**0**

FY 2017 Position Summary

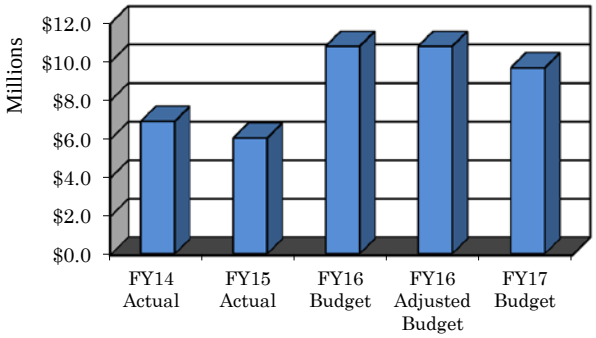
1	Accountant	1	Biologist	1	Env/Sust Mgr ~ Senior Project Coord.
1	Grant Writer	1	Chief Planner	3	Equipment Operator V~DM
1	Senior Office Specialist	1	Construction Inspection Manager	10	Drainage Maintenance Tech
1	Office Specialist	1	Deputy City Attorney	9	Equip. Operator II ~ DM
1	Fiscal Support Specialist	1	Equip. Operator III~St. & Rds.	2	Civil Engineering Technician
3	Senior Civil Engineer	1	Permit Coordinator	2	Equipment Operator III~DM
1	Sit Plan/Subdiv Age II	1	Paralegal		
7	Construction Inspector	2	Team Leader ~Field Service		
2	Pest Control Technicians	3	Equip. Operator IV~ DM		
1	Master Technician~PWSTD	1	Equipment Operator IV-Parks		
1	Water Resources Engineer	1	Admin Services Manager		
2	Stormwater Team Leader	4	Equipment Operator IV-St & Rds		
3	GIS Specialist	1	Infra. Const. Project Team Leader		

TOTAL PFT POSITIONS: 71

FY 2017 Service Summary



Budget Comparison FY14 -17



Revenue Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Revenues						
Stormwater User Fees	$8,024,981	$8,008,433	$8,614,555	$8,614,555	$9,003,955	$389,400
Appropriation from Retained Earnings	0	0	2,144,733	2,144,733	632,075	(1,512,658)
Total Revenues	**$8,024,981**	**$8,008,433**	**$10,759,288**	**$10,759,288**	**$9,636,030**	**($1,123,258)**

WASTEWATER MANAGEMENT

Wastewater Management maintains, repairs, and operates the sanitary sewer system and continues in its effort to extend the system to newly developing areas as well as non-sewered properties in the city. Sewage from businesses and residential properties are collected and delivered to the Hampton Roads Sanitation District for treatment. Revenue for this Fund comes from sewer user fees and new tap fees that are collected for connections to the system.

The total budget for the department is $12,287,988, which funds the following services in these approximate amounts:

	FY17 Budget	FY17 Positions
Leadership & Management	**$554,917**	**5.0**
Provide for the efficient and dependable wastewater collection and conveyance services to citizens with a commitment of outstanding customer service. Plan, direct and administer all functions and activities of the division. Implement policies and procedures that ensure the safety of employees and the citizens of Hampton.		
Sewer Pump Stations	**$1,393,343**	**13.0**
Monitor, service, maintain, repair and rehabilitate 108 pump stations within the city. These stations consist of pumps, valves, piping, buildings, grounds, electrical panels/controls, alarm systems and telemetry equipment. Consent Order: ensure that each station can handle capacity requirements without overflow during normal operating and wet-weather/emergency events.		
Maintain/Repair Sewer Lines	**$3,335,923**	**20.0**
Maintain and repair over 482 miles of sewer line and 10,000+ manholes throughout the city's aging infrastructure in order to eliminate overflows.		
Respond to Wastewater Calls	**$505,337**	**10.0**
Provide sewer stoppage and emergency response service 24-hours a day, 365-days a year. Service calls include sewer stoppages and overflows, structure failures and other related service calls within the Department of Public Works.		
Sewer Revolving Fund	**$300,000**	**N/A**
Provide sanitary sewer service to non-sewered properties throughout the city. The sewer extension program eliminates septic systems in order to reduce negative environmental impact, establishes sewer service to properties for future development and enhances property values.		
TV Testing of Sewer System	**$2,957,659**	**14.0**
Provide an overall view of the wastewater infrastructure through the use of computer-controlled, data-capturing cameras. The data collected is used to evaluate the sewer system in order to prioritize rehabilitation and repairs for manholes, main lines, laterals and sewer pumping station wet wells.		
Management Services and Support	**$2,185,759**	**7.0**
Provide administrative, managerial and general business support for procurement, budgeting and financial tracking to ensure an environment of fiscal responsibility and adherence to city policies. Provide technical services in the form of logistical support, database management, mapping and design, surveying and engineering to ensure a safe and productive operation while maintaining a database that captures current infrastructure assets to meet governmental reporting requirements. Develop and implement new business practices.		
Fixed Costs	**$1,055,050**	**N/A**
Total FY17 Budget	**$12,287,988**	
Total FY17 Positions		**69.0**

WASTEWATER MANAGEMENT

Performance Indicators	Type of Measurement	FY14 Actual	FY15 Actual	FY16 Estimate	FY17 Target
Number of Pump Station Rehab.	Output	2	2	2	2
Number of Stoppage Calls	Outcome	4,750	4,750	4,600	4,600
Respond to All Calls within 3 Hours	Efficiency	100%	100%	100%	100%
Feet of Sewer System Televised (Inspections) (LF)	Output	300,000	250,000	250,000	250,000
Feet of Sewer Line Cleaned (LF)	Output	400,000	400,000	400,000	400,000
Feet of Sewer Line - Root Cleaned (LF)	Output	50,000	30,000	30,000	30,000
Grease Trap Inspections	Output	300	100	150	150
Number of Sewer Connection Requests	Output	55	55	55	55
Number of Completed Service Connection Requests	Output	40	40	40	40

WASTEWATER MANAGEMENT

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	2,065,726	1,873,417	2,735,539	2,735,539	2,916,969	**181,430**
Operating Expenses	4,058,263	3,531,248	7,418,313	7,418,313	7,541,165	**122,852**
Capital Outlay	1,342,169	1,374,550	2,134,136	2,134,136	1,829,854	**(304,282)**
Grand Total	**7,466,158**	**6,779,215**	**12,287,988**	**12,287,988**	**12,287,988**	**0**

***Budget Note**: This budget includes a 2% general wage increase and compression adjustements for FY 17. The .5 PFT position increase is a result of transferring .5 of the Superintendent position from Solid Waste back to Wastewater Management . The increase in Operating Expenses is attributed to an increase in sewer line maintenance & repair activity, and SCADA (Superviosry Control and Data Acquisitions) system maintenance. SCADA is a computer system used to gather and analyze real-time sewer pump station performance data. The decrease in Capital Outlay is attributed to fewer capital equipment replacements in FY17.*

Department Staffing History

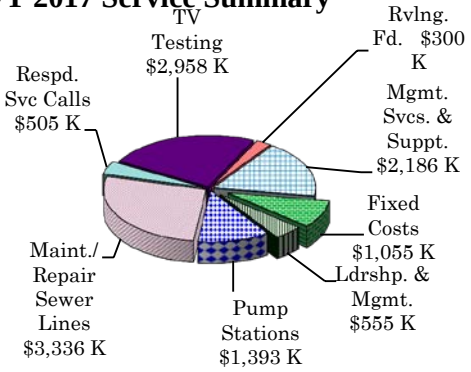
	FY14	FY15	FY16	FY16 Adjusted	FY17	Net Increase/ (Decrease)
Positions (PFT)	**69**	**68.5**	**68.5**	**68.5**	**69.0**	**0.5**

FY 2017 Position Summary

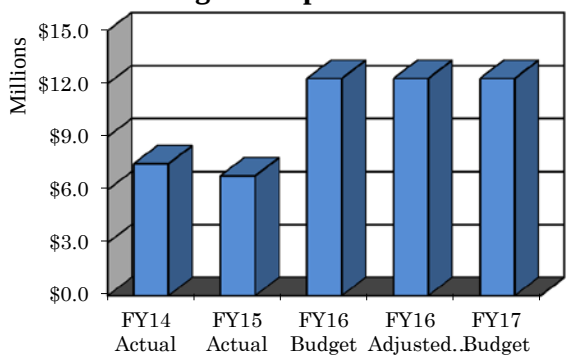
1 Operations Manager	6 Pump Station Mechanic
1 Financial Analyst	2 Technology Support Specialist
1 Admin Services Manager	1 GIS Specialist
1 Senior Civil Engineer	1 Surveying Technician
8 Wastewater Line Technician	1 FOG Control Coordinator
2 Senior Office Specialist	1 Infra Const Project Team Leader
1 Utility Locator Tech	6 WW Inspection & Repair Technician
3 Equipment Operator V	3 Wastewater Team Leader
4 Equipment Operator IV	3 Wastewater Collections Team Leader
4 Equipment Operator II	9 Wastewater Technician Trainee
1 Equipment Operator I	1 WW Infrastructure Inspector
3 Pump Station Technician	4 Chief Pump Mechanic
1 Wastewater Superintendent	

TOTAL PFT POSITIONS 69

FY 2017 Service Summary



Budget Comparison FY14-17



Revenue Summary

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)
Revenues						
Sewer Connection Fees	101,473	214,017	300,000	300,000	300,000	0
Sewer User Fees	6,087,176	5,893,642	7,460,852	7,460,852	7,460,852	0
Sewer Surcharge	2,762,097	2,684,151	3,327,136	3,327,136	3,327,136	0
Miscellaneous Revenues	150,000	975	0	0	0	0
Sale of Property	10,196	12,733	0	0	0	0
Appropriation from Fund Balance	0	0	1,200,000	1,200,000	1,200,000	0
Total Revenues	**9,110,942**	**8,805,518**	**12,287,988**	**12,287,988**	**12,287,988**	**0**

COMMUNITY DEVELOPMENT BLOCK GRANT and HOME FUND

Community Development Block Grant (CDBG) and HOME Funds are awarded to the City of Hampton on an annual basis from the U. S. Department of Housing and Urban Development (HUD) to develop viable urban communities by providing decent housing, a suitable living environment and economic opportunities principally for low-to-moderate income persons. The City uses these funds to complement other resources in the implementation of the Hampton Neighborhood Initiative. The rationale for determining priorities for housing and community development needs is based upon census data and the needs identified through the Consolidated Plan preparation process and other neighborhood/community planning initiatives. The Housing and Community Development Issues and Strategies are fully described in the City's 2011-2015 Consolidated Plan for Housing and Community Development.

Revenues	**FY 17 Budget**
FY 17 CDBG Program	$1,164,801
FY 17 CDBG Estimated Program Income	$25,000
CDBG Reimbursement	$100,000
Total CDBG Revenues	$1,289,801
FY 17 HOME Investment Partnerships Program	$370,808
FY 17 HOME Program Income	$170,000
Total HOME Revenues	$540,808
Total CDBG & HOME Revenues	**$1,830,609**

Community Development Block Grant Expenditures	**FY 17 Budget**
Acquisition	**$76,760**
Acquisition of vacant lots and properties with deteriorated, abandoned structures in support of affordable home ownership activities and neighborhood revitalization plans.	
Housing Programs	**$95,950**
Funds to support the Wheelchair Ramp, Exterior Repairs, Emergency Repair Grant, and Weatherization & Energy Efficiency Programs.	
Housing Services (CDBG Allotment & CDBG Program Income)	**$252,005**
Direct project delivery costs to support CDBG & HOME activities administered by the HRHA (includes salaries for the HRHA Community Development Director, Real Estate Coordinator, Environmental Housing Specialist, Housing Programs Coordinator and Housing Programs Specialist).	
Demolition	**$90,092**
Demolition of sub-standard structures that are in the Low/Mod Area and structures that have been declared a Public Nuisance by Code and Compliance Department.	
Disposition	**$68,175**
Funds for maintenance and expenses related to existing CDBG-owned property and legal disposition	
Support Services to Neighborhood Center Programs	**$144,840**
Operational costs and technical assistance for programs at Newtown Learning Center and Y. H. Thomas Community Center.	
Community Development Planning and Grant Administration	**$176,404**
CDBG/HOME grant administration and neighborhood planning in low to moderate income areas of the city.	

Community Development Block Grant Expenditures (Cont'd)	FY 17 Budget
Queens River Road	**$143,420**
Funds to pay for the construction of the road.	
Contingency	**$9,595**
Available to cover cost overruns in CDBG funded activities.	

CDBG Repayment Fund Expenditures

Code Enforcement	**$232,560**
Funds to cover staff costs and direct operating expenses associated with the implementation of the Safe & Clean Campaign.	
Queens River Road (CDBG Allotment & CDBG Repayment Funds)	**$0**
Funds to pay for the construction of the road.	
Total CDBG Expenditures	**$1,289,801**

HOME Investment Partnerships Program Expenditures	FY 17 Budget
Homeowner Rehabilitation	**$150,000**
Program provides deferred-forgivable loans up to $25,000 City-wide and up to $50,000 in Hampton Housing Venture areas to qualified Hampton homeowners to rehab their principal residence.	
Homebuyer Assistance	**$80,000**
Program provides down-payment and closing cost assistance to low-to-moderate income homebuyers.	
Acquisition/Rehabilitation	**$166,390**
Acquisition and/or rehabilitation of deteriorated property for affordable housing.	
New Construction/Rehabilitation (HOME Program Income)	**$50,000**
Program will provide funds to increase the quality of new construction and rehabilitation of low to moderate income housing by the Hampton Redevelopment & Housing Authority.	
Community Housing Development Organizations	**$57,077**
Funds set aside to assist Community Housing Development Organizations (CHDOs) with the acquisition, development or sponsorship of affordable housing.	
HOME Administration	**$37,341**
HOME program planning, administrative, marketing and monitoring costs.	
Total HOME Investment Expenditures	**$540,808**
Grand Total CDBG, HOME, Program Income and Reimbursement Expenditures	**$1,830,609**

COMMUNITY DEVELOPMENT ~ HOUSING REINVESTMENT SERVICES - CDBG Funded

The Community Development planning and grant administration provides support to CDBG eligible areas, which include identifying resources and assisting with neighborhood planning, master plans and Hampton Housing Venture plan implementation. It is also responsible for CDBG and HOME consolidated planning and fair housing. This budget represents the Community Development Block Grant funded portion of this department.

The total budget is $213,745.

Expenditure Summary

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	217,304	229,737	208,000	176,404	176,404	**0**
Operating Expenses	0	0	21,650	37,341	37,341	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**217,304**	**229,737**	**229,650**	**213,745**	**213,745**	**0**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year.*

Department Staffing History

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Adjusted Budget	FY17 Budget	Increase/ (Decrease)
Positions (PFT)	**4.0**	**4.0**	**3.0**	**3.0**	**3.0**	**0.0**

FY 2017 Position Summary

2 Neighborhood Associate II	1 Neighborhood Grant Clerk

TOTAL PFT POSITIONS: 3

PARKS, RECREATION AND LEISURE SERVICES - CDBG Funded

The Parks and Recreation Department provides recreational and various organized activities for the citizens of Hampton. This budget represents the Community Development Block Grant funded portion of this department. Additional services are provided through the General Fund section of this document.

The total budget for this department is $144,840.

Expenditure Summary

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Increase/ (Decrease)
Expenditures						
Personnel Services	97,071	101,474	129,160	142,000	144,840	**2,840**
Operating Expenses	40,995	40,526	12,840	0	0	**0**
Capital Outlay	0	0	0	0	0	**0**
Grand Total	**138,066**	**142,000**	**142,000**	**142,000**	**144,840**	**2,840**

Budget Note: *The FY16 budget included funds to provide a 3% general wage increase (GWI) for employees which was originally budgeted in Retirement and Employee Benefits, but were transferred to departments once the adjustments were made. The adjustment is reflected in the FY16 Adjusted Budget column. The FY16 Adjusted Budget Column does not include the pay scale adjustments since they were implemented later in the fiscal year after the budget development process had begun. The funding for the pay scale adjustments remains in Retirement and Employee Benefits in the FY17 budget and will be transferred to departments during the fiscal year.*

Department Staffing History

	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Adjusted Budget	FY 17 Budget	Net Increase/ (Decrease)
Positions (PFT)	**2**	**2**	**2**	**2**	**2**	**0**

FY 2017 Position Summary

1 Neighborhood Resource Coordinator	1 Recreation Professional

TOTAL PFT POSITIONS: 2

ECONOMIC DEVELOPMENT FUND

The Economic Development Fund, established by City Council in 1983, funds capital investments, improvements and expenditures which promote economic development and improve the physical appearance of the city. City Council directed that the primary revenue source of this Fund be (1) future city land sales not legally restricted; (2) all special assessments resulting from projects financed by the Fund; (3) all funds received by agreement from projects financed by the Fund; and (4) all rental receipts not legally restricted for specific purposes. The budgeted revenues and expenditures listed below meet the criteria for this Fund.

Revenues	Amount
Rental Income	$217,992
Economic Development Fund Balance	289,508
Total Revenues	**$507,500**

Expenditures	Amount
Small Business Incubator Operations	**$245,000**
Support operational expenses of the Hampton University Small Business Incubator and the Peninsula Technology Incubator which offer business development assistance to small business start-ups within the City of Hampton.	
NASA Aeronautics Support Team	**75,000**
Support lobbying efforts to encourage Congress and NASA to continue support for aeronautics research thereby insuring the viability of NASA/Langley.	
Hampton Roads Center Improvements	**187,500**
Improvements to the Hampton Roads Center parkway.	
Total Expenditures	**$507,500**

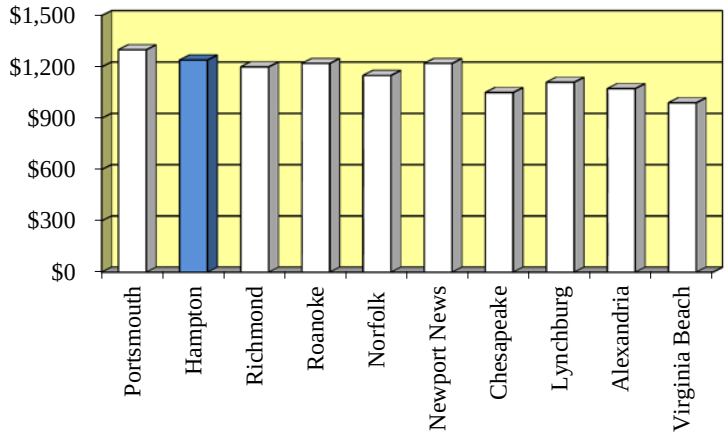
REAL ESTATE TAX

Fiscal Year 2017 Adopted Rates

Locality	FY 16 Tax Rate	FY 17 Tax Rate	Tax on $100,000 Property
Portsmouth	$1.30	$1.30	$ 1,300.00
Hampton	1.24	1.24	$ 1,240.00
Richmond	1.20	1.20	$ 1,200.00
Roanoke	1.22	1.22	$ 1,220.00
Norfolk	1.15	1.15	$ 1,150.00
Newport News	1.22	1.22	$ 1,220.00
Chesapeake	* 1.05	* 1.05	$ 1,050.00
	** 1.04	** 1.04	
Lynchburg	1.11	1.11	$ 1,110.00
Alexandria	1.04	1.07	$ 1,073.00
Virginia Beach	0.99	0.99	$ 990.00

* Indicates mosquito control district ** Indicates non-mosquito control district

FY 2017
Real Estate Tax
(Tax on $100,000 Property)



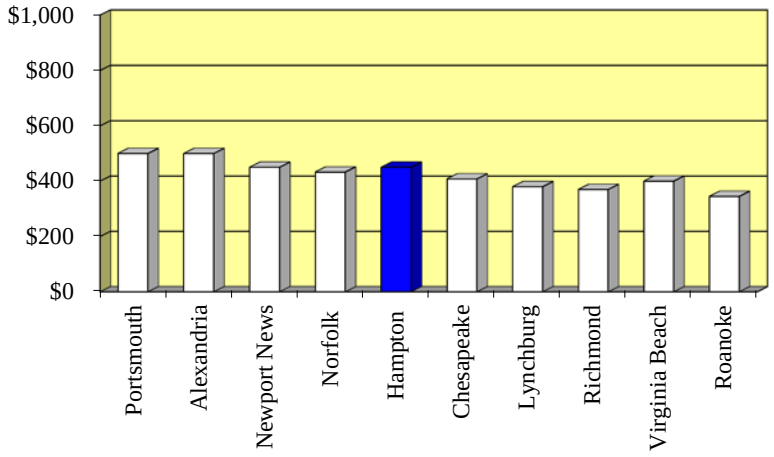
PERSONAL PROPERTY TAX

Fiscal Year 2017 Adopted Rates

Locality	FY 16 Tax Rate	FY 17 Tax Rate	Tax on $10,000 Vehicle
Portsmouth	$5.00	$5.00	$ 500.00
Alexandria	5.00	5.00	$ 500.00
Newport News	4.50	4.50	$ 450.00
Norfolk	4.33	4.33	$ 433.00
Hampton	4.50	4.50	$ 450.00
Chesapeake	* 4.08	4.08	$ 408.00
	** 4.00	4.00	$ 400.00
Lynchburg	3.80	3.80	$ 380.00
Richmond	3.70	3.70	$ 370.00
Virginia Beach	4.00	4.00	$ 400.00
Roanoke	3.45	3.45	$ 345.00

* Indicates mosquito control district
** Indicates non-mosquito control district

FY 2017
Personal Property Tax
(Tax on $10,000 Vehicle)



RESIDENTIAL UTILITY TAX - Electricity

Fiscal Year 2017 Adopted Rates

Locality	Monthly Tax Rate
Alexandria	$1.12 plus $0.012075/ kWh, not to exceed $3.00 per month
Chesapeake	$1.75 plus $0.0185/kWh, not to exceed $3.75 per month
Hampton	$1.40 plus $0.014953/kWh, not to exceed $3.00 per month
Lynchburg	$0.00460/kWh for the first 1,000 kWh; $0.0026/kWh thereafter
Newport News	$1.54 plus $0.016398/kWh, not to exceed $3.08 per month
Norfolk	$1.75 plus $0.016891/kWh, not to exceed $3.75 per month
Portsmouth	$1.40 plus $0.015038/kWh, not to exceed $3.40 per month
Richmond	$1.40 plus $0.05116/kWh, not to exceed $4.00 per month
Roanoke	$0.00780/kWh on 0-1,000 kWh; and $0.00450 per kWh over 1,000 kWh
Virginia Beach	$1.40 plus $0.014771/kWh, not to exceed $3.00 per month

Note: kWh - kilowatt hours

RESIDENTIAL UTILITY TAX - Gas

Fiscal Year 2017 Adopted Rates

Locality	Monthly Tax Rate
Alexandria	$1.28 plus $0.124444/CCF, not to exceed $3.00
Chesapeake	$1.88 per dwelling
Hampton	$1.98 plus the rate of $0.191/ CCF, not to exceed $2.40
Lynchburg	$0.86 plus $0.05088/CCF
Newport News	$1.51 per dwelling
Norfolk	$1.50 per dwelling
Portsmouth	$2.45 plus $0.18/CCF, not to exceed $3.00
Richmond	$1.83 plus $0.10091/CCF
Roanoke	$0.13 per CCF
Virginia Beach	$1.98 plus $0.162451/CCF, not to exceed $3.00

Note: CCF - means a volume of gas at standard pressure and temperature in units of one hundred cubic feet.

COMMERCIAL UTILITY TAX - Electricity

Fiscal Year 2017 Adopted Rates

Locality	Monthly Tax Rate
Alexandria	$1.18 plus $0.005578 of each kWh (Commercial) $1.18 plus $0.004544 of each kWh (Industrial)
Chesapeake	$2.87 plus $0.017/kWh, not to exceed $112.50 per month
Hampton	$2.29 plus the rate of $0.013953 on the first 2,703 kWh delivered; $0.003321 on each kWh thereafter, not to exceed $80 per month
Lynchburg	$0.00480 for the first 1,000 kWh, and $0.0092 thereafter
Newport News	$2.29 plus $0.013859/kWh on first 2,721kWh and $0.003265/kWh thereafter. not to exceed $80.00 per month
Norfolk	$2.87 plus $0.017933/kWh on 0-537kWh plus $0.006330/kWh on balance per month
Portsmouth	$2.29 plus $0.013143/kWh, not to exceed $400
Richmond	$2.75 plus $.016462/kWh
Roanoke	$0.00800/kWh on 0-1000kWh; $0.00540/kWh on each kWh thereafter
Virginia Beach	$1.72 plus $0.010057/kWh on the first 9,151kWh; over 9151 $0.002831/kWh, not to exceed $162.50

Note: kWh - kilowatt hours

COMMERCIAL UTILITY TAX - Gas

Fiscal Year 2017 Adopted Rates

Locality	Monthly Tax Rate
Alexandria	$1.42 plus $0.050213 per CCF
Chesapeake	$4.00 plus $0.155 per CCF, not to exceed $112.50/month
Hampton	$2.78 plus the rate of $0.135199 on the first 130 CCF plus $0.032578 on each CCF thereafter, not to exceed $65.00/month
Lynchburg	$1.63 plus $0.02689 per CCF
Newport News	$1.29 plus $0.067602/CCF on first 128.91 CCF; $0.032576 on remaining CCF per month; tax capped at $55.00/month
Norfolk	$3.225 plus rate of $0.167821 on first 70 CCF; plus rate of $0.161552 on 71 - 430 CCF; plus rate of $0.15363 on the remaining CCF per month; tax capped at $500.00/month
Portsmouth	$4.65 plus $0.10/CCF, not to exceed $400.00
Richmond	Small Volume, $2.88 plus $0.1739027 per 100 CCF; Large Volume, $24.00 plus $0.07163081 per CCF
Roanoke	$0.08 per CCF
Virginia Beach	$1.94 plus $0.097668/CCF 0-961 plus $0.031362/CCF on remaining; maximum of $162.50

Note: CCF - a volume of gas at standard pressure and temperature in units of one hundred (100) cubic feet.

AMUSEMENT AND ADMISSIONS TAX

Fiscal Year 2017 Adopted Rates

Locality	Local Tax Rate
Alexandria	10% Not to exceed $0.50 per admission
Chesapeake	10%
Hampton	10%
Norfolk	10%
Portsmouth	10%
Virginia Beach	10%
Roanoke	9%
Newport News	10%
Lynchburg	7%
Richmond	7%

*$0.50 per $100 gross receipts

CIGARETTE TAX

Fiscal Year 2017 Adopted Rates

Locality	Local Tax Rate
Newport News	$ 0.85
Alexandria	$ 1.15
Hampton	$ 0.85
Norfolk	$ 0.85
Virginia Beach	$ 0.75
Portsmouth	$ 0.90
Roanoke	$ 0.54
Chesapeake	$ 0.50
Lynchburg	$ 0.35
Richmond	N/A

Note: Cigarette Tax is based on pack of twenty.

HOTEL AND MOTEL LODGING TAX

Fiscal Year 2017 Adopted Rates

Locality	Tax Rate
Hampton	8.0% of total amount, plus $1 per room per night of lodging[1]
Richmond	8.0%[2]
Norfolk	8.0%
Portsmouth	8.0%
Virginia Beach	8.0% of total amount, plus $2 per room per night of lodging[3]
Chesapeake	8.0%[4]
Newport News	8.0% of total amount, plus $1 per room per night of lodging
Roanoke	8.0%
Alexandria	6.5% of total amount, plus $1 per room per night of lodging
Lynchburg	5.5% of total amount, plus $1 per room per night of lodging

[1] Two percent is designated for the Hampton Convention Center.
[2] Six percent is designated for Richmond Convention Center Authority and two percent is for the General Fund.
[3] Three and a half percent is designated for tourism support. Two and a half percent is designated for the Virginia Beach Convention Center and the Sandler Center for the Performing Arts.
[4] One percent of the tax is designated for the Chesapeake Conference Center; 3.5 percent for school construction.

COMMERCIAL LANDFILL TIPPING FEE

Fiscal Year 2017 Adopted Rates

Locality	Tipping Fee
Norfolk *	$125 per ton
Portsmouth *	$125 per ton
Alexandria	$46.81 per ton
Virginia Beach *	$125 per ton
Roanoke	$45.00 per ton (Goverment Rate) $55.00 per ton (Private Rate)
Hampton	$38.00 per ton
Lynchburg	The City of Lynchburg no longer operates.
Richmond	$27.86 per ton
Chesapeake	N/A
Newport News	N/A

*The tipping fees for these localities are imposed by the Southeastern Public Service Authority (SPSA).

MACHINERY AND TOOL TAX

Fiscal Year 2017 Adopted Rates

Locality	Local Tax Rate Per $100 of Assessed Value
Alexandria	$4.50
Norfolk	$4.25
Newport News	$3.75
Hampton	$3.50
Roanoke	$3.45
Chesapeake	$3.20
Lynchburg	$3.00
Portsmouth	$3.00
Richmond	$2.30
Virginia Beach	$0.000001

MOTOR VEHICLE LICENSE FEE

Fiscal Year 2017 Adopted Rates

Locality	Annual License Registration Fee
Hampton	$35.00 - 4,000 lbs or less $40.00 - over 4,000 lbs
Alexandria	$33.00 - 4,000 lbs or less $38.00 - over 4,000 lbs
Lynchburg	$29.50 - 4,000 lbs or less $34.50 - over 4,000 lbs
Newport News	$26.00 - 4,000 lbs or less $31.00 - over 4,000 lbs
Norfolk	$31.00 - 4,000 lbs or less $36.00 - over 4,000 lbs
Portsmouth	$32.00 - 4,000 lbs or less $37.00 - over 4,000 lbs
Virginia Beach	$30.00 - 4,000 lbs or less $35.00 - over 4,000 lbs
Chesapeake	$23.00 - 4,000 lbs or less $28.00 - over 4,000 lbs
Richmond	$23.00 - 4,000 lbs or less $28.00 - over 4,000 lbs
Roanoke	$25.00 per vehicle

RESTAURANT MEAL TAX

Fiscal Year 2017 Adopted Rates

Locality	Local Meals Tax	Plus 6.0% Sales Tax	Tax on a $25 Restaurant Bill
Hampton	*7.5%	13.5%	$3.38
Newport News	7.5%	13.5%	$3.38
Lynchburg	6.5%	12.5%	$3.13
Norfolk	6.5%	12.5%	$3.13
Portsmouth	6.5%	12.5%	$3.13
Richmond	6.0%	12.0%	$3.00
Chesapeake	** 5.5%	11.5%	$2.88
Virginia Beach	***5.5%	11.5%	$2.88
Roanoke	5.75%	11.75%	$2.94
Alexandria	4.0%	10.0%	$2.50

Note: State sales tax is established at 6.0%, 1% of which is returned to local governments.

* Two percent is designated for Hampton Convention Center.

** Half a percentage is designated for the Chesapeake Conference Center.

*** Fifty-six of one percent is designated for the Virginia Beach Convention Center and the Sandler Center for the Performing Arts.

RESIDENTIAL SEWER CHARGES

Fiscal Year 2017 Adopted Rates

Locality	Sewer User Fee
Alexandria	$1.40 per 1,000 gallons
Chesapeake	5/8 inch meter $10.33 per 100 cubic feet of water consumption 3/4 inch meter $11.36 per 100 cubic feet of water consumption
Hampton	$2.14 per 100 cubic feet of water consumption
Lynchburg	$5.84 per 100 cubic feet of water consumption
Newport News	$3.37 per 100 cubic feet of water consumption Monthly Service Fee: $4.00
Norfolk	$3.97 per 100 cubic feet of water consumption
Portsmouth	$3.72 per 1,000 gallons
Richmond	$16.68 per month, plus $6.42 per 100 cubic feet of water consumption*
Roanoke	$3.75 per 1,000 gallons**
Virginia Beach	$30.81 per month

* Richmond's rate also includes waste treatment.
** Water and sewer rates are set by the Western Virginia Water Authority.
*** The surcharge revenue funds the expense for the Regional Consent Order costs.

RESIDENTIAL SOLID WASTE

Fiscal Year 2017 Adopted Rates

Locality	Solid Waste Collection Fee
Alexandria	$30.25 per month
Chesapeake	$3.00 per month for recyclers
Hampton	$5.88 per week for recyclers $11.63 per week for non-recyclers
Lynchburg	$.95 per 32 gallon container (weekly) or $40 Annual Decal $1.90 per 64 gallon container(weekly) or $80 Annual Decal Plus a $4.40 monthly solid waste fee
Newport News	$5.64 per week - medium container (60 gal.) $7.05 per week - standard container (90 gal.)
Norfolk	Less than 5 units = $28.01/unit/month; Greater than 4 units = $46.94/container/month
Portsmouth	$33.36 per month
Richmond	$20.00 per can per month; maximum of 2 cans $1.69 per month for recycling
Roanoke	$7 per month, per parcel or bin
Virginia Beach	$23.00/Month

Notes: For comparative purposes, the solid waste fees have been converted into monthly billings. Lynchburg is the only exception since the City charges per trash can. Each can is marked with an appropriate trash tag that is priced depending on the size of the trash can.

STORMWATER FEE

Fiscal Year 2017 Adopted Rates

Locality	Residential Stormwater Fee	Commercial Stormwater Fee
Virginia Beach	$13.21 per month	$13.21 per 2,269 sq. ft. of impervious area
Norfolk	$12.13 per month	$8.95 per 2,000 sq. ft. of impervious area
Portsmouth	$9.25 per month	$9.25 per 1,877 sq. ft. of impervious area
Chesapeake	$7.35 per month	$7.35 per 2,112 sq. ft. of impervious area
Hampton	$7.83 per month	$7.83 per 2,429 sq. ft. of impervious area
Newport News	$11.25 per month	$11.25 per 1,777 sq. ft. of impervious area
Alexandria	*	*
Lynchburg	$4.00 per month	N/A
Richmond	$3.75 per month	$3.75 per 1,425 sq. ft. of impervious area
Roanoke	$0.30 per 500 sq. ft. of impervious area	$0.30 per 500 sq. ft. of impervious area

* Alexandria dedicates $0.005 of Real Estate Tax for Stormwater .

TAX RATE COMPARISON FOR HAMPTON ROADS LOCALITIES

Real Estate Tax Rate

Chesapeake	Hampton	N. News	Norfolk	Portsmouth	Suffolk	VA Beach
$1.110	$1.140	$1.120	$1.270	$1.360	$1.080	$0.990
$1.060	$1.060	$1.100	$1.110	$1.360	$1.080	$0.990
$1.050	$1.040	$1.100	$1.110	$1.240	$0.940	$0.890
$1.050	$1.040	$1.100	$1.110	$1.240	$0.940	$0.890
$1.050	$1.040	$1.100	$1.110	$1.240	$0.940	$0.890
$1.050	$1.040	$1.100	$1.110	$1.270	$0.940	$0.890
$1.050	$1.040	$1.100	$1.110	$1.270	$0.940	$0.950
$1.050	$1.240	$1.220	$1.150	$1.270	$0.940	$0.930
$1.050	$1.240	$1.220	$1.150	$1.270	$1.030	$0.930
$1.050	$1.240	$1.220	$1.150	$1.300	$1.070	$0.990
$1.050	$1.240	$1.220	$1.150	$1.300	$1.070	$0.990

Personal Property Tax Rate

Chesapeake	Hampton	N. News	Norfolk	Portsmouth	Suffolk	VA Beach
$4.080	$4.250	$4.250	$4.000	$5.000	$4.250	$3.700
$4.080	$4.250	$4.250	$4.250	$5.000	$4.250	$3.700
$4.080	$4.250	$4.250	$4.250	$5.000	$4.250	$3.700
$4.080	$4.250	$4.250	$4.250	$5.000	$4.250	$3.700
$4.080	$4.250	$4.250	$4.250	$5.000	$4.250	$3.700
$4.080	$4.250	$4.250	$4.250	$5.000	$4.250	$3.700
$4.080	$4.250	$4.500	$4.250	$5.000	$4.250	$3.700
$4.080	$4.250	$4.500	$4.250	$5.000	$4.250	$3.700
$4.080	$4.500	$4.500	$4.330	$5.000	$4.250	$4.000
$4.080	$4.500	$4.500	$4.330	$5.000	$4.250	$4.000
$4.080	$4.500	$4.500	$4.330	$5.000	$4.250	$4.000

Notes: The City of Suffolk has four tax zones, with real estate tax rates ranging from $.94 to $1.34. Per Suffolk staff, the majority of its citizens are levied at the $.94 rate. In FY 1994-95, Suffolk changed its method of appraising personal property from using 50% of retail value to using loan value, which is generally lower than retail value. The loan value method is used by other Hampton Roads Communities.

The City of Chesapeake has a base real estate tax rate of $1.04 and a base personal property tax rate of $4.00. However, the rates are increased by $.01 and $.08, respectively, for mosquito control.

COMPARATIVE STATISTICS FOR THE HAMPTON ROADS AREA

The information contained in this section identifies various comparative indicators as well as historical information which may be of interest to the reader.

Demographic Comparisons

	Hampton	VA Beach	Chesapeake	Norfolk	Portsmouth	Suffolk	N. News
[a] Population	136,454	452,745	235,429	246,393	96,201	88,161	182,385
Persons under 5 years (2014)	6.3%	6.70%	6.3%	6.9%	7.6%	6.4%	7.3%
Person under 18 years (2014)	21.7%	22.8%	24.5%	20.3%	23.4%	24.9%	23.5%
Persons 65 years and over (2014)	13.7%	12.3%	11.8%	9.9%	13.9%	13.0%	11.6%
[b] Race							
- Caucasian	43.3%	68.6%	62.7%	49.2%	41.8%	52.4%	50.9%
- African American	49.4%	20.0%	30.1%	42.7%	53.4%	42.9%	41.1%
- Asian	2.4%	6.8%	3.4%	3.7%	1.4%	1.8%	3.2%
- Hispanic[1]	5.3%	7.7%	5.3%	7.5%	4.0%	3.7%	8.5%
- Other[2]	0.6%	0.7%	0.6%	0.9%	0.6%	0.5%	0.8%
[a] Median Household Income	$ 49,879	$ 67,001	$ 70,176	$ 44,150	$ 46,239	$ 66,822	$ 51,000
[b] Percentage of Population who Graduated from:							
~ High School, % of 25+	89.4%	93.4%	91.0%	86.6%	82.6%	87.1%	88.8%
~ College (Bachelor), % of 25+	23.3%	33.5%	29.4%	25.6%	19.5%	26.1%	24.1%
[a] Percentage of Population in the civilian Labor Force	61.2%	64.6%	64.1%	57.7%	60.2%	65.3%	64.0%
[a] Population in the Armed Services	19,726	61,658	26,145	28,221	11,468	10,721	21,969
[a] Percentage of Population Unemployed (2015)	5.5%	3.9%	4.2%	5.2%	5.9%	4.6%	4.9%

[1] Includes Hispanic or Latino people of any race. This column may cause totals to exceed 100 percent for each locality.

[2] Includes Native American, Alaska Native, Native Hawaiian, Other Pacific Islander and any other race not listed on the Census Bureau survey.

Sources:

[a] U. S. Census Bureau, http://quickfacts.census.gov/qfd/states/51; Virginia Business 2013 Hampton Roads Statistical Digest Magazine

[b] Accessed June 5,2015 http :// quickfacts.census.gov/qfd/states/51/51650/html

[c] U. S. Bureau of Labor Statistics-Local Area Unemployment Statistics Database

COMPARATIVE SERVICE INDICATORS FOR THE HAMPTON ROADS AREA

	YR	VA Beach	Chesapeake	Norfolk	Portsmouth	Suffolk	Hampton	N. News
Crime Rate per 1,000 Population	12	1.7	3.7	5.5	4.8	3.0	2.3	4.2
Percentage of Violent Crimes Solved	09	59.7	n/a	n/a	n/a	n/a	69.2	n/a
Juvenile Arrests as a % of Total Arrests	09	12.1	5.0	18.0	3.7	3.4	17.1	10.0
Police Officers per 1,000 Residents	12	1.75	1.60	2.99	2.60	2.14	2.01	2.30
Average Commute Time in Minutes	14	23.1	24.7	21.6	25	27.8	22.3	22.8
Percentage of Population Who Live and Work in this City	12	62.9	41.6	68.3	42.9	36.1	49.9	60.8
Infant Mortality Rate per 1,000 Births	09	5.5	5.7	12.0	9.9	6.0	7.7	7.7
Percentage of individuals Living in Poverty	13	8.3	9.1	20.5	18.2	11.1	15.5	15.2
Percentage of 5th Graders who Pass the English Reading Standards of Learning	12	76	74	61	67	70	63	58
High School Graduation Rate	14	93.4	91.0	86.6	82.6	87.1	89.4	88.8
Residents over the age of 25 who have an undergraduate degree	14	33.5	29.4	25.6	19.5	26.1	23.3	24.1
Voter Participation Rate (November)	10	42.0	40.8	19.8	44.4	42.0	21.0	44.0
Municipal Debt per Capita	10	$2,235	$2,070	$3,562	$3,392	$2,956	$2,283	$1,992
Labor Force in the Armed Forces	10	7.3	4.7	8.9	3.3	3.6	5.5	6.1
Per Capita Income	14	$32,477	$29,735	$24,252	$23,219	$30,021	$25,131	$25,408
Median Household Income	14	$67,001	$70,176	$44,150	$46,239	$66,822	$49,879	$51,000
Moody's Bond Rating for Municipalities	12	Aaa	Aa1	Aa2	Aa2	Aa2	Aa1	Aa1

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1210

File Number: 16-0141 **Enactment Number: 1210**

Ordinance to Adopt a Budget and Appropriate Monies for the General Fund Expenditures of the City of Hampton (City and School Operations) for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and the appropriations are hereby made for the City of Hampton (City and School Operations) General Fund Expenditures for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading, as amended by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: **Date** MAY 11 2016

Katherine K. Glass

City of Hampton, VA
General Fund Revenues
Fiscal Year 2017

Code	Description	Budget
	GENERAL PROPERTY TAXES:	
51000	REAL ESTATE-CURRENT	$ 124,929,893
51001	REAL ESTATE-1ST PRIOR	1,543,203
51002	REAL ESTATE-2ND & 3RD PRIOR	335,386
51200	PUBLIC SERVICE CORPORATION	3,789,802
51100	PERSONAL PROPERTY-CURRENT	39,193,143
51101	PERSONAL PROPERTY-1ST PRIOR	1,600,000
51102	PERSONAL PROPERTY-2ND & 3RD PRIOR	187,138
51190	REAL ESTATE - BID (COLISEUM CENTRAL)	565,487
51191	REAL ESTATE - BID (DOWNTOWN)	183,983
51192	REAL ESTATE - BID (ELIZABETH LAKES)	45,876
51194	SPECIAL ASSESMENT - H20	539,170
51195	SPECIAL ASSESSMENT - PENINSULA TOWNE CTR	4,377,463
51202	MACHINE & TOOL	2,307,422
51201	MOBILE HOMES	40,910
51004/ 51104	REFUNDS	(450,000)
51300	DELINQUENT TAXES-WRITTEN OFF	150,000
51301	INTEREST-DELINQUENT TAXES	300,000
51003	PENALTY-REAL ESTATE DELINQUENT	550,000
51103	PENALTY-PERSONAL PROP DELINQUENT	459,000
	TOTAL	**$ 180,647,876**
	OTHER LOCAL TAXES:	
52003	UTILITY TAX-ELECTRIC AND GAS	$ 5,000,000
52004	TOBACCO TAX	4,550,000
52005	BUSINESS LICENSES	11,945,000
52022	CONSUMPTION TAXES (BUSINESS LIC.)	445,000
52024	COMMUNICATIONS SALES & USE TAX	8,941,603
52006	SHORT-TERM RENTAL TAX	72,000
52008	SALES AND USES TAX	15,556,505
52009	RECORDATION TAX	1,450,000
52010	LODGING-TRANSIENT TAX	3,100,000
52010.1	LODGING -TRANSIENT TAX $1 FLAT RATE	500,000
52020	LICENSES FEE-PAR MUTUAL	0
52011	AMUSEMENT TAX	1,218,306
52012	MEAL TAX	20,100,000
52013	MOTOR VEHICLE LICENSES	4,430,135
52023	RIGHT-A-WAY FEES (TELECOMMUNICATION LINES)	550,383
52100/ 52104/ 52101/ 52103	TAX REFUNDS-VEHICLE/EXCISE/LEGAL	(27,000)
52026	Boat License Fee	200,000
52015	BANK STOCK	477,635
	TOTAL	**$ 78,509,567**
	LICENSE, PERMITS & PRIVILEGE FEES:	
53000	ANIMAL LICENSES	$ 55,000
53001	STREET & PRIVILEGE	150,000
53002	TAXI DRIVER PERMIT & FEES	18,000
53004	ZONING FEES	240,000
53005	TRANSFER FEES	5,000
53006	BUILDING INSPECTION FEES	375,534
53007	ELECTRICAL INSPECTION FEES	116,731
53008	PLUMBING INSPECTION FEES	83,200
53009	GAS INSPECTION FEES	196,079
53010	AMUSEMENT PERMIT FEES	1,600
53012	SITE PLAN FEES	35,000
53014	MISCELLANEOUS PERMITS	20,000
	TOTAL	**$ 1,296,144**

City of Hampton, VA
General Fund Revenues
Fiscal Year 2017

Code	Description		Budget
	FINES AND FORFEITURES:		
54000	TRAFFIC PENALTIES	$	70,000
54001	SPECIAL ASSESSMENT COURT FINES		113,000
54004	SPECIAL ASSMT-SHERIFF COURT SECURITY		287,000
54002	CIRCUIT COURT FEES		734,437
54003	FEES-COLLECTING COURT FINES		435,856
	TOTAL	$	1,640,293
	REVENUES FROM USE OF MONEY & PROPERTY:		
55001	RENTAL OF STADIUM (DARLING)	$	7,373
55000.2	RENTAL OF PROPERTY - FORT MONROE CC		0
55000.3	RENTAL OF SPECIAL EVENT EQUIPMENT		25,643
55002	VENDING MACHINES-OTHER		3,000
55004	PARKING FEES-HARBOUR CENTER		48,000
55100	INTEREST FROM INVESTMENTS		220,000
55203	SALES OF MATERIALS AND SUPPLIES		65,019
55011	BILLBOARD REVENUE		69,557
	TOTAL	$	438,592
	CHARGES FOR SERVICES:		
56000	COURT COSTS	$	1,000
56001	FEES-COURT OFFICER		26,000
56002	FEES-SHERIFF		14,741
56022	FEES-COBRA ADMINISTRATION		1,000
56003	FEES-EXCESS OF CLERK		60,000
56023	FEES-SANDY BOTTOM		60,000
56045	FEES-TEEN CENTER		75,000
56007	FEES-RECREATION		300,000
56008	FEES-RECREATION CLASSES		9,000
56032	FEES-WESTHAMPTON COM CENTER		130,000
56009	FEES-CAROUSEL/BLUEBIRD GAP		5,500
56061	FEES-BLACKBEARD PIRATE FESTIVAL		44,050
56028	FEES-HOUSING FED. PRISONERS		1,000
56031	FEES-HAMPTON TENNIS CENTER		20,000
56030	FEES-HISTORY MUSEUM		35,000
56043	FEES-SCHOOL AGE PROGRAM		1,278,383
56033	FEES-BUCKROE FISHING PIER		180,000
56034	FEES-FORT MONROE COMMUNITY CENTER		115,000
66324	CONCESSIONS BUCKROE FISHING PIER		30,000
66325	BAIT & TACKLE SALES-PIER		70,000
66326	RENTALS-BUCKROE FISHING PIER		3,000
66327	FISHING PIER TOURNAMENTS		2,000
54005	FEES-JAIL ADMISSION FEE		8,350
56042	FEES-HEALTHY FAMILIES		10,450
56010	LIBRARY FINES AND FEES		50,000
56029	FEES-AMBULANCE SERVICE		3,919,061
66134	HOST FEES-LANDFILL		800,000
52025	PEG CAPITAL GRANT SURCHARGE FEE		200,000
53016	PASSPORT APPLICATION FEE		50,000
56050	FUNERAL ESCORT FEES		53,000
56051	DMV SELECT FEE		55,000
56056	FEES FOR WORK RELEASE PROGRAM-SHERIFF		39,635
56052	COMMUNITY DEVELOPMENT TECHNOLOGY FEE		65,000
56060.001	FIRE INSPECTION SUPPORT FEES		189,000
56060.002	FIRE REINSPECTION FEES		1,000
56060.003	BURNING PERMIT FEES		200
56060.004	FIREWORKS/PYROTECHNIC DISPAL PERMIT FEES		2,300
56060.008	FALSE ALARM FEES		2,800
56060.009	UNDERGROUND STORAGE TANK REMOVAL PERMIT		500
56060.010	SPECIAL HAZARD PERMIT FEES		8,000
56060.011	PRIVATE HYDRANT PERMIT FEES		1,800
56062	FEES-HALL OF FAME		14,570
56063	FEES-SPECIAL EVENTS		2,000
56064	RADIO MAINTENANCE FEES		30,213
66700	FORT MONROE AUTHORITY		983,960
	TOTAL	$	8,947,513

City of Hampton, VA
General Fund Revenues
Fiscal Year 2017

Code	Description		Budget
	MISCELLANEOUS REVENUE:		
57000	MISCELLANEOUS	$	150,000
57000.002	ADMINISTRATIVE FEES - CDA		22,600
57000.003	MISC REVENUE - ADMINISTRATIVE FEES		983,000
66164.000	MISC - ADMIN FEES FOR POLICE EXTRA DUTY		168,000
57001	PAYMENT IN LIEU OF TAXES		75,000
57002	REIMBURSEMENT FOR SERVICES-SCHOOLS		1,534,539
57003	RETURNED CHECK FEES		14,010
57004	UNEMPLOYMENT FEES		4,000
57024.001	REIMBURSEMENT FOR RADIO MAINT-COLISEUM		50,837
57024.002	REIMBURSEMENT FOR RADIO MAINT-FLEET SERVICES		1,918
57024.003	REIMBURSEMENT FOR RADIO MAINT - STORM WATER		28,296
57024.004	REIMBURSEMENT FOR RADIO MAINT-WASTEWATER		23,500
57024.005	REIMBURSEMENT FOR RADIO MAINT-SOLID WASTE		38,847
57017	INDIRECT COSTS-OTHERS		123,275
57006	INDIRECT COSTS-SOLID WASTE		356,470
57006.1	RETURN ON INVESTMENT-SOLID WASTE		116,000
57012	INDIRECT COSTS-WASTE WATER MGMT		456,000
57012.1	RETURN ON INVESTMENT-WASTE WATER MGMT		113,292
63000	INDIRECT COSTS-STEAM PLANT		218,000
	TOTAL	**$**	**4,477,584**
	RECOVERED COSTS:		
58000	RECOVERED COSTS-JAIL OPERATIONS	$	722,460
58002	RECOVERED COSTS-PROBATION		8,500
58003	RECOVERED COSTS-NASA FIRE STATION		906,000
58004	RECOVERED COSTS-POLICE		6,732,202
58005	RECOVERED COSTS-MISCELLANEOUS		150,000
	TOTAL	**$**	**8,519,162**
	NON-CATEGORICAL AID-STATE:		
59002	VEHICLE RENTAL TAXES	$	384,190
59003	MOBILE HOME TITLING		25,119
59004	TAX ON DEEDS		394,000
59005	RAILROAD TAX		10,516
	TOTAL	**$**	**813,825**
	NON-CATEGORICAL AID-FEDERAL		
62042	RAD EMERGENCY RESPONSE	$	20,500
63004	INDIRECT COSTS-OTHERS		10,000
	TOTAL	**$**	**30,500**
	SHARED EXPENSES:		
60000	SHERIFF	$	6,531,245
60001	COMMONWEALTH ATTORNEY		1,384,843
60002	COMMISSIONER OF REVENUE		297,629
60003	CITY TREASURER		274,743
60004	REGISTRAR-ELECTORAL BOARD		52,102
60006	CLERK OF COURTS		812,346
	TOTAL	**$**	**9,352,908**

City of Hampton, VA
General Fund Revenues
Fiscal Year 2017

Code	Description	Budget
	CATEGORICAL AID-STATE:	
52007	E911 WIRELESS GRANT	$ 409,000
61000	PUBLIC ASSISTANCE-STATE	5,370,600
62000	PUBLIC ASSISTANCE-FEDERAL	8,400,169
62045	PUBLIC ASSIST-COSTS ALLOCATION PLAN REIMB	93,000
61008	VA. JUVENILE BLOCK GRANT	279,725
61001	STREET AND HIGHWAY MAINTENANCE	15,902,855
61002	PUBLIC LIBRARY BOOKS	162,055
62039	HEALTHY FAMILY-FEDERAL	417,318
61020	HEALTHY START-STATE SHARE	222,763
	TOTAL	**$ 31,257,485**
	SCHOOL FUNDS-FROM OTHER THAN CITY:	
64000	STATE FUNDS	$ 88,184,578
64005	STATE LOTTERY PROFITS	14,981,167
64001	OTHER FUNDS	2,722,500
64002	SHARE OF STATE SALES TAXES	22,150,756
64003	FEDERAL PROJECTS	940,000
	TOTAL	**$ 128,979,001**
	TRANSFERS:	
65000	FUND BALANCE	$ 3,651,372
65000	COMMITTED FUND BALANCE-ATF FUNDS	159,300
65205	TRANSFER FROM SCHOOL OPERATING FUND	2,000,000
	COMMITTED FUND BALANCE-HOME ELEVATION LOAN	350,000
65206	COMMITTED FUND BALANCE-BUDGET SAVINGS	1,365,000
65011	COMMITTED FUND BALANCE-SCHOOL DEBT RESERVE FUND	757,984
	TOTAL	**$ 8,283,656**
	GRAND TOTAL	**$ 463,194,106**

City of Hampton
General Fund Expenditures
Fiscal Year 2017

Code	Function		Appropriation
110	Municipal Council		
	Personal Services	368,511	
	Operating Expenditures	115,029	
	Capital Outlay	2,685	
	Total Municipal Council		486,225
120	City Manager		
	Personal Services	1,211,410	
	Operating Expenditures	95,143	
	Total City Manager		1,306,553
130	City Attorney		
	Personal Services	998,253	
	Operating Expenditures	86,447	
	Total City Attorney		1,084,700
132	Human Resources	620,373	
	Personal Services	113,712	
	Operating Expenditures	0	
	Total Human Resources		734,085
134	Independent Auditors		
	Operating Expenses	200,475	
	Total Independent Auditor		200,475
135	Marketing & Outreach		
	Personal Services	400,689	
	Operating Expenses	346,791	
	Total Marketing & Outreach		747,480
139	Citizens' Unity Commission		
	Personal Services	101,803	
	Operating Expenditures	31,539	
	Total Citizens' Unity Commission		133,342
140	Commissioner of Revenue		
	Personal Services	1,094,125	
	Operating Expenditures	163,404	
	Capital Outlay	3,507	
	Total Commissioner of Revenue		1,261,036
145	Assessor of Real Estate		
	Personal Services	998,345	
	Operating Expenditures	134,570	
	Total Assessor of Real Estate		1,132,915
150	Finance		
	Personal Services	726,798	
	Operating Expenditures	80,964	
	Total Finance		807,762

City of Hampton
General Fund Expenditures
Fiscal Year 2017

Code	Function		Appropriation
154	City Treasurer		
	Personal Services	1,311,431	
	Operating Expenditures	454,881	
	Total City Treasurer		1,766,312
156	Consolidated Procurement		
	Personal Services	391,726	
	Operating Expenditures	41,981	
	Total Consolidated Procurement		433,707
158	Internal Auditor		
	Personal Services	156,917	
	Operating Expenditures	18,952	
	Total Internal Auditor		175,869
160	Information Technology		
	Personal Services	1,122,181	
	Operating Expenditures	2,391,215	
	Capital Outlay	216,000	
	Total Information Technology		3,729,396
168	311 Customer Service Center		
	Personal Services	429,497	
	Operating Expenditures	87,684	
	Total 311 Customer Service Center		517,181
170	Electoral Board		
	Personal Services	98,620	
	Operating Expenditures	62,499	
	Total Electoral Board		161,119
173	Registrar		
	Personal Services	213,179	
	Operating Expenditures	8,797	
	Total Registrar		221,976
210	Circuit Court		
	Personal Services	310,749	
	Operating Expenditures	54,952	
	Capital Outlay	4,500	
	Total Circuit Court		370,201
212	General District Court		
	Personal Services	35,496	
	Operating Expenditures	182,766	
	Total General District Court		218,262

City of Hampton
General Fund Expenditures
Fiscal Year 2017

Code	Function		Appropriation
213	Magistrates Office		
	Personal Services	20,000	
	Operating Expenditures	18,416	
	Capital Outlay	2,500	
	Total Magistrates Office		40,916
214	District Court - JDR		
	Operating Expenditures	49,101	
	Total District Court - JDR		49,101
216	Clerk of Courts		
	Personal Services	822,915	
	Operating Expenditures	146,241	
	Capital Outlay	2,240	
	Total Clerk of Courts		971,396
220	Commonwealth's Attorney		
	Personal Services	1,641,456	
	Operating Expenditures	67,108	
	Capital Outlay	2,000	
	Total Commonwealth's Attorney		1,710,564
310	Police		
	Personal Services	19,206,644	
	Operating Expenditures	3,640,223	
	Capital Outlay	372,145	
	Total Police		23,219,012
313	City Sheriff-Jail		
	Personal Services	5,527,290	
	Operating Expenditures	1,541,211	
	Capital Outlay	60,000	
	Total City Sheriff-Jail		7,128,501
315	911 Emergency Communications		
	Personal Services	2,125,312	
	Operating Expenditures	447,176	
	Capital Outlay	50,000	
	Total 911 Emergency Communications		2,622,488
317	Police Division: Animal Control		
	Personal Services	296,832	
	Operating Expenditures	165,012	
	Capital Outlay	1,500	
	Total Police Division: Animal Control		463,344
320	Fire and Rescue		
	Personal Services	16,364,757	
	Operating Expenditures	3,617,092	
	Capital Outlay	108,000	
	Total Fire and Rescue		20,089,849

City of Hampton
General Fund Expenditures
Fiscal Year 2017

Code	Function		Appropriation
325	Emergency Management		
	Personal Services	249,644	
	Operating Expenditures	47,520	
	Total Emergency Management		297,164
330	City Sheriff		
	Personal Services	1,425,734	
	Operating Expenditures	366,567	
	Total City Sheriff		1,792,301
332	Court Service Unit		
	Personal Services	200,154	
	Operating Expenditures	1,474,437	
	Capital Outlay	8,500	
	Total Court Service Unit		1,683,091
410	Public Works Administration		
	Personal Services	177,554	
	Operating Expenditures	39,533	
	Total Public Works Administration		217,087
420	Public Works Engineering		
	Personal Services	551,888	
	Operating Expenditures	65,292	
	Total Public Works Engineering		617,180
430	Public Works Traffic Engineering		
	Personal Services	607,193	
	Operating Expenditures	2,316,939	
	Total Public Works Traffic Engineering		2,924,132
440	Public Works Streets and Roads		
	Personal Services	1,012,701	
	Operating Expenditures	1,076,135	
	Capital Outlay	223,798	
	Total Public Works Streets and Roads		2,312,634
460	Public Works Drainage Maintenance		
	Personal Services	783,884	
	Operating Expenditures	569,409	
	Total Public Works Drainage Maintenance		1,353,293
475	Public Works Facilities Management		
	Personal Services	1,165,156	
	Operating Expenditures	3,033,841	
	Total Public Works Facilities Management		4,198,997

City of Hampton
General Fund Expenditures
Fiscal Year 2017

Code	Function		Appropriation
480	Public Works Parking Facilities		
	Personal Services	30,373	
	Operating Expenditures	691,806	
	Total Public Works Parking Facilities		722,179
500	Health Department		
	Operating Expenditures	1,259,122	
	Total Health Department		1,259,122
520	Social Services Administration		
	Personal Services	7,912,375	
	Operating Expenditures	9,622,177	
	Total Social Services Administration		17,534,552
570	Youth, Education & Family Services		
	Personal Services	2,830,075	
	Operating Expenditures	740,751	
	Total Youth, Education & Family Services		3,570,826
571	Youth Violence Prevention/ATF		
	Personal Services	307,485	
	Operating Expenditures	114,339	
	Capital Outlay	1,200	
	Total Youth Violence Prevention/ATF		423,024
600	School Operations		
	Operating Expenditures	200,450,417	
	Total School Operations		200,450,417
700	Parks Division		
	Personal Services	1,913,507	
	Operating Expenditures	3,867,871	
	Capital Outlay	62,071	
	Total Parks Division		5,843,449
710	Recreation & Community Centers		
	Personal Services	2,874,356	
	Operating Expenditures	1,452,367	
	Capital Outlay	54,100	
	Total Recreation & Community Centers		4,380,823
716	Hampton History Museum		
	Personal Services	270,506	
	Operating Expenditures	75,398	
	Total Hampton History Museum		345,904
720	Public Library		
	Personal Services	1,347,912	
	Operating Expenditures	722,964	
	Total Public Library		2,070,876

City of Hampton
General Fund Expenditures
Fiscal Year 2017

Code	Function		Appropriation
805	Community Development		
	Personal Services	2,699,199	
	Operating Expenditures	382,701	
	Capital Outlay	72,900	
	Total Community Development		3,154,800
810	Economic Development		
	Personal Services	815,780	
	Operating Expenditures	401,564	
	Total Economic Development		1,217,344
825	VA Cooperative Extension Services		
	Personal Services	28,498	
	Operating Expenditures	33,368	
	Total VA Cooperative Extension Services		61,866
830	Conventions and Visitors Bureau		
	Personal Services	769,185	
	Operating Expenditures	1,514,052	
	Total Conventions and Visitor's Bureau		2,283,237
835	Civic and Community Support		
	Operating Expenditures	911,176	
	Total Civic and Community Support		911,176
840	Departmental Support-Contractual		
	Operating Expenditures	19,833,306	
	Total Departmental Support-Contractual		19,833,306
845	Departmental Support-Grant		
	Operating Expenditures	1,973,171	
	Total Departmental Support-Grant		1,973,171
900	Non-Departmental		
	Operating Expenditures	5,374,081	
	Total Non-Departmental		5,374,081
905	Retirement & Employee Benefits		
	Personal Services	5,906,940	
	Operating Expenditures	37,121,672	
	Total Retirement & Employee Benefits		43,028,612
910	Transfer to Other Funds		
	Operating Expenditure	27,048,104	
	Total Transfer to Other Funds		27,048,104
920	Serial Bonds and Other Principal		
	Operating Expenditures	22,336,163	
	Total Serial Bonds and Other Principal		22,336,163

City of Hampton
General Fund Expenditures
Fiscal Year 2017

Code	Function		Appropriation
925	Interest and Other Debt Cost		
	Operating Expenditures	11,056,809	
	Total Interest and Other Debt Cost		11,056,809
930	Contingency Reserve		
	Operating Expenditures	1,134,619	
	Total Contingency Reserve		1,134,619
	Total General Fund Expenditures		**463,194,106**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1211

File Number: 16-0142

Enactment Number: 1211

Ordinance to Adopt a Budget and Appropriate Monies for the Capital Budget for the City of Hampton for Fiscal Year 2017 beginning July 1, 2016 and Ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Capital Budget for the fiscal year 2017 beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace — **Date** MAY 11 2016

George E. Wallace

Attested by: Katherine K. Glass — **Date** MAY 11 2016

Katherine K. Glass

City of Hampton
Capital Budget
Fiscal Year 2017

GENERAL FUND REVENUES	
Committed Fund Balance (CFB)	$350,000
General Fund Balance Transfer (GFB)	3,651,372
General Fund Operating Revenues (GFR)	3,057,413
Dedicated Tax Rate Increase for City Investments*	500,000
Dedicated Tax Rate Increase for Schools Investments*	2,000,000
Urban Maintenance Contribution (UMC)	6,354,838
Subtotal - General Fund Revenues	**15,913,623**
OTHER REVENUES	
Economic Development Fund (EDF)	187,500
General Obligation Bond Proceeds (BP) ~ City	9,715,104
General Obligation Bond Proceeds ~ Schools (BP-S)	5,287,500
Stormwater Fund (SWF)	2,597,470
Stormwater Fund - Fund Balance (SWF-FB)	550,000
Stormwater Local Assistance Fund-Grant (SWF-G)	389,400
VDOT Revenue Sharing State Match (VDOT-State)	2,436,250
VDOT Urban Contribution Initiative Fund (UCI)	785,000
VDOT Transportation Alternative Program (TAP)	2,378,773
Wastewater Fund (WW)	4,300,000
Subtotal - Other Revenues	**28,626,997**
TOTAL REVENUES	**$44,540,620**
EXPENDITURES BY PROJECT CATEGORIES	
Education	
Hampton City Schools General Maintenance Projects (BP-S)	$2,387,500
Hampton City Schools Investment Plan Major Renovation Projects (BP-S)	2,900,000
Hampton City Schools "One-to-One" Technology Initiative (GFR)	2,000,000
Thomas Nelson Community College Site Improvements (GFR)	170,850
Total Education:	**7,458,350**
Hampton's Waterways	
Aberdeen School ED Wetlands (SWF)	275,000
Air Power Park Water Quality Improvements (SWF)	250,000
Dutch Dialogue (CFB)	350,000
Gosnold Hope Park Maintenance Dredge (GFB)	5,000
Lynnhaven Lake Outfall Structure (SWF)(SWF-G)	850,000
Mary Peake Outfall Improvements at Newmarket Creek (SWF)	300,000
Merrimack Elementary Wetland (SWF)	51,870
MS-4 Activity (SWF)	350,000
Neighborhood Stormwater Improvements (SWF)	585,000
Pochin Place/Indian Creek (SWF-FB)	550,000
Salt Pond Dredging (BP)(GFB)	705,000
Thomas Eaton Middle Bioretention (SWF)	100,000
William Cooper Elementary Dry Pond (SWF)	75,000
Winchester Drive Drainage Improvements (SWF)	150,000
Total Hampton's Waterways:	**4,596,870**
Maintenance of Public Properties and Performance Support	
City-wide and Downtown Landscaping Enhancements (GFB)	100,000
Downtown Waterfront Bulkhead Repairs (GFR)	92,500
Infrastructure Rehabilitation Program (WW)	4,300,000
Parks and Recreation Maintenance (BP)	2,500,000
Public Facility Improvements (GFB)(BP)	3,000,000
Re-engineering Technology (GFR)	100,000
Total Maintenance of Public Properties and Performance Support:	**10,092,500**

City of Hampton
Capital Budget
Fiscal Year 2017

Master Plans	
Buckroe Acquisition (BP)	3,500,000
Council Strategic Initiative* (GFR)	500,000
Strategic Acquisition City (GFB)	750,000
Total Master Plans:	**4,750,000**
Neighborhood Support	
Blighted Property Acquisition and Demolition (GFB)	250,000
Dollar Lot Program (GFB)(GFR)	400,000
Housing Improvement Grants (GFR)	100,000
Neighborhood Improvement Funding (GFB)	100,000
Total Neighborhood Support:	**850,000**
New Facilities	
Public Works Master Plan (GFR)	51,750
Total Other New Facilities:	**51,750**
Other CIP Projects	
Contingency (GFR)	110,000
Motorola Lease Payment (GFR)	1,756,289
Total Other CIP Projects:	**1,866,289**
Other Economic Development Projects	
Hampton Roads Center Improvements (EDF)	187,500
Total Other Economic Development Projects:	**187,500**
Streets and Infrastructure	
Central Park Trail (Newmarket Creek) (TAP)	1,868,773
Coliseum Drive Extension Phase 1(BP) (VDOT-State)	1,750,000
Hampton Roads Center Parkway at Big Bethel Road (VDOT-City) (VDOT-State)	700,000
Mallory Street Improvements (BP) (VDOT-State)	797,500
North King Street Streetscape (Lincoln Street to I-64)(VDOT-City) (VDOT-State)	425,000
Pine Chapel Road (TAP)(BP)	610,000
Pembroke Avenue Reconstruction- Phase 3 (BP) (VDOT-State)	1,000,000
Saunders Road (BP)(UCI)	981,250
Street Resurfacing (UMC)	5,984,838
Street Resurfacing - VDOT Allocation for Ft. Monroe (UMC)	370,000
Thomas Nelson Drive Hasting New traffic Signal (VDOT-City)(VDOT-State)	200,000
Total Streets and Infrastructure	**$ 14,687,361**
TOTAL APPROPRIATIONS	**44,540,620**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1212

File Number: 16-0147 **Enactment Number: 1212**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Fleet Services Fund of the City of Hampton for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Fleet Services Fund for the City of Hampton for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: Katherine K. Glass **Date** MAY 11 2016

Katherine K. Glass

City of Hampton
Fleet Services Fund
Fiscal Year 2017

REVENUES	
Maintenance Services	$242,643
Sales - Labor	1,589,312
Sales (Gas/Oil, Sublet, Parts/ Miscellaneous/Tires)	4,530,446
Handling Fees (Gas, Oil, Sublet, Parts/Tires, Disposal)	734,354
Transfer from Equipment Replacement Fund	67,303
Transfer from Retained Earnings	133,449
Motor Pool	20,204
Miscellaneous Revenue - Insurance Recocery	49,666
Total Revenues	**$ 7,367,377**

APPROPRIATION	
Fleet Services	
Personal Services	$1,361,041
Operating Expenses	1,187,302
Capital Outlay	117,474
Cost of Goods Sold	4,701,560
Total Appropriation	**$ 7,367,377**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1220

File Number: 16-0150 **Enactment Number: 1220**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Information Technology Fund for the City of Hampton for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Information Technology Fund for the City of Hampton for fiscal year of the City of Hampton beginning July 1, 2016 and ending June 30, 2017.

approved by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: Katherine K. Glass **Date** MAY 11 2016

Katherine K. Glass

City of Hampton
Information Technology Fund
Fiscal Year 2017

REVENUES	
User Fees - Telecommunications	$1,767,654
User Fees - PC Support	155,160
User Fees - MAC Service Charges	65,625
User Fees - Internet Service Charges	330,046
Transfer from Net Position	280,000
Total Revenues	**$2,598,485**
APPROPRIATION	
Information Technology	
Personal Services	$225,367
Operating Expenses	2,089,118
Capital Outlay	284,000
Total Appropriation	**$ 2,598,485**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1213

File Number: 16-0154 **Enactment Number: 1213**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Risk Management Fund for the City of Hampton (City and Schools) for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Risk Management Fund for the City of Hampton (City and Schools) for fiscal year 2017 beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: **Date** MAY 11 2016

Katherine K. Glass

City of Hampton, Virginia
Risk Management Fund
Fiscal Year 2017

REVENUES		
General Liability Insurance		$3,295,983
Auto Insurance		1,117,920
Worker's Compensation		4,147,705
	Total Revenues	**$8,561,608**
APPROPRIATION		
Risk Management		
Personal Services		$268,740
Operating Expenses		8,291,868
Capital Outlay		1,000
	Total Appropriation	**$ 8,561,608**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1215

File Number: 16-0149 **Enactment Number: 1215**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Hampton Roads Convention Center Fund of the City of Hampton for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Hampton Roads Convention Center Fund for the City of Hampton for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

MAY 11 2016

Signed by: George E. Wallace **Date** _____

George E. Wallace

Attested by: _____ **Date** MAY 11 2016

Katherine K. Glass

City of Hampton
Hampton Roads Convention Center Fund
Fiscal Year 2017

REVENUES	
Amusement/Meal/State Sales Tax	$586,933
Exhibit Hall/Meeting Room Rentals	1,242,287
Event Refunds	303,372
Food and Beverage Commissions	553,652
Concession Sales	65,185
Other/Miscellaneous	25,051
Interest Income	123,747
Transfer from General Fund 2+2 Taxes	6,135,000
Transfer from General Fund for Debt Service/Operations	1,100,000
Total Revenues	**$10,135,227**

APPROPRIATION	
Hampton Roads Convention Center	
Personal Services	$1,366,696
Operating Expenses	2,292,796
Debt Service	6,475,735
Total Appropriation	**$10,135,227**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1214

File Number: 16-0148 **Enactment Number: 1214**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Hampton Coliseum and Hampton Arts Commission Fund of the City of Hampton for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Hampton Coliseum and Hampton Arts Commission Fund for the City of Hampton for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: **Date** MAY 11 2016

Katherine K. Glass

City of Hampton
Hampton Coliseum and Hampton Arts Commission Fund
Fiscal Year 2017

REVENUES	
Coliseum Admissions, Rental, etc.	$3,946,162
Arts Commission Admissions, Rentals etc.	$450,830
Coliseum Concessions	$898,524
Arts Concessions	6,000
Coliseum, Parking, Vending, Taxes, etc.	623,781
Transfer from Retained Earnings	1,750,000
Arts Commission Parking Vending,Taxes etc.	150
Transfer from General Fund	826,102
Total Revenues	**$8,501,549**

APPROPRIATION	
Hampton Coliseum and Hampton Arts Commission	
Personal Services	$1,582,743
Operating Expenses	4,541,149
Capital Outlay	2,377,657
Total Appropriation	**$8,501,549**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1221

File Number: 16-0151 **Enactment Number: 1221**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of The Hamptons Golf Course Fund for the City of Hampton for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for The Hamptons Golf Course Fund for the City of Hampton for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

MAY 11 2016

Signed by: _____ **Date** _____

George E. Wallace

MAY 11 2016

Attested by: _____ **Date** _____

Katherine K. Glass

City of Hampton
The Hamptons Golf Course Fund
Fiscal Year 2017

REVENUES	
Green Fees	$704,288
Cart Fees	298,000
Driving Range	8,000
Other Rentals	21,455
Pro Shop	42,000
Total Revenues	**$1,073,743**

APPROPRIATION	
The Hamptons Golf Course	
Personal Services	$482,745
Operating Expenses	590,998
Capital Outlay	0
Total Appropriation	**$1,073,743**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1222

File Number: 16-0152 **Enactment Number: 1222**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Woodlands Golf Course Fund of the City of Hampton for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approve and appropriations are hereby made for the Woodlands Golf Course Fund for the City of Hampton for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: **Date** MAY 11 2016

Katherine K. Glass

City of Hampton
The Woodlands Golf Course Fund
Fiscal Year 2017

REVENUES	
Green Fees	$522,600
Cart Fees	215,200
Other Rentals	9,600
Pro Shop & Concessions	74,662
Total Revenue	**$822,062**

APPROPRIATIONS	
The Woodlands Golf Course	
Personal Services	$427,900
Operating Expenses	394,162
Capital Outlay	0
Total Appropriation	**$822,062**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1216

File Number: 16-0143

Enactment Number: 1216

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Solid Waste Management Fund for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Solid Waste Management Fund for the City of Hampton for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: _____ **Date** MAY 11 2016
George E. Wallace

Attested by: _____ **Date** MAY 11 2016
Katherine K. Glass

City of Hampton
Solid Waste Management Fund
Fiscal Year 2017

REVENUES	
Landfill Usage	$700,000
Tipping Fees	680,000
Net User Fees	12,315,328
Sale of Equipment	0
Appropriations from Retained Earnings	1,500,000
Mobile Toter	25,000
Total Revenues	**$15,220,328**
APPROPRIATION	
Solid Waste Management Fund	
Personal Services	$2,336,915
Operating Expenses	9,753,413
Capital Outlay	3,130,000
Total Appropriation	**$15,220,328**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1217

File Number: 16-0146 **Enactment Number: 1217**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Steam Plant Fund for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Steam Plant Fund for the City of Hampton for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: Katherine K. Glass **Date** MAY 11 2016

Katherine K. Glass

City of Hampton
Steam Plant Fund
Fiscal Year 2017

REVENUES	
NASA - Langley	$5,350,000
City of Hampton -Tipping Fees	1,045,000
Steam Plant User Fees	1,300,000
Recycling Revenue	220,000
Total Revenue	**$7,915,000**
APPROPRIATIONS	
Steam Plant	
Personal Services	$2,150,485
Operating Expenses	4,824,515
Capital Outlay	940,000
Total Appropriation	**$7,915,000**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1218

File Number: 16-0144 **Enactment Number: 1218**

Ordinance to Adopt a Budget and Appropriate Monies for the General Expenditures of the Stormwater Management Fund for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Stormwater Management Fund for the City of Hampton for fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: **Date** MAY 11 2016

Katherine K. Glass

City of Hampton
Stormwater Management Fund
Fiscal Year 2017

REVENUES	
Stormwater User Fees	$9,003,955
Appropriation from Retained Earnings	$632,075
Total Revenues	**$9,636,030**
APPROPRIATIONS	
Stormwater Management	
Personal Services	$2,832,864
Operating Expenses	2,982,296
Capital Outlay	3,820,870
Total Appropriations	**$9,636,030**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1219

File Number: 16-0145 **Enactment Number: 1219**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Wastewater Management Fund of the City of Hampton for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Wastewater Management Fund for the City of Hampton for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: **Date** MAY 11 2016

Katherine K. Glass

City of Hampton
Wastewater Management Fund
Fiscal Year 2017

REVENUES	
Sewer Connection Fees	$300,000
Sewer User Fees	7,460,852
Sewer User Surcharge Fees	3,327,136
Appropriation from Fund Balance	1,200,000
Total Revenues	**$12,287,988**
APPROPRIATIONS	
Wastewater Management	
Personal Services	$2,916,969
Operating Expenses	7,541,165
Capital Outlay	1,829,854
Total Appropriations	**$12,287,988**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1224

File Number: 16-0169 **Enactment Number: 1224**

Ordinance to Adopt a Budget and Appropriate Monies for the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) Fund for the City of Hampton for the Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Community Development Block Grant (CDBG) and HOME Investment Partnership Program Fund for the fiscal year 2017 beginning July 1, 2016 and ending June 30, 2017, subject to receipt of funds from the US Department of Housing and Urban Development.

approved by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: Katherine K. Glass **Date** MAY 11 2016

Katherine K. Glass

City of Hampton, Virginia
Community Development Block Grant Fund
Fiscal Year 2017

REVENUES	
FY17 Estimated CDBG Program	$1,164,801
FY17 CDBG Estimated Program Income	25,000
CDBG Reimbursement	100,000
Subtotal CDGB Revenues	**1,289,801**
FY17 Estimated Home Investment Partnership Program	370,808
FY17 Home Estimated Program Income	170,000
Subtotal HOME Revenues	**540,808**
TOTAL REVENUES	**$1,830,609**

Community Development Block Grant Expenditures	
Personnel	$176,404
Operating	1,113,397
Capital	0
Subtotal CDBG Expenditures	**$1,289,801**
HOME Investment Partnerships Program Expenditures	
Personnel	$0
Operating	540,808
Capital	0
Subtotal HOME Investment Expenditures	**$540,808**
GRAND TOTAL	**$1,830,609**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1223

File Number: 16-0153 **Enactment Number: 1223**

Ordinance to Adopt a Budget and Appropriate Monies for the general expenditures of the Economic Development Fund for the City of Hampton for Fiscal Year 2017 beginning July 1, 2016 and ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia that the attached budget is approved and appropriations are hereby made for the Economic Development Fund for the City of Hampton for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

approved by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: **Date** MAY 11 2016

Katherine K. Glass

City of Hampton, Virginia
Economic Development Fund
Fiscal Year 2017

REVENUES	
Rental Income	$217,992
Economic Development Fund Balance	289,508
Total Revenues	**$507,500**
APPROPRIATION	
Small Business Incubator Operations	$245,000
NASA Aeronautics Support Team	75,000
Hampton Roads Center Improvements	187,500
Total Appropriation	**$507,500**

City of Hampton

22 Lincoln Street
Hampton, VA 23669
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Official Record

Ordinance-Budget-Non-Coded: 1208

File Number: 16-0165 **Enactment Number: 1208**

Ordinance to set the Real Estate Tax Rate in the City of Hampton Virginia, for Fiscal Year 2017 Beginning July 1, 2016 and Ending June 30, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia, that the City levy for the fiscal year beginning July 1, 2016, on each $100.00 of assessed value of real property which is liable for such levy within and throughout the entire City of Hampton, Virginia, including Fort Monroe and the U.S. Government Reservations of Langley Field and the Kecoughtan Veterans Facility, for the purpose of meeting the requirements of the Hampton City Code §2-50, to wit:

Real estate and improvements thereon, at a rate of One and 24/100 Dollars ($1.24) per $100 of assessed value for the period from July 1, 2016 to June 30, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: **Date** MAY 11 2016

Katherine K. Glass

City of Hampton

22 Lincoln Street
Hampton, VA 23669
www.hampton.gov

Official Record

Ordinance-Budget-Non-Coded: 1209

File Number: 16-0156 **Enactment Number: 1209**

Ordinance to Set the Tax Rates for All Categories of Tangible Personal Property liable for such levy in the City of Hampton, Virginia for the Calendar Year beginning January 1, 2017 and ending December 31, 2017

BE IT ORDAINED by the City Council of the City of Hampton, Virginia, that the City levy for the calendar year beginning January 1, 2017, on each $100.00 of assessed value of tangible personal property which is liable for such levy within and throughout the entire City of Hampton, Virginia, including Fort Monroe and the U.S. Government Reservations of Langley Field and the Kecoughtan Veterans Facility, for the purpose of meeting the requirements of the Hampton City Code §2-50, to wit:

Any and all tangible personal property in the entire City, other than: (i) certain classes of tangible personal property exempt from taxation pursuant to Hampton City Code §37-141; (ii) vehicles without motive power used or designed to be used as a manufactured homes; (iii) motor vehicles specially equipped to provide transportation for physically handicapped individuals; (iv) machinery and tools; (v) machinery and tools used directly in the manufacture of precision investment castings; (vi) privately owned pleasure boats and watercraft, 18 feet and over, used for recreational purposes only; (vii) privately owned pleasure boats and watercraft, motorized and under 18 feet that are used for recreational purposes only; (viii) privately owned pleasure boats and watercraft, nonmotorized and under 18 feet that are used for recreational purposes only; (ix) boats or watercraft weighing five tons or more used for business purposes only; (x) boats or watercraft weighing less than five tons used for business purposes only; (xi) privately owned camping trailers, privately owned travel trailers, certain privately owned trailers designed for the transportation of horses, and privately owned motor homes that are used for recreational purposes only; and (xii) one(1) motor vehicle owned and regularly used by a disabled veteran shall be taxed at a rate of Four and 50/100 Dollars ($4.50) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Vehicles without motive power used or designed to be used as manufactured homes as defined in Code of Virginia §36-85.3, as set forth in Code of Virginia §58.1-3506(A)(10), shall be taxed at a rate equal to the applicable tax rate on real properties adopted for the period beginning July 1, 2016 and ending June 30, 2017 per $100 of assessed value for the period from January 1, 2017 to December 31, 2017.

Motor vehicles specially equipped to provide transportation for physically handicapped individuals, as set forth in Code of Virginia §58.1-3506(A)(14), shall be taxed at a rate of One Millionth of One Cent ($0.000001) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Machinery and tools, as set forth in Code of Virginia §58.1-3507, shall be taxed at a rate of Three and 50/100 Dollars ($3.50) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Machinery and tools used directly in the manufacture of precision investment castings, as set forth in Code of Virginia § 58.1-3508.3, shall be taxed at a rate of Three and 25/100 Dollars ($3.25) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Privately owned pleasure boats and watercraft, 18 feet and over, used for recreational purposes only, as set forth in Code of Virginia §58.1-3506(A)(12), shall be taxed at a rate of One Millionth of One Cent ($0.000001) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Privately owned pleasure boats and watercraft, motorized and under 18 feet, used for recreational purposes only, as set forth in Code of Virginia §58.1-3506(A)(28), shall be taxed at a rate of One Millionth of One Cent ($0.000001) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Privately owned pleasure boats and watercraft, nonmotorized and under 18 feet, used for recreational purposes only, as set forth in Code of Virginia §58.1-3506(A)(29), shall be taxed at a rate of One Millionth of One Cent ($0.000001) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Boats or watercraft weighing less than five tons, used for business purposes only , as set forth in Code of Virginia §58.1-3506(A)(35), shall be taxed at a rate of One and 00/100 Dollar ($1.00) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Boats or watercraft weighing five tons or more, used for business purposes only, as set forth in Code of Virginia §58.1-3506(A)(36), shall be taxed at a rate of One and 00/100 Dollar ($1.00) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Privately owned camping trailers as defined in Code of Virginia §46.2-100, privately owned travel trailers as defined in Code of Virginia §46.2-1900, which are used for recreational purposes only, and privately owned trailers as defined in Code of Virginia §46.2-100 which are designed and used for the transportation of horses except those trailers described in Code of Virginia §58.1-3505(A)(11), as per Code of Virginia §58.1-3506(A)(18) shall be taxed at a rate of One Millionth of One Cent ($0.000001) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

Privately owned motor homes as defined in Code of Virginia Code §46.2-100 used for recreational purposes only, as per Code of Virginia §58.1-3505(A)(30) shall be taxed at a rate of One Millionth of One Cent ($0.000001) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

One(1) motor vehicle owned and regularly used by a disabled veteran, as set forth in Code of Virginia §58.1-3506(A)(19), shall be taxed at a rate of One Millionth of One Cent ($0.000001) per $100.00 of assessed value for the period from January 1, 2017 to December 31, 2017.

approved on second and final reading by the Hampton City Council on 5/11/2016.

Aye: 7 Vice Mayor Curtis, Councilmember Hobbs, Councilmember Moffett, Councilmember Schmidt, Councilmember Snead, Councilmember Tuck and Mayor Wallace

Signed by: George E. Wallace **Date** MAY 11 2016

George E. Wallace

Attested by: **Date** MAY 11 2016

Katherine K. Glass

GLOSSARY OF TERMS

The City of Hampton's annual budget is structured to be easy to understand and meaningful to the general public and organizational users. This glossary is provided to assist those who are unfamiliar with budgeting terms or terms specific to Hampton's budgeting process.

Accounting System - The total set of records and procedures which are used to record, classify and report information on the financial status of an entity or Fund.

Accrual Accounting - A basis of accounting in which revenues are recognized in the accounting period in which they are earned and expenditures are recognized in the period in which they are incurred.

Actual - Denotes factual revenue or expenditure totals for a given period, as opposed to "Budget" which denotes estimates for a given period.

Adoption of Budget - A formal action by the City Council which sets the spending appropriations and limits for the fiscal year.

Appropriation - A legal expenditure authorization granted by the City Council to incur obligations for specific purchases. Appropriations are usually limited as to amount, purpose and time.

Assessed Value - A valuation set on real estate or other property by the City Assessor as a basis for levying property taxes.

Assigned Fund Balance - A Fund Balance classification that consists of funds intended to be used by the City for a specific purpose that is neither restricted nor committed. The governing body itself or an official such as the City Manager has the authority to assign amounts to be used for specific purposes. Assigned Fund Balance does not require a resolution.

Audit - A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of accounting systems and financial information to determine how government funds were spent and if the expenditures were in compliance with the legislative body's appropriations.

Balanced Budget – The City Code requirement for the budget document to have planned revenues equal planned expenditures.

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

Budget - A document showing the City's financial plan for revenues and expenditures for a given period of time.

Budget Amendment - A legal procedure utilized by the City staff and City Council to revise a budget appropriation.

Budget Calendar - A schedule of key dates or milestones in which the City management and City Council follow in the preparation, adoption, and administration of the budget.

Budget Document - The instrument used by the budget-making authority to present a comprehensive financial program to the City Council.

Budget Message - A message prepared by the City Manager explaining the proposed budget and the steps taken to achieve a balanced budget, strategies to achieve the City's goals and highlighting the budget impacts and changes.

Budget Process - The series of steps involved in the planning, preparation, implementation and monitoring of the City's Budget.

Budget Review Committee - A budget team established by the City Manager to assist with reconciling available resources, citizen or departmental expenditure requests and the needs and goals of the City during the budget preparation.

GLOSSARY OF TERMS

Budget Transfer - The transfer of an authorized budget dollar amount from one account or Fund to another, after the adoption of the annual budget.

Capital Assets - An asset costing $50,000 or more with a useful life of more than five years.

Capital Budget - A plan of proposed expenditures for infrastructure, buildings, parks, etc., and their funding sources. The first fiscal year of the five year capital improvement plan (CIP) is the basis for the capital budget.

Capital Outlay - Expenditures which result in the acquisition of, or addition to, fixed assets.

Capital Improvement Plan (CIP) - A plan for capital expenditures to be incurred each year over a period of five future years setting forth each capital project, identifying the expected beginning and ending date for each capital project, the amount to be expended in each year and the method of financing those expenditures.

Capital Projects - Typically, a capital project encompasses the purchase of land and/or the construction of a building or facility.

City Council - The legislative branch of the City composed of these elected officials: one Mayor, one Vice-Mayor and five Council members.

Community Development Block Grant and HOME Fund - Funds awarded to the City annually from the Department of Housing and Urban Development (HUD) which are used to supplement other resources in the implementation of the Healthy Neighborhoods Initiative**.**

Comprehensive Annual Financial Report (CAFR) - The complete annual financial report, prepared by an independent auditing firm, that provides detailed information on the City's financial position for a given period.

Contingency - An appropriation of reserved funds to cover unforeseen expenditures and emergencies.

Council's Goals - A statement of the purpose of Hampton City Government.

Debt Service - The City's payment of principal and interest related to all long-term debt according to a pre-determined payment schedule.

Debt Service Fund - A fund established to account for the accumulation of resources for, and the payment of, all general long-term debt principal and interest.

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

Economic Development Authority (EDA) –Eligible entities both non-profit and profit will be able to apply for funds to either stabilize/protect and or grow operations that bring visitors to our community.

Economic Development Fund - Capital funds derived primarily from land sales and rents, established for public improvement projects or purchases and acquisition of land in support of economic development efforts.

Employee Benefits - Contributions made by the City to designated funds to meet commitments or obligations for employee fringe benefits. Included are the City's share of the cost of social security and the various pensions, medical and life insurance plans.

Encumbrances - The commitment of appropriated funds to purchase now or in the future an item or service.

Enterprise Fund - A Fund whose income is derived from user fees charged to the general public. The departments comprising the Enterprise Fund in the City are the Coliseum, the golf courses, the Hampton Roads Convention Center and Steam Plant. These departments operate in a manner similar to private businesses.

GLOSSARY OF TERMS

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

Fiscal Year - The twelve month period of the budgetary year. The fiscal year for the City of Hampton's budget begins on July 1st and ends on June 30th of the following year.

Fund - An independent group of accountings that are self-balancing by recording its related assets, liabilities, fund balances/retained earnings along with revenues and expenditures.

Fund Balance - The excess amount of revenues and other financing sources over the expenditures and other uses. Usually refers to the General Fund.

General Fund - The General Fund finances the regular day-to-day operations of the City. It accounts for all revenues and expenditures which are not accounted for in special purpose Funds. This Fund's revenue sources are taxes and fees generated at the local level, such as real estate, personal property, utility taxes, etc.

General Obligation Bonds - Long-term obligations backed by the "full faith and credit" pledge of the City's General Fund revenues.

Generally Accepted Accounting Principles (GAAP) - The standard rules and procedures set to account for the receipt and expenditure of funds.

Goals - An intended accomplishment based on critical issues identified both by the City management and the City Council.

Government Finance Officers Association (GFOA) - GFOA is a professional association of public officials whose main goals are to identify and develop state/local government financial and budgeting policies and practices for the public's benefits. Annually, the City applies for the distinguished GFOA awards for the Certificate of Achievement in Financial Reporting (for CAFR) and the Distinguished Budget Presentation Award (for the budget document).

Governmental Accounting Standards Board (GASB) - A body that established accounting principles for both state and local governments.

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

Hampton Comprehensive Plan - This document is an update of the 1998 Strategic Plan and the 2010 Comprehensive Plan adopted by City Council in 1989 to provide a foundation for other City policy, planning and budgeting initiatives.

Infrastructure - The structural underlying framework for physical assets such as streets, bridges and buildings.

Intergovernmental Revenues - Revenues received from another government entity, such as the state or federal government.

Internal Service Fund - A proprietary Fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, on a cost reimbursement basis. While accounted for on a similar basis as a private business, Internal Service Fund is comprised of Risk Management, Fleet Management and Information Technology departments.

GLOSSARY OF TERMS

Modified Accrual Basis - The accrual basis of accounting under which expenditures, other than accrued interest on general long-term debt, are recorded at the time liabilities are incurred and revenues are recorded when received in cash, unless they are "measurable" and "available" to finance governmental operations or are of a material amount and were not received at the normal time of receipt.

Nonspendable Fund Balance - A fund balance classification which includes items where the cash will not be realized until the next year such as inventory, long-term receivable or a fund that is legally or contractually required to be maintained intact such as a permanent fund.

Operating Budget - A plan of financial operations embodying an estimate of proposed expenditures for the fiscal year and the proposed means of financing them (revenue estimates).

Ordinance - An ordinance becomes the local law of the City of Hampton if adopted by the City Council. If the ordinance deals with matters of a general and permanent nature, it is considered a "coded ordinance" and included in the Hampton City Code. Non-coded ordinances deal with matters of a special nature.

Performance Indicators - Quantitative and qualitative statistical information used to assess the success of a department in achieving their goals and objectives.

Permanent Full-Time (PFT) - A staffing level measurement whereas, one PFT is equal to one full-time position for an entire year.

Personal Services - Items of expenditures in the operating budget for salaries and wages paid for services performed by City employees as well as the fringe benefit costs associated with City of Hampton employees.

Projected - An estimation of revenues or expenditures based on past trends, current economic conditions and future financial forecasts.

Property Tax - A tax levied on the assessed value of real, public utility and personal property.

Recommended Budget - Each year, the City Manager submits a formal budget to City Council based on his or her recommendations and Council has the option to adopt as is or to modify and adopt.

Reserve - A portion of Fund Balance that is restricted for a special purpose.

Resolution - A resolution is a method of expressing the opinion or policy of the City Council about matters of administration. Resolutions are less formal than ordinances.

Resources - Total combined amount of beginning funds on hand and estimated revenues available for appropriation.

Restricted Fund Balance – A fund balance classification where the constraints placed on these funds are either externally imposed by creditors, grantors, laws or regulations of other governments or they are imposed by law through constitutional provisions or enabling legislation.

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

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

Risk Management - The coordinated and continuous effort to minimize the potential financial and human resource loss arising from worker's compensation, liability and property exposures.

School Operating Fund - A special revenue Fund used to account for the revenues and expenditures of the Hampton City School System.

GLOSSARY OF TERMS

Special Revenue Fund **-** Revenues in this Fund are restricted for a specific purpose. Examples of special revenue funds are the CDBG Fund and the Economic Development Fund.

Strategic Plan **-** With broad direction provided by the Community Plan, this plan outlines the most effective ways for achieving those goals throughout different strategies, programs and action plans.

Tax Rate **-** The amount of tax levied for each $100 of assessed value.

Transfer To **-** This term refers to the transfer of financial resources out of one Fund to another Fund. Typically, these transfers are from the General Fund to other Funds.

Unassigned Fund Balance **-** (formerly Undesignated Fund Balance) is the amount of Fund Balance in the General Fund which cannot be classified as non-spendable, restricted, committed or assigned. It represents the excess of a Fund's assets and estimated revenue for a period over its liabilities - restricted, committed, assigned, non-spendable and available appropriations for the period.

Undesignated Fund Balance *– See definition for Unassigned Fund Balance.*

Virginia Retirement System (VRS) **-** An agent and cost-sharing multiple-employer defined benefit pension plan administered by the Commonwealth of Virginia and offered to Virginia's public sector employees.

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