

## Mission

Pursuant to state and federal laws, the Stafford Sheriff's Office participates in forfeited asset sharing programs administered by the U.S. Department of Justice and the Virginia Department of Criminal Justice Services. Federal and state law authorizes the civil seizure and forfeiture of assets derived from illegal activities such as narcotics trafficking and violations of alcoholic beverage laws. Forfeited assets and funds are maintained by the County Treasurer and are administered by the Sheriff's Office for law enforcement use.



The Ford T. Humphrey Public Safety Building was named in honor of Deputy Sheriff Ford T. Humphrey who was killed in the line of duty in 1980.

## Who Are We?

The Asset Forfeiture Fund, established in June 2000, is a Governmental special revenue fund. This fund is used to account for the receipt and disbursement of funds received from the forfeiture of assets from drug enforcement activities. After property is seized the circuit court decides whether the property is related to drug activity and will be forfeited to the locality. If the property is forfeited, The Department of Criminal Justice Services divides the funds between the Sheriff's office, the Commonwealth's Attorney's office and DCJS. The forfeited assets can be used for only specified law enforcement purposes as set forth in the Guide to Equitable Sharing and cannot supplant the agency's budgetary costs. Typical approved uses include enforcement efforts, equipment, public awareness, and training and victim services.

## Budget Summary

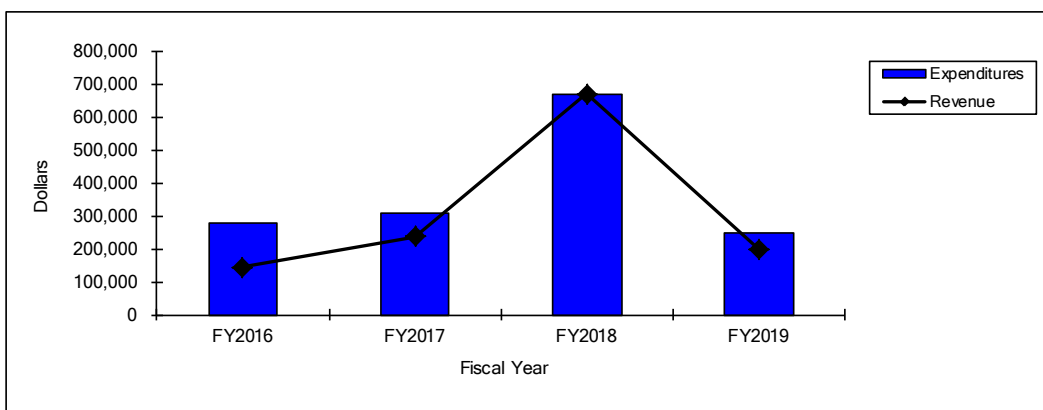
	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	Adopted Budget	FY2019 Change '18 to '19	
<b>Costs</b>						
Operating	\$163,432	\$191,740	\$250,000	\$250,000	\$0	0.00%
Capital	114,484	118,146	420,000	0	(420,000)	-100.00%
<b>Total</b>	<b>277,916</b>	<b>309,886</b>	<b>670,000</b>	<b>250,000</b>	<b>(420,000)</b>	<b>-62.69%</b>
Revenue	143,335	235,065	670,000	200,000	(470,000)	-70.15%
<b>Inc/(Dec) to Fund Balance</b>	<b>(\$134,581)</b>	<b>(\$74,821)</b>	<b>\$0</b>	<b>(\$50,000)</b>	<b>(\$50,000)</b>	<b>100.00%</b>

## Total Budget

\$250,000

## Goals/Objectives

- To aggressively pursue and enforce violations of local, state and federal drug laws
- To actively participate in all available equitable sharing programs



## Revenue/Expenditure/Fund Balance Summary

	FY2017 Actual	FY2018 Adopted Budget	Adopted Budget	FY2019 Changes '18 to '19	
<b>Revenues</b>					
Sheriff	\$0	\$50,000	\$50,000	\$0	0.00%
Commonwealth's Attorney	0	0	0	0	0.00%
sub-total use of prior year fund balance	\$0	\$50,000	\$50,000	\$0	0.00%
Sheriff	\$232,254	\$620,000	\$200,000	(\$420,000)	-67.74%
Commonwealth's Attorney	2,811	0	0	0	0.00%
sub-total new revenue	\$235,065	\$620,000	\$200,000	(\$420,000)	-67.74%
<b>Total</b>	<b>\$235,065</b>	<b>\$670,000</b>	<b>\$250,000</b>	<b>(\$420,000)</b>	<b>-62.69%</b>
<b>Expenditures</b>					
Judicial administration	\$19,515	\$0	\$0	\$0	0.00%
Public Safety	172,225	250,000	250,000	0	0.00%
Capital Outlay	118,146	420,000	0	(420,000)	-100.00%
<b>Total</b>	<b>\$309,886</b>	<b>\$670,000</b>	<b>\$250,000</b>	<b>(\$420,000)</b>	<b>-62.69%</b>
<b>Fund Balance, Beginning of Year</b>	\$250,239	\$175,418	\$125,418	(\$50,000)	-29%
Revenues	235,065	620,000	200,000	(420,000)	-68%
Expenditures	(309,886)	(670,000)	(250,000)	(420,000)	-63%
<b>Fund Balance, End of Year</b>	\$175,418	\$125,418	\$75,418	(\$50,000)	-40%

Expenditures in this fund rely on revenues from prior years because revenue may not be predicted according to the Asset Forfeiture and Money Laundering Guide. This delay in the use of the revenues can result in a change to fund balance of more than 10%.

## Mission

The General Capital Projects Fund shall provide funding for the acquisition, design and construction of major County office buildings and facilities, funding of 3R projects over \$100K, and fleet replacement for Fire and Rescue ambulances.



The Curtis Family, pictured left at Curtis Memorial Park's Olympic sized pool, donated 100 acres and sold 400 acres of their family farm to Stafford County in 1975. The family joined in the celebration of the 40<sup>th</sup> anniversary of Curtis Park in June 2015.

## Who Are We?

Stafford County voters approved a bond referendum in November 2008 authorizing the issuance of general obligation bonds in the amount of \$70 million to fund road improvements in Stafford County. In November 2009, voters approved the issuance of \$29 million for improvements to parks. Project expenditures related to these bonds are recorded in this fund. A referendum will be required to continue with improvements to parks and roads.

School construction is financed through participation in the semi-annual Virginia Public School Authority pooled bond program. The money gained from borrowings for School construction is recorded in the Capital Improvements Fund and transferred directly to the School Construction fund as it is received.

Other cash or debt-funded expenditures for major capital construction or equipment acquisition are accounted for here as well.

The County acquires funding for certain capital items using a master lease agreement. The agreement was secured using a competitive bid process, and permits borrowing up to the agreed upon amount, and defines the index upon which the rate will be determined at the time of the borrowing.

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	Adopted Budget	FY2019 Change '18 to '19	
<b>Costs</b>						
Personnel	\$286,939	\$273,474	\$239,760	\$248,500	\$8,740	3.65%
Operating	412,578	659,415	0	0	0	0.00%
Capital	42,926,333	26,081,983	7,490,670	4,345,000	(3,145,670)	-41.99%
<b>Total <sup>(1)</sup></b>	<b>43,625,850</b>	<b>27,014,872</b>	<b>7,730,430</b>	<b>4,593,500</b>	<b>(3,136,930)</b>	<b>-40.58%</b>
Revenue	39,803,519	30,506,483	7,510,670	4,548,316	(2,962,354)	-39.44%
<b>Inc/(Dec) to Fund Balance</b>	<b>(\$3,822,331)</b>	<b>\$3,491,611</b>	<b>(\$219,760)</b>	<b>(\$45,184)</b>	<b>\$174,576</b>	<b>0.00%</b>
<b>Funded Positions</b>						
Full-Time Positions	3	3	2	2	0	0.00%

<sup>(1)</sup>Debt funded projects are budgeted and appropriated when projects and the funding sources are approved.

## Total Budget

**\$4,593,500**

## Notable Changes

### Personnel

- 2% Salary increase
- VRS rate increase to add Hazardous Duty Pay
- Changes in Market Pay

### Capital

- Decrease in bond funded projects to zero
- Change in process for replacement, repair and rehab projects

## Replacement, Repair and Rehab Projects

Department	FY2019 Capital Projects	Estimated Cost
Code Compliance	County MS4 Stormwater Permit	300,000
Fire and Rescue	Major Repairs and Facility Upgrades	330,000
Fire and Rescue	Install exhaust removal (plymovent)	250,000
Fire and Rescue	Ambulance Replacement	824,000
Information Tech	Upgrade fiber network equipment to 1 GB	284,000
Information Technology	ERP Study	200,000
Information Technology	Fiber to Fire Stations	542,000
Lake Mooney	Lake Mooney Cabin restoration	103,000
Park Maintenance	Shade structure over three existing playground	126,000
Sheriff	Radio Consoles for Command Bus	103,000
Sheriff	Government Center and Courthouse public safety amplifier installation and enhancement	110,000
Sheriff	Animal Control Software to provide information to ACO's about previous animal activity at specific locations	286,000
Sheriff	Replacement batteries for 13 towers	437,000
County Administration	Upgrades to improve the efficiency of office work space	40,000
Contingency	Above project was budgeted at \$100,000. During development of budget project was reduced. Funds will be held in contingency for future projects.	60,000
Sheriff	Dive Team Vehicle	100,000
Planning	Purchase and development rights funding	250,000
	<b>Total Capital</b>	<b>4,345,000</b>

## Revenue/Expenditure/Fund Balance Summary

	FY2017 Actual	FY2018 Adopted Budget	FY2019 Adopted Budget	Changes '18 to '19	
<b>Revenues</b>					
VPSA Bonds	\$20,300,019	\$0	\$0	\$0	0%
Revenue VRA Loan Proceeds	5,866,440	6,540,670	0	(6,540,670)	(100)%
Revenue Lease Proceeds	0	0	0	0	0%
Revenue Bond Proceeds	2,994,827	0	0	0	0%
Purchase Development Rights (Grant)	308,657	0	0	0	0%
Interest	29,674	20,000	20,000	0	0%
Transfer from the Utility Fund	0	700,000	0	(700,000)	(100)%
Transfer from the General Fund	1,006,866	250,000	4,528,316	4,278,316	0%
<b>Total</b>	<b>\$30,506,483</b>	<b>\$7,510,670</b>	<b>\$4,548,316</b>	<b>(\$2,962,354)</b>	<b>(39)%</b>
<b>Expenditures</b>					
Personnel	\$273,475	\$239,760	\$248,500	\$8,740	4%
Fire Rescue Vehicles	0	0	824,000	824,000	100%
Repair, Replacement, & Rehabilitation Project:	17,597	0	3,271,000	3,271,000	100%
Purchase Development Rights	662,142	250,000	250,000	0	0%
Animal Shelter	1,909,300	700,000	0	(700,000)	(100)%
Chichester Park	175,257	0	0	0	0%
Communication Equipment	210,000	0	0	0	0%
Commissioner of the Revenue	12,169	0	0	0	0%
Embrey Mill	2,384,396	0	0	0	0%
Fire and Rescue Station 14	253,567	6,540,670	0	(6,540,670)	(100)%
Indoor Recreation Facility	183,140	0	0	0	0%
Issuance Cost	122,899	0	0	0	0%
Lake Mooney Boat Ramp	271,064	0	0	0	0%
Rectangular Field Complex	55,139	0	0	0	0%
School Construction	20,380,019	0	0	0	0%
Social Services	104,709	0	0	0	0%
<b>Total</b>	<b>\$27,014,873</b>	<b>\$7,730,430</b>	<b>\$4,593,500</b>	<b>(\$3,136,930)</b>	<b>(41)%</b>
<b>Fund Balance, Beginning of Year</b>	<b>\$6,200,789</b>	<b>\$9,692,399</b>	<b>\$9,472,639</b>	<b>(\$219,760)</b>	<b>(2)%</b>
Revenues	30,506,483	7,510,670	4,548,316	(2,962,354)	(39)%
Expenditures	(27,014,873)	(7,730,430)	(4,593,500)	3,136,930	(41)%
<b>Fund Balance, End of Year</b>	<b>\$9,692,399</b>	<b>\$9,472,639</b>	<b>\$9,427,455</b>	<b>(\$45,184)</b>	<b>(0)%</b>

(1) FY2018 Adopted Budget is amended to include a purchase and development rights funding projection. FY2019 proposes to transfer funding for all projects over \$100,000 to the Capital Projects Fund.

## Mission

Provide quality Fleet Management Services effectively and efficiently while assuring superior customer service.

## Thinking Efficiently

- Monitor fuel usage/costs daily and notify our customers of any notable trends that would result in savings.
- Preventive maintenance is performed on all vehicles to insure they are running efficiently this prevents higher repair costs at a later date.
- Monitor fuel efficiency and explore the use of additional hybrid or other alternative fuel vehicles.
- Serve as a qualified warranty repair facility.
- Partner with Spotsylvania County on training for technicians and on our fleet maintenance system.
- Joined the Virginia Users Group for our Fleet Maintenance System to reduce training costs.
- Encourage our technicians to receive continued training and certifications.



The Stafford Training School is listed on the National Register of Historic Places and the Virginia Landmarks Register. The School is now known as the Rowser Building and houses county and community offices.

## Who Are We?

The Fleet Services Fund, a proprietary Internal Service Fund, accounts for the financing of transportation services, provided by the Fleet Services, to other departments of the County on a cost recovery basis.

- Provide repair, maintenance and inspection for all County and School vehicles
- Order, track, and receive all new and used vehicles for all departments
- Monitor fuel cost, usage and efficiency
- Provide disposal of all surplus equipment and vehicles
- Work with our customers developing reports to assist them in their decision making

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Adopted Budget	Change '18 to '19	
<b>Costs</b>						
Personnel	\$1,852,669	\$1,709,683	\$2,020,007	\$1,873,180	(\$146,827)	-7.27%
Operating	1,643,037	1,732,894	2,229,010	2,254,799	25,789	1.16%
Capital	0	0	70,500	983,250	912,750	1294.68%
<b>Total</b>	<b>3,495,706</b>	<b>3,442,577</b>	<b>4,319,517</b>	<b>5,111,229</b>	<b>791,712</b>	<b>18.33%</b>
Revenue	3,517,297	3,573,565	4,319,517	5,111,229	791,712	18.33%
<b>Inc/(Dec) to Net Assets</b>	<b>\$21,591</b>	<b>\$130,988</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

**Total Budget**

**\$5,111,229**

### Notable Changes

#### Personnel

- Director position is split 50/50 between School operating and Fleet.

#### Operating

- Increase in vehicle parts and tires
- Increase in vehicle maintenance and repairs

#### Capital

- Increase in capital for New fuel facility

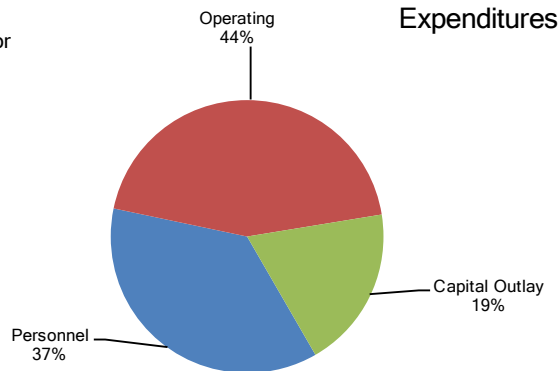
## Goals/Objectives

- Review outsourced work for opportunities to increase control over the quality of work
- Identify any possible opportunities to bring outsources repairs and maintenance in house and reduce costs
- Determine operational changes necessary to achieve a one-day improvement in the average turnaround time for monthly vehicle inspections
- Continue to negotiate with vendors to provide additional training for all technicians
- Upgrade Team Leaders from PB05 to PB06
- Add additional cameras and lighting at the fuel island for added security after hours

## Revenue/Expenditure/Fund Balance Summary

	FY2017 Actual	FY2018 Adopted Budget	FY2019 Adopted Budget	Changes '18 to '19	
<b>Revenues</b>					
School Fund	\$2,812,294	\$2,803,497	\$2,676,403	(\$127,094)	(4.53)%
Stafford County	698,345	1,416,020	1,374,826	(41,194)	(2.91)%
Fund Balance	0	0	960,000		
Vehicle Sales/Other	62,926	100,000	100,000	0	0%
<b>Total</b>	<b>\$3,573,565</b>	<b>\$4,319,517</b>	<b>\$5,111,229</b>	<b>\$791,712</b>	<b>18.33%</b>
<b>Expenditures</b>					
Personnel	\$1,709,683	\$2,020,007	\$1,873,180	(\$146,827)	(7.27)%
Operating	1,732,894	2,229,010	2,254,799	25,789	1.16%
Capital Outlay	0	70,500	983,250	912,750	1,294.68%
<b>Total</b>	<b>\$3,442,577</b>	<b>\$4,319,517</b>	<b>\$5,111,229</b>	<b>\$791,712</b>	<b>18.33%</b>
<b>Fund Balance</b>					
Beginning of Year	\$2,993,413	\$3,124,401	\$3,124,401	\$0	0%
Revenues	3,573,565	4,319,517	5,111,229	791,712	18%
Expenditures	(3,442,577)	(4,319,517)	(5,111,229)	(791,712)	18%
End of Year	\$3,124,401	\$3,124,401	\$3,124,401	\$0	0%

This chart depicts the distribution of expenditures for the Fleet Services Fund.



## Accomplishments

- Reviewed outsourced labor, increasing quality control and costs
- Stressed the importance of continued ASE training and recertification's which encourages full participation
- Incorporated daily fuel downloads into our Faster Fleet Management Software for all County and School Vehicles ensuring real time tracking for preventive maintenance needs
- Monitored daily fuel usage and expense for all School and county departments
- Provided training to other departments within the county and Schools to share information and provide a better use of our Fleet Management System (Faster)
- Continuously monitored and adjusted employees schedule to maintain shop floor coverage for a 12-hour operation



# Hidden Lake Special Revenue Fund

## Mission

The purpose of the Hidden Lake Subdivision Service District is to provide for dam construction, reconstruction and maintenance; beach and shoreline management and restoration at Hidden Lake; construction, maintenance and general upkeep of the private streets and roads within Hidden Lake Subdivision that are not under the operation and jurisdiction of the Virginia Department of Transportation; and such other services, events or activities which will enhance the use and enjoyment of and the public safety, public convenience and public well-being within the Hidden Lake Subdivision Service District.



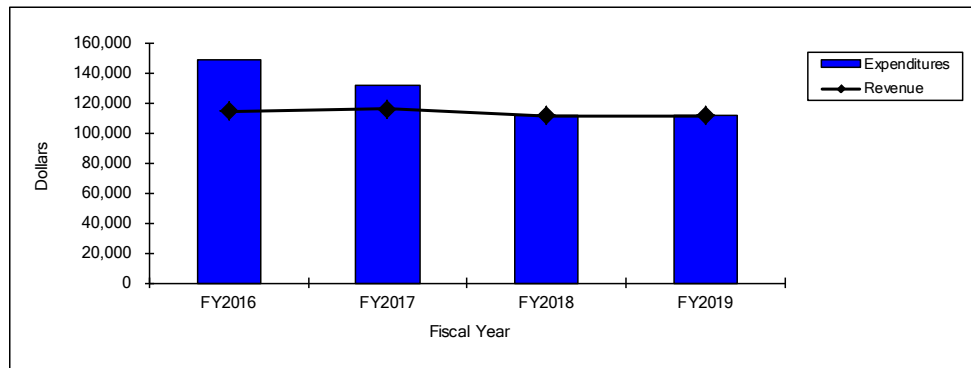
The Hidden Lake Dam is a privately owned Dam that is maintained through the Hidden Lake Service District. Hidden lake residents pay an additional property tax levy that funds the operation of the dam and the roadways in the neighborhood.

## Who Are We?

The Hidden Lake Subdivision Service District Special Revenue Fund was established by Ordinance O06-06, adopted on January 3, 2006. It accounts for ad valorem tax receipts from property owners in the Hidden Lake Subdivision to pay debt service and costs for maintenance of the dam and subdivision roads. The 2018 effective tax rate is \$0.365.

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	Adopted Budget	FY2019 Change '18 to '19	
<b>Costs</b>						
Personnel	\$3,973	\$3,218	\$3,501	\$2,180	(\$1,321)	-37.73%
Maintenance Services	80,223	63,275	46,331	44,869	(1,462)	-3.16%
Debt Service	64,538	64,538	61,268	64,051	2,783	4.54%
<b>Total</b>	<b>148,734</b>	<b>131,031</b>	<b>111,100</b>	<b>111,100</b>	<b>0</b>	<b>0.00%</b>
Revenue	114,013	115,913	111,100	111,100	0	0.00%
<b>Inc/(Dec) to Fund Balance</b>	<b>(\$34,721)</b>	<b>(\$15,118)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>



## Total Budget

**\$111,100**

## Goals/Objectives

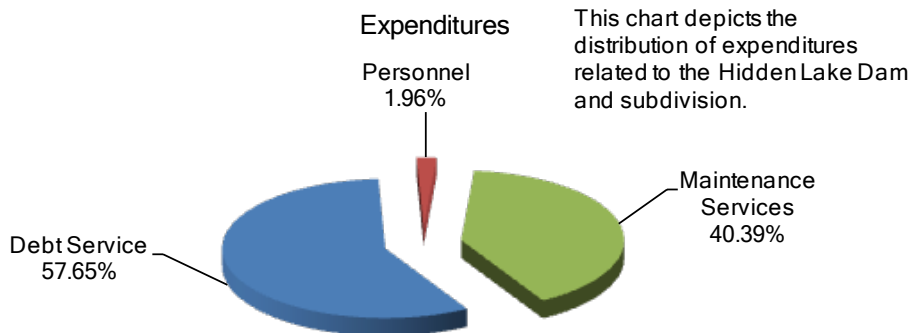
- Provide operation and maintenance of Hidden Lake, Hidden Lake Dam, and private roadways within the neighborhood
- Ensure compliance with Virginia Dam Safety Regulations to maintain regular Operation and Maintenance Certificate for the Dam from the Virginia Department of Conservation and Recreation

# Hidden Lake Special Revenue Fund

Stafford County FY19 Adopted Budget

## Revenue/Expenditure/Fund Balance Summary

	FY2017 Actual	FY2018	Adopted Budget	FY2019	
		Adopted Budget		Changes '18 to '19	
<b>Revenues</b>					
Real Property Tax					
Special Assessment	\$115,367	\$110,700	\$110,700	\$0	0.0%
Interest	546	400	400	0	0.0%
<b>Total</b>	<b>\$115,913</b>	<b>\$111,100</b>	<b>\$111,100</b>	<b>\$0</b>	<b>0.0%</b>
<b>Expenditures</b>					
Debt Service	\$61,712	\$61,268	\$64,051	\$2,783	4.5%
Personnel	3,218	3,501	2,180	(1,321)	-37.7%
Maintenance Services	63,275	46,331	44,869	(1,462)	-3.2%
<b>Total</b>	<b>\$128,205</b>	<b>\$111,100</b>	<b>\$111,100</b>	<b>\$0</b>	<b>0.0%</b>
<b>Fund Balance, Beginning of Year</b>	\$106,681	\$94,389	\$94,389	\$0	0.0%
Revenues	115,913	111,100	111,100	0	0.0%
Expenditures	(128,205)	(111,100)	(111,100)	0	0.0%
<b>Fund Balance, End of Year</b>	\$94,389	\$94,389	\$94,389	\$0	0.0%



## Accomplishments

- Repaved the entrance and added speed bumps for traffic calming
- Repaved a section of the entrance road prior to the dam
- Successfully completed the regular 3-yr inspection of the dam for DCR.

## Did You Know?

The Hidden Lake Dam received an award from the Virginia Lakes and Watershed Association (VLWA) for best maintained dam in the Commonwealth in March, 2015 at the VLWA Annual Conference. VLWA is a statewide organization that supports dam safety, floodplain management and water resource issues.

# Lake Carroll Service District Fund

Stafford County FY19 Adopted Budget

The following schedule shows activity in the Lake Carroll Service District Fund. The January 1, 2018 tax rate for the service district is 14.4 cents.

	FY2017 Actual	FY2018 Adopted Budget	FY2019 Adopted Budget	Changes '18 to '19	
<b>Revenues</b>					
Property Taxes	\$0	\$0	\$13,875	\$0	100.0%
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,875</b>	<b>\$0</b>	<b>100.0%</b>
<b>Expenditures</b>					
Capital	\$0	\$0	\$13,875	\$0	100.0%
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,875</b>	<b>\$0</b>	<b>100.0%</b>

The Lake Carroll Service District was established by Ordinance O17-41 in November 2017. The purpose of the LCSD is to repair, construct, reconstruct, and maintain the Kennedy Dam which impounds Lake Carroll. This fund accounts for ad valorem tax receipts from property owners in the Lake Carroll Service District to repay the Stafford County General Fund for a loan of \$550,000 to make the repairs.

## Fund Balance

	FY2017 Actual	FY2018 Adopted	FY2019 Adopted Budget	Changes '18 to '19	
Fund Balance, Beginning of Year	\$0	\$0	\$0	\$0	0.0%
Revenues	0	0	13,875	13,875	100.0%
Expenditures	0	0	(13,875)	(13,875)	100.0%
Fund Balance, End of Year	\$0	\$0	\$0	\$0	0.0%

# Lake Arrowhead Service District Fund

Stafford County FY19 Adopted Budget

The following schedule shows activity in the Lake Arrowhead Service District Fund. The January 1, 2018 tax rate for the service district is 10 cents.

	FY2017 Actual	FY2018 Adopted Budget	FY2018 Revised Budget	FY2019 Adopted Budget	Changes '18 to '19	
<b>Revenues</b>						
Property Taxes	\$0	\$0	\$0	\$112,000	\$0	100.0%
Transfer from the General Fund	0	0	548,000	0	0	0.0%
Use of Prior Year Fund Balance	0	0	0	0	0	0.0%
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$548,000</b>	<b>\$112,000</b>	<b>\$0</b>	<b>100.0%</b>
<b>Expenditures</b>						
Operating/Capital	0	0	548,000	112,000	0	100.0%
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$548,000</b>	<b>\$112,000</b>	<b>\$0</b>	<b>100.0%</b>

The Lake Arrowhead Service District was established by Ordinance O17-01 in February 2017. The purpose of the Service District is to raise funds and use said funds to repair, construct, reconstruct, and maintain the dams within the Lake Arrowhead subdivision. This fund accounts for ad valorem tax receipts from property owners in the Lake Arrowhead Service District. The Lake Arrowhead Service District will repay a loan of \$548,000 over the next 20 years to the Stafford County capital projects reserve.

	Fund Balance				Changes '18 to '19	
	FY2017 Actual	FY2018 Adopted	FY2018 Revised	FY2019 Adopted		
<b>Fund Balance, Beginning of Year</b>	\$0	\$0	\$0	\$0	\$0	0.0%
Revenues	0	0	548,000	112,000	112,000	100.0%
Expenditures	0	0	(548,000)	(112,000)	(112,000)	100.0%
<b>Fund Balance, End of Year</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>

## Mission

Administered within the Economic Development Department, Tourism promotes overnight stays in the County hotels, visitations to Stafford's many historical, cultural, recreational and entertainment attractions and patronage of local businesses.

## Thinking Efficiently

- Coordinating a collaborative effort with hoteliers to promote tourism and overnight visitation by producing marketing materials that can be used county-wide.
- The Tourism website with increased content and e-news will reach out to our markets and promote County tourism destinations more affordably.
- Using our content management based website to provide assistance as requested to our tourism partners.



George Washington was 6 years old when his family moved to this farm on the Rappahannock River. On this self-guided tour, guests can enjoy the gardens containing plants grown in the 18th century; see the site where the Washington once house stood and which is now being reconstructed.

## Who Are We?

The Tourism Fund, established July 2001, is a governmental special revenue fund. This fund is used to account for the receipt and disbursement of the transient occupancy tax. Prior to the establishment of this fund, these revenues were accounted for in the General Fund.

The Code of Virginia limits the transient occupancy tax to five percent, with any excess over two percent to be "dedicated and spent solely for tourism and travel." In 2001, the County increased the transient occupancy tax rate from two percent to five percent, dedicating the additional revenues to tourism. This revenue source has allowed the County to employ a Tourism Manager to support the growing tourism industry in the County. The Tourism Fund supports the marketing and promotion of Stafford's many tourism assets and programs. These assets include the arts, historic attractions, golf, wineries, parks and natural areas which all attract visitors to Stafford. The Tourism Fund is also allocated to tourism infrastructure improvements and to regional tourism, which provides for the area's tourism marketing.

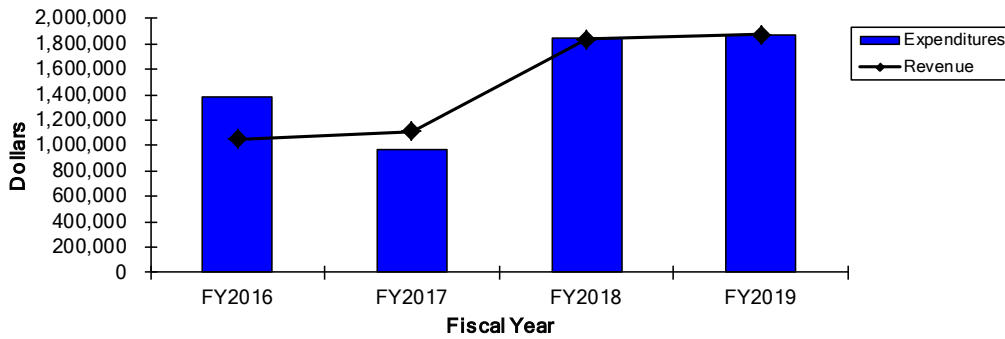
On December 13, 2005 the Board of Supervisors passed Resolution R05-472, which dedicates the entire transient occupancy tax to the Tourism Fund. This resolution directs that two percent of the tax is to be used by the Stafford Museum Board of Directors to develop a charter, raise funds, implement a museum operations plan, and oversee construction and opening of the museum until it becomes self-sufficient. Prior to that time, two percent of transient occupancy tax was used to support County General Fund operations.

Beginning in FY2009, in light of continuing declining revenues, the Board of Supervisors approved the transfer of two percent of the transient occupancy tax to the General Fund.

## Budget Summary

	FY2016 Actual	FY2017 Actual	FY2018 Adopted Budget	FY2019 Adopted Budget	Changes Adopted to Adopted	
<b>Costs</b>						
Personnel <sup>(1)</sup>	\$160,715	\$108,684	\$145,707	\$173,260	\$27,553	18.91%
Operating	1,225,487	863,231	956,793	941,740	(15,053)	-1.57%
Transfer to General Fund	0	0	745,000	760,000	15,000	2.01%
<b>Total</b>	<b>1,386,202</b>	<b>971,915</b>	<b>1,847,500</b>	<b>1,875,000</b>	<b>27,500</b>	<b>1.49%</b>
Revenue	1,050,497	1,111,897	1,837,500	1,875,000	37,500	2.04%
<b>Inc/(Dec) to Fund Balance</b>	<b>(\$335,705)</b>	<b>\$139,982</b>	<b>(\$10,000)</b>	<b>\$0</b>	<b>\$10,000</b>	<b>-100.00%</b>

<sup>(1)</sup> A portion of all the Economic Development positions are funded by the Tourism Fund.



**Total Budget**

**\$1,875,000**

## Notable Changes

### Personnel

- Reclassification of two temporary positions to full-time permanent
- 2% Salary increase
- VRS rate increase to add Hazardous Duty Pay

### Operating

- Sports Tourism Support
- Retention of Marketing Firm

## Goals/Objectives

- Increase taxable hospitality-related sale by 3% (Service level 1, 2)
- Increase visitation to all Stafford attractions by 2% (Service level 1, 2)
- Increase Meals Tax by 6% (Service level 1, 2, 3)
- Increase Transient Occupancy Tax by 5% (Service level 1, 2, 3)

The above goals support the Board of Supervisors Priorities for the community.

### Service Levels

	CY2017 Actual	CY2018 Budget	CY2019 Plan
1. Electronic media – (Facebook, Newsletter, Twitter, Instagram, Youtube)	8,877	12,167 (projected)	13,500 (projected)
2. Tourism Visitation Annually, *	495,232	519,993 (projected)	545,992 (projected)
3. Promotional Events Supported	Creating Baseline	Baseline plus 3%	12 + 4 new events
4. Transient Occupancy Tax	\$1,095,747	\$1,102,500	\$1,125,000

\* Visitation is defined ((Annual inventory of rooms/Average Occupancy)/ (average length of stay)\* (2 total number of people per room)). These numbers are conservative industry standard for visitation calculation.

### Revenue/Expenditure/Fund Balance Summary

	FY2017 Actuals	FY2018 Adopted Budget	FY2019 Adopted Budget	Changes Adopted to Adopted	
<b>Revenues</b>					
3% Occupancy Tax	\$1,095,747	\$1,102,500	\$1,125,000	\$22,500	2.0%
2% Occupancy Tax <sup>(1)</sup>	0	735,000	750,000	15,000	2.0%
Other Revenue	16,150	0	0	0	0.0%
<b>Total</b>	<b>\$1,111,897</b>	<b>\$1,837,500</b>	<b>\$1,875,000</b>	<b>\$37,500</b>	<b>2.0%</b>
<b>Expenditures</b>					
Operating	\$584,701	\$680,293	\$685,240	\$4,947	0.7%
Personnel	108,684	145,707	173,260	27,553	18.9%
Tourism Programs	278,530	276,500	256,500	(20,000)	-7.2%
Transfer to General Fund <sup>(1), (2)</sup>	0	745,000	760,000	15,000	2.0%
<b>Total</b>	<b>\$971,915</b>	<b>\$1,847,500</b>	<b>\$1,875,000</b>	<b>\$27,500</b>	<b>1.5%</b>
<b>Fund Balance, Beginning of Year</b>	<b>\$808,445</b>	<b>\$948,427</b>	<b>\$938,427</b>	<b>(\$10,000)</b>	<b>-1.1%</b>
Revenues	1,111,897	1,837,500	1,875,000	37,500	2.0%
Expenditures	(971,915)	(1,847,500)	(1,875,000)	27,500	1.5%
<b>Fund Balance, End of Year</b>	<b>\$948,427</b>	<b>\$938,427</b>	<b>\$938,427</b>	<b>\$0</b>	<b>0.0%</b>
<b>Fund Balance Allocation</b>	<b>\$948,427</b>	<b>\$938,427</b>	<b>\$938,427</b>	<b>\$0</b>	<b>0.0%</b>
Committed	669,232	669,232	669,232	0	0.0%
Assigned	279,195	269,195	269,195	0	0.0%
<b>Fund balance, end of year</b>	<b>\$948,427</b>	<b>\$938,427</b>	<b>\$938,427</b>	<b>\$0</b>	<b>0.0%</b>

<sup>(1)</sup> FY2018 Adopted Budget includes 2% Occupancy tax that will be transferred to the General Fund.

<sup>(2)</sup> FY2018 and FY2019 includes \$10,000 for Parks and Recreation to support events and activities and will be transferred to the General Fund.

### Accomplishments

- Hosted multiple sporting events at the new Embrey Mill/Jeff Rouse Center
- Hosted Fox 5 ZipTrip highlighting Stafford County
- Working through regional tourism marketing efforts secured the rights to host along with Spotsylvania the Region 1 Soccer National Tournament.
- Created the Stafford Civil War Days/Yankees in Falmouth Event to include the Cannon Run 4 Mile Race
- Stafford was instrumental supporting the local Breweries in creating first every Oktoberfest

### Did You Know?

- Ferry Farm is in the process of reconstructing the boyhood home of George Washington?
- That Stafford County is home to 3 Breweries and two wineries?
- Yankees in Falmouth celebrate its 10<sup>th</sup> year in 2017?
- Riverside Theatre will begin its 20<sup>th</sup> Season in 2017?
- The Jeff Rouse Swim Center will host approximately 15 Swim meets with over 500 swimmers each this year.

# Tourism Partner Agencies' Funding

Stafford County FY19 Adopted Budget

Agency	Program Description	FY2017 Actual	FY2018 Adopted Budget	FY2019 Adopted Budget	Change Adopted to Adopted	
Artisan Trail	Stafford County Tourism is no longer participating in the Artisan Trail. Prince William County and Fauquier County pulled funding voiding MOU.	0	10,000	0	(10,000)	-100.0%
Fredericksburg Tourism Alliance	To promote regional tourism through joint marketing and event promotion.	171,000	171,000	171,000	0	0.0%
Ferry Farm	To preserve and promote History and Knowledge of George Washington's time in Stafford.	7,577	10,000	10,000	0	0.0%
White Oak	The White Oak Civil War Museum houses a unique collection of hundreds of Union and Confederate artifacts collected from encampments and battle sites around the Fredericksburg area.	3,130	7,500	7,500	0	0.0%
Belmont	Preserves and protects the home, garden and studio of the former residence of renowned American artist Gari Melchers and is the Stafford Visitor Center.	63,630	55,000	45,000	(10,000)	-18.2%
Riverside	Riverside Center for the Performing Arts is an elegant, full-service, special event venue and dinner theater located in Stafford VA.	10,193	10,000	10,000	0	0.0%
Historical Society	To preserve and promote knowledge of Stafford County history.	3,000	3,000	3,000	0	0.0%
Stafford Soccer	Our sponsorship of the St. Paddy's day tournament helps to generate 350,000 in direct economic impact.	10,000	10,000	10,000	0	0.0%
<b>Total</b>		<b>\$268,530</b>	<b>\$276,500</b>	<b>\$256,500</b>	<b>(\$20,000)</b>	<b>-7.2%</b>
Funds will be transferred to the General Fund.						
Parks and Recreation	To provide the county with activities and events.	\$10,000	\$10,000	\$10,000	\$0	0.0%
<b>Total</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>0.0%</b>