Budget In Brief 2018

County of Adams, Pennsylvania

Prepared by: Adams County Finance Department

May 18, 2018

Table of Contents

County Mission.....3

County Overview .....4 - 5

County Commissioners 6

County Organization.....7

Executive Summary.....8 - 9

2018 Budget

Budget Summary-All Funds.....10 - 12

Budget Summary-General Fund...13-14

Tax Base History 15

Budget Process 16

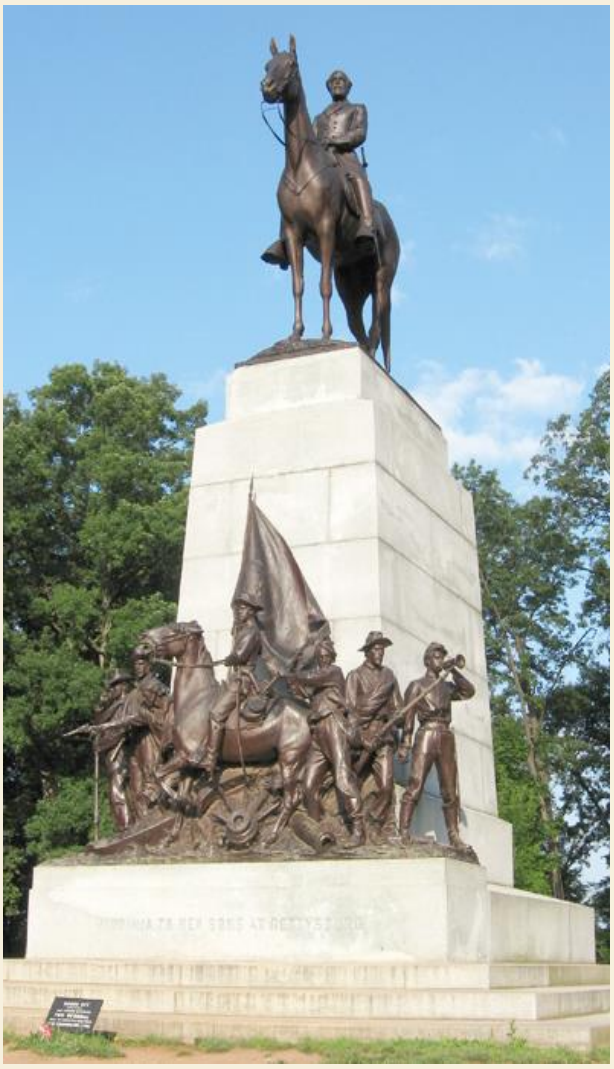
Capital Assets

County Buildings .....17 - 19

County Bridges 20

County Easements 21

Terminology .....22 - 23



MISSION STATEMENT

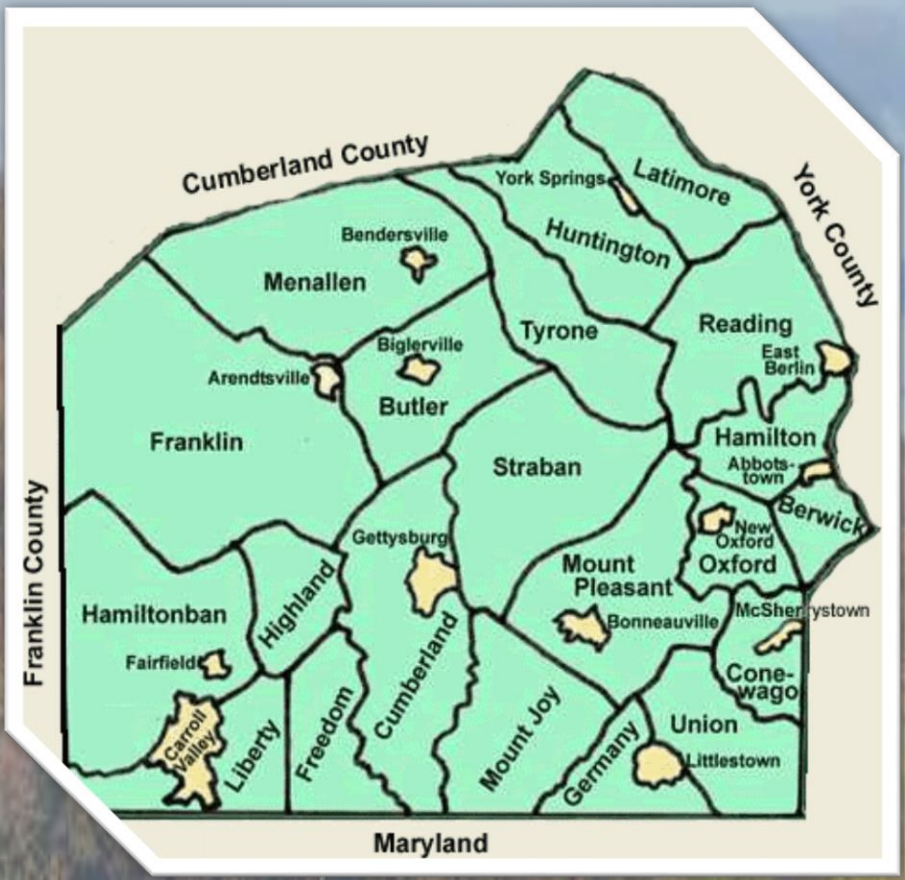
Adams County will provide services which are responsive to the health, safety, and general welfare of County residents. The county government is dedicated to providing these services through the effective use of the County's resources in a caring and honest manner.

We strive to provide a healthy and safe community to enhance the quality of life for our citizens.

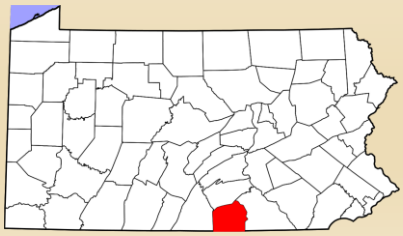
Adams County, 526 square miles, is situated in the south-central part of the Commonwealth of Pennsylvania, bounded on the east by York County, on the north by Cumberland County and on the west by Franklin County; the Maryland State line is its southern boundary. The area, named after the second U.S. president, John Adams, was created on January 22, 1800 from part of York County. The county seat sits in the Borough of Gettysburg which is surrounded on three sides by the Gettysburg National Military Park and is located 54 miles northwest of Baltimore, 78 miles northwest of Washington D.C. and 108 miles southwest of Philadelphia. The Gettysburg area is rich in history by its connection with some of the most important trends and events in our nation's growth. Gettysburg was an early gateway to westward expansion with the first settlers coming to the County in 1734. The region gained fame in July 1863 when the most destructive and decisive battle ever fought on American soil took place. The Battle of Gettysburg was the turning point of the Civil War and the Battlefield was later the site of Abraham Lincoln's famed Gettysburg Address. Today the Gettysburg National Military Park, situated on 3,500 acres, is the largest battlefield shrine in America. Tourism has a huge impact on the economy of Adams County as visitors spend over $650 million in the County annually, generating $135 million in tax revenue. The U.S. Department of the Interior, National Park Service reported that over 1 million people visited the Park in 2017.

The fruit industry has been an important part of Adams County's history since the mid-nineteenth century. Adams County is the top apple producing county in the Commonwealth and 6th in the nation. With a $570 million impact from the Fruitbelt, there are over 20,000 acres of orchards and vineyards in the South Mountain region, which includes most of northern Adams County. The Adams County Fruitbelt contains a unique combination of soils, slopes, and a micro-climate that has been recognized as prime land for orchards. Adams County consists of 334,000 acres of land with approximately 174,595 acres of farmland and 190 preserved farms. Hanover Shoe Farms is the largest Standardbred breeding horse farm in the World. Their farms are located in several municipalities throughout southeast Adams County.

COUNTY STATISTICS



Estimated Population	101,759
Median Age	43.1
Average Household Income	$ 61,927
Unemployment Rate	4.1%



Top Employers

- Knouse Foods
- Gettysburg College
- Hain Pure Protein Corp
- Wellspan Hospital
- Federal Government
- Cross Keys Village
- PCA Corrugated
- County of Adams
- Conewago Schools
- Aerotek, Inc.

The three County Commissioners constitute the chief governing body of the County. The Commissioners are tasked with policy-making authority to provide certain local services and accommodations on a county-wide basis.

Chairman Randy Phiel

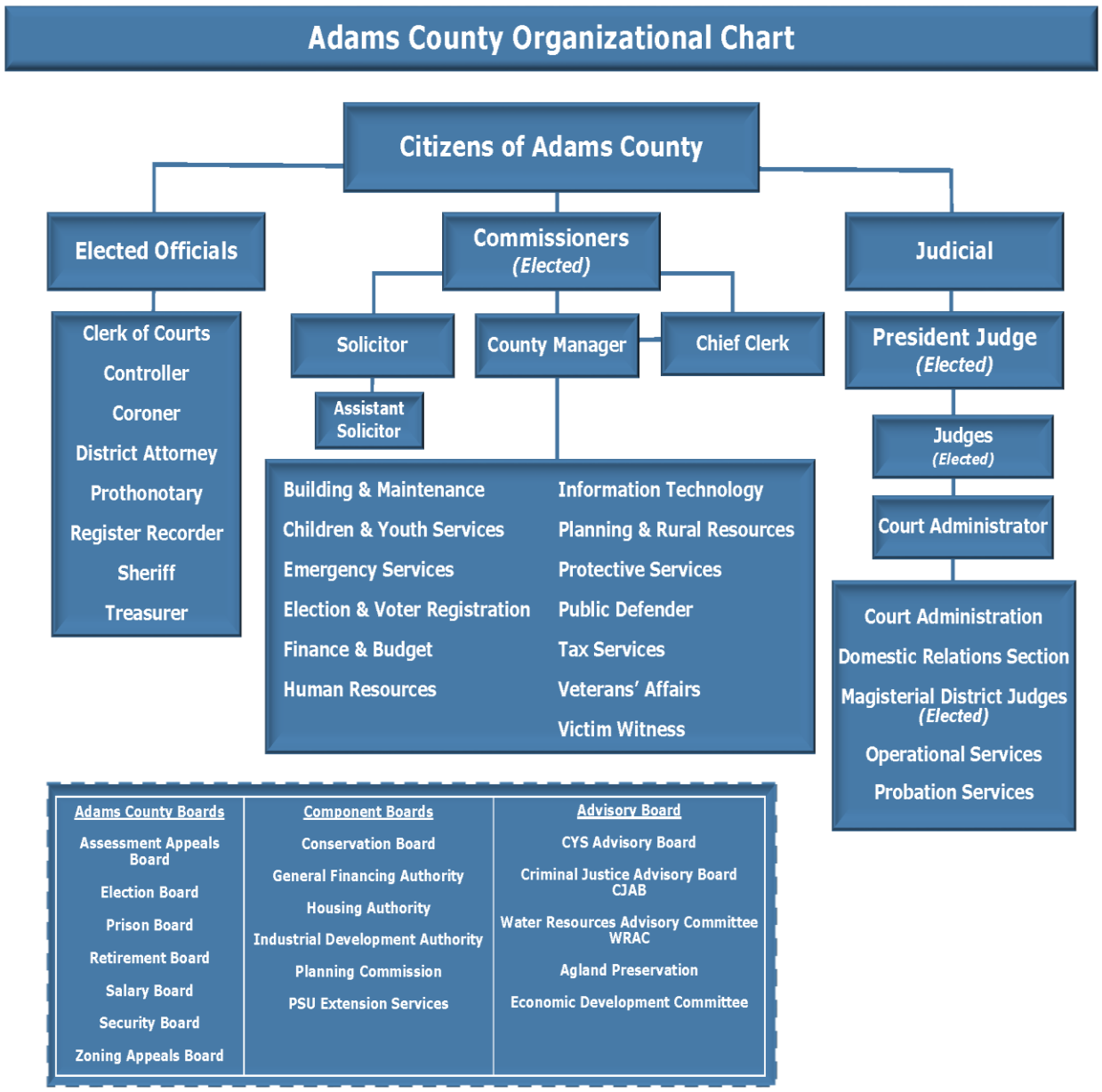
The commissioners are the sole contractors for the county; they make contracts and purchases for all purposes expressly or implicitly authorized by law.

The County of Adams is a unitary governmental entity of the Commonwealth of Pennsylvania. The County acts as an agent for the Commonwealth on various functions as specified by Pennsylvania State law. These functions include the delivery of numerous human services and the administrative oversight of various health and public safety programs and the maintenance of various County bridges. In addition to these functions, the County of Adams is responsible for maintaining the Court of Common Pleas, the Minor Judiciary System, and specific offices charged with keeping records of legal and judicial proceedings. The services of the county commissioners began with the maintenance of the local judicial system and the local prison.

Vice Chairman Jim Martin

Marty Karsteter Qually

The current Board of Commissioners were first elected in 2012 and served a four year term during which they were re-elected in 2016 to another four year term.


Adams County Organizational Chart
Citizens of Adams County
Elected Officials
Commissioners (Elected)
Judicial
Clerk of Courts
Controller
Coroner
District Attorney
Prothonotary
Register Recorder
Sheriff
Treasurer
Solicitor
Assistant Solicitor
County Manager
Chief Clerk
President Judge (Elected)
Judges (Elected)
Court Administrator
Building & Maintenance
Children & Youth Services
Emergency Services
Election & Voter Registration
Finance & Budget
Human Resources
Information Technology
Planning & Rural Resources
Protective Services
Public Defender
Tax Services
Veterans' Affairs
Victim Witness
Court Administration
Domestic Relations Section
Magisterial District Judges (Elected)
Operational Services
Probation Services
Adams County Boards
Assessment Appeals Board
Election Board
Prison Board
Retirement Board
Salary Board
Security Board
Zoning Appeals Board
Component Boards
Conservation Board
General Financing Authority
Housing Authority
Industrial Development Authority
Planning Commission
PSU Extension Services
Advisory Board
CYS Advisory Board
Criminal Justice Advisory Board CJAB
Water Resources Advisory Committee WRAC
Agland Preservation
Economic Development Committee

The County is experiencing normal fiscal growth. The adopted 2018 budget totals $88.6 million in revenues for all operations and services representing an increase of $10.7 million or 13 percent from the 2017 adopted budget of $77.8 million. Expenses are budgeted at $86.6 million which is an 11percent increase over the 2017 budget of $77.9 million. The result is a $2 million surplus budgeted for the 2018 fiscal year.

Adams County's tax millage rate for 2018 increased by .27 mills to 4.1893. The County's Library millage remains unchanged at .1147 mills and .5712 for Debt service and Public Safety leaving 3.5034 for general operations.

For 2018, the Board of Commissioners continue to strengthen their financial position through prudent financial management. Maintaining a healthy reserve level and obtaining an upgraded bond rating from Moody's of Aa2 were a few of the results of their financial management decisions. The Board meets regularly with the Finance Department receiving updates on the current budget status and forecasts of future revenues and expenditures which is extremely helpful in creating a more precise budget document.

Having combined all county human service operations in one facility by ownership of a new Human Services Building, the County afforded significant operational efficiencies as well as certain operating expenses in rent/lease reductions.

Budget Overview

The County budget is presented in summary by three sections; the General Fund, the Special Funds, and Other Special Funds. For each section, Funding Sources and Expenditures are broken out by function type according to Governmental Accounting Standards Board (GASB).

The Revenues for the **General Fund Operations** (as noted on page 13) increased by $3.1 million (.06%) from 2017 primarily due to a minor tax increase of .2700 mills and an appropriated fund balance of $1.3 million. Property taxes account for 84% of the General Operations and 46% of All Services. Overall the General Fund budget produced a surplus of $2 million.

There are thirty-five departments/programs/divisions that make up the General Fund services. These include, Commissioners, Grants, County Debt, Public Safety, Solicitor, Finance/Purchasing, Human Resources, Information Technology, Building & Maintenance, County/Complex, Tax Services, Elections/Voter Registration, Planning & Development, Conservation District, Protective Inspections, Public Defender, Victim Witness, Security, Prison, Central Processing, Emergency Services, Veteran's Affairs, Cooperative Extension, Controller, Treasurer, Register & Recorder, Clerk of Courts, Prothonotary, District Attorney, Drug Forfeiture, Sheriff, Coroner, Court Administration, Law Library. The County allocates all salaries and benefits directly to their perspective program.

The County's **Special Revenue Funds** are made up of the following services: Domestic Relations, 911 Telecommunications, Children & Youth Services, Independent Living, and Hazardous Materials. Total Revenues adopted for 2018 Special Funds are $9.9 million with additional General Fund Contribution of $3.5 million which is an increase from 2017 of 685 thousand (.07%).

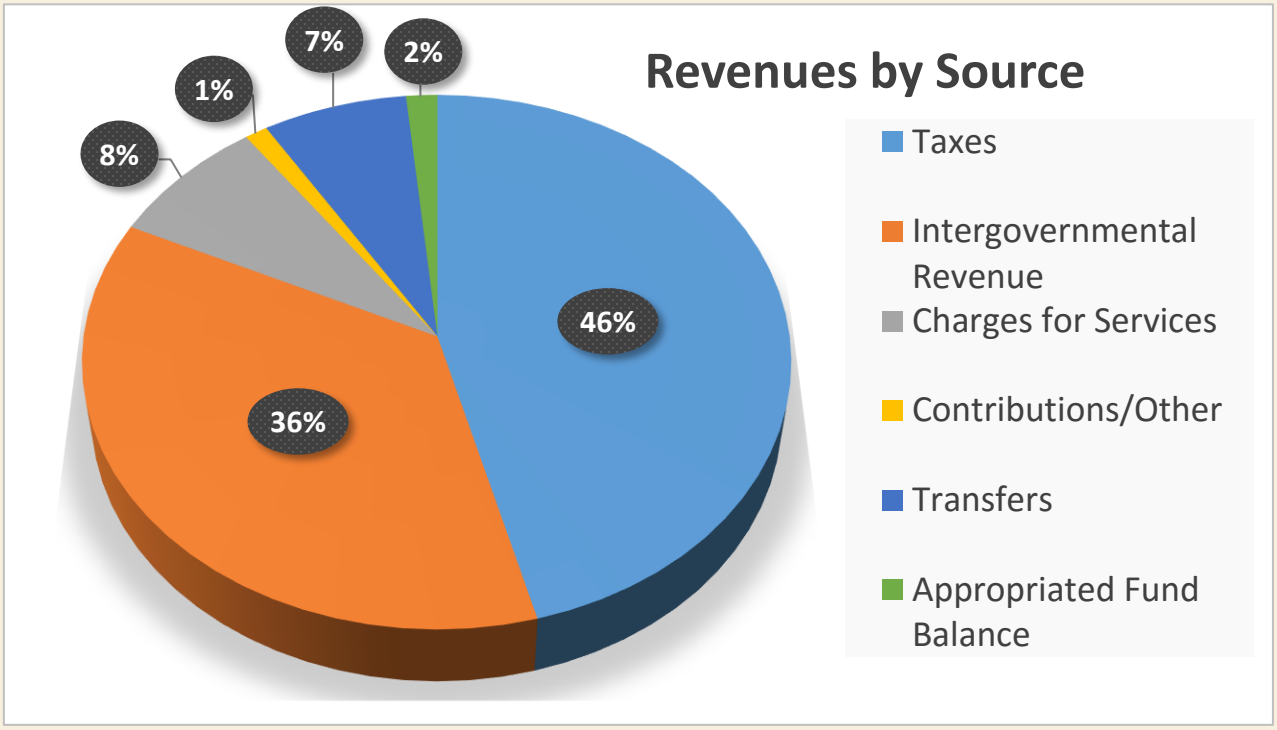
The Special Revenue Funds expenditures increased by $1 million (.08%) from 2017 primarily due to the completion of the Radio project for 911 Telecommunications and an increase in human services.

Other Special Funds category is comprised of Act 13 Bridge Improvements, Liquid Fuels Fund and Health Choices-State Program (York-Adams MH/IDD100% pass thru) monies. These funds are tracked separate from general operational funds because they are to be used only for specific programs such as County owned bridge repairs and human services programs.

2018 Budget Summary – All Funds

County of Adams

	2018			
	GENERAL FUND OPERATIONS	SPECIAL FUNDS	OTHER SPECIAL FUNDS	TOTAL ALL SERVICES
FUNDING SOURCES				
Taxes	$40,681,974	$ -	$ -	$40,681,974
Interest	437,849	1	3,400	441,250
Intergovernmental - Federal	530,988	321,847	-	852,835
Intergovernmental - State	1,460,476	7,502,026	22,302,500	31,265,002
Charges for Services	4,952,128	2,143,034	-	7,095,162
Contributions/Other	568,774	200	-	568,974
Transfers from Other County Operations	2,854,100	3,546,887	-	6,400,987
Appropriated Fund Balance	1,381,639	-	-	1,381,639
TOTAL FUNDING SOURCES	**$52,867,928**	**$13,513,995**	**$22,305,900**	**$88,687,823**
EXPENDITURES				
General Governmental - Admin	14,376,646	-	-	14,376,646
General Governmental - Judicial	9,427,283	-	-	9,427,283
Public Safety	14,450,624	4,285,142	-	18,735,766
Public Works	-	-	782,900	782,900
Human Services	301,515	9,228,853	21,523,000	31,053,368
Culture & Recreation	658,507	-	-	658,507
Conservation & Economic Development	1,374,441	-	-	1,374,441
Debt Service	5,958,008	-	-	5,958,008
Transfers to Other County Operations	4,286,887	-	-	4,286,887
TOTAL EXPENDITURES	**$50,833,911**	**$13,513,995**	**$22,305,900**	**$86,653,806**
CONTRIBUTION/(USE) OF RESERVES	**$ 2,034,017**	-	-	**$ 2,034,017**



Taxes: $40,681,974

The County is permitted by state law to levy real estate taxes up to 25 mills on every dollar of adjusted valuation for general County purposes exclusive of the requirements for the payment of interest and principal on bonded debt. For 2018, County real estate taxes were levied at the rate of 4.1893 mills for County purposes. Real estate estimates are based upon assessed values, interim taxes, appeals, and delinquent tax collection estimates.

Intergovernmental Revenue $32,117,837

Receipts from other governments (federal, state, and local) in the forms of grants, entitlements, or payments in lieu of taxes. Revenue is estimated using allocation letters or estimates of state and federal appropriations based on trends and information from federal, state and local agencies.

Charges for Services $7,095,162

Payments from customers for the provision of specific services to a person or entity. Payments can include revenue from another governmental unit for specific services provided.

Contributions/Other $1,010,224

Miscellaneous revenues may include anything from investment earnings to one time revenues such as the sale of an asset or donations.

Transfers $6,400,987

Represents operating transfers of funds from one governmental fund to another governmental fund when one fund is legally responsible to support the other.

Appropriated Fund Balance $1,381,639

A portion of existing fund balance that is incorporated into the subsequent year's budget to "balance" expected expenditures in excess of expected revenues.

Administration: $18,663,533

Costs related to the central administration of the County government as distinct from individual operating departments such as Commissioners, Voter Registration, Human Resources, Finance, Controller, Maintenance, and Tax Services. Transfers are also included in the Administration category.

Community and Recreation: $2,032,948

Community and Recreation includes our Cooperative extension, which is an extension of Penn State, and our Conservation District. This also includes our Park, Recreation and Green Space Program and related grants.

Court Services: $9,427,283

Court Administration, District Attorney, Public Defender, Victim Witness, and Law Library are some of the departments that make up the costs in Court Services.

Debt Services: $5,958,008

The amount of money required in a given period to pay for the interest expense and principal of an existing loan. In the year 2018, Adams County refunded an outstanding Variable Rate Series with a Fixed Rate Bond saving the County in Swap interest.

Human Services: $31,053,368

Human Services is comprised of our Children and Youth department and related divisions, such as Independent Living, and our Veteran's Affairs department. Additionally, the block grant, managed care, and emergency services are encompassed into the costs of Human Services.

Public Safety: $19,518,666

Public Safety includes our Hazardous Materials, Telecommunications, Liquid Fuels, and Bridge Improvement funds. These are costs of our special funds. In addition to these funds, our Security, Prison, Emergency Services, Protective Inspections, Sheriff, and Coroner departments are also associated with our Public Safety costs.

Budget Summary – General Fund

County of Adams

FUNDING SOURCES	2018 BUDGET	vs 2017 BUDGET	Variance
Taxes	$40,681,974	$37,849,270	$ 2,832,704
Intergovernmental Revenue	1,991,464	2,198,209	(206,745)
Charges for Services	4,840,598	4,613,820	226,778
Interest and Rents	437,849	91,195	346,654
License and Permits	111,530	107,130	4,400
Miscellaneous	568,774	610,889	(42,115)
Total Funding Source	**$48,632,189**	**$45,470,513**	**$3,161,676**

Expenditures			
General Gov't admin	$14,376,644	$13,931,598	$ 445,046
General Gov't judicial	9,427,285	9,317,316	109,969
Public Safety	14,450,624	14,199,136	251,488
Human Services	301,515	340,029	(38,514)
Culture and Recreation	658,507	655,907	2,600
Conservation and Development	1,374,441	1,360,963	13,478
Debt Services	5,958,008	5,805,502	152,506
Total Expenses	**$46,547,024**	**$45,610,451**	**$936,573**

CONTRIBUTION/(USE) OF RESERVES	**$ 2,034,017**

**These values do not include transfers or appropriated fund balance*

General Fund Revenue	
Taxes	$ 40,681,974
Intergovernmental Revenue	$ 1,991,464
Charges for Services	$ 4,952,128
Contributions and Other	$ 1,006,623
Transfers	$ 2,854,100
Appropriated Fund Balance	$ 1,381,639
Total	***$ 52,867,928***

General Fund Expenses	
General Government - Admin	$ 14,376,646
General Government - Judicial	$ 9,427,283
Public Safety	$ 14,450,624
Human Services	$ 301,515
Culture and Recreation	$ 658,507
Conservation and Development	$ 1,374,441
Debt Services	$ 5,958,008
Transfers	$ 4,286,887
Total	***$ 50,833,911***

GENERAL FUND BUDGET SUMMARY

- For the first time in four years, real estate taxes were raised by 0.27 mils. This generated an increase in revenue by $ 2,360,985.
- With the increase in taxes, the County was able to have a contingency of $ 2,034,017. This contingency is going to bring stability to future budgets.
- The general fund supplies funds to the Special Funds such as Children and Youth and 911 Telecommunications. These are known as subsidies and this year $3,546,887 was budgeted.

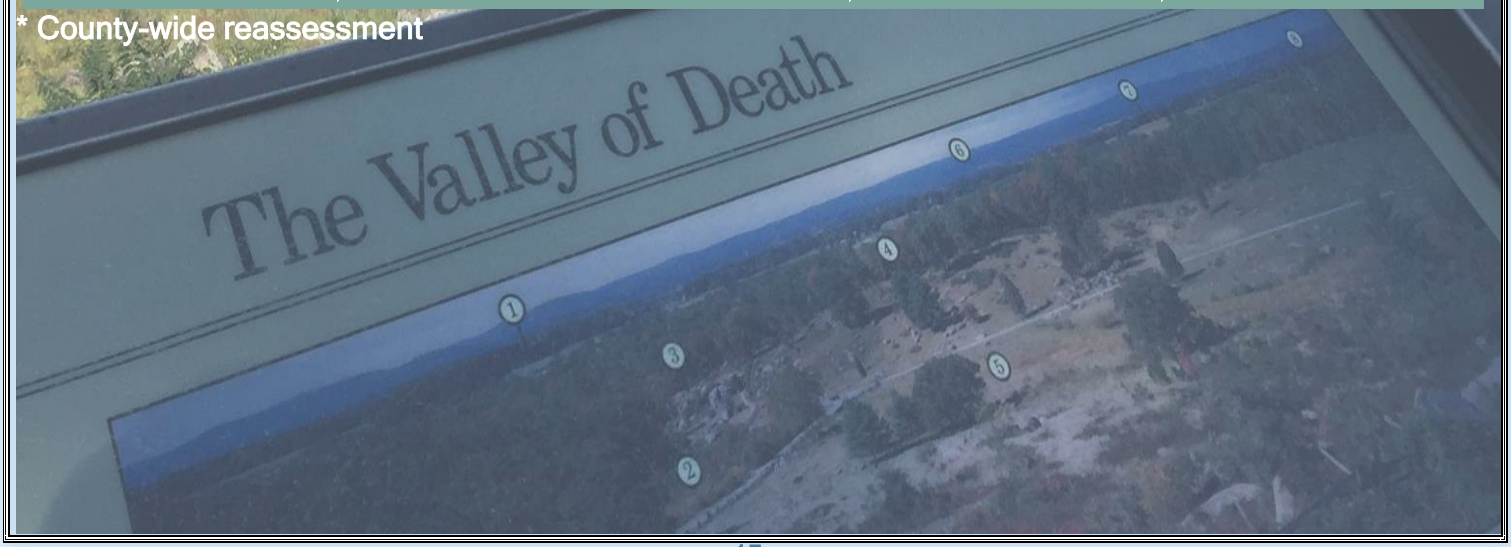
Tax Base History

County of Adams

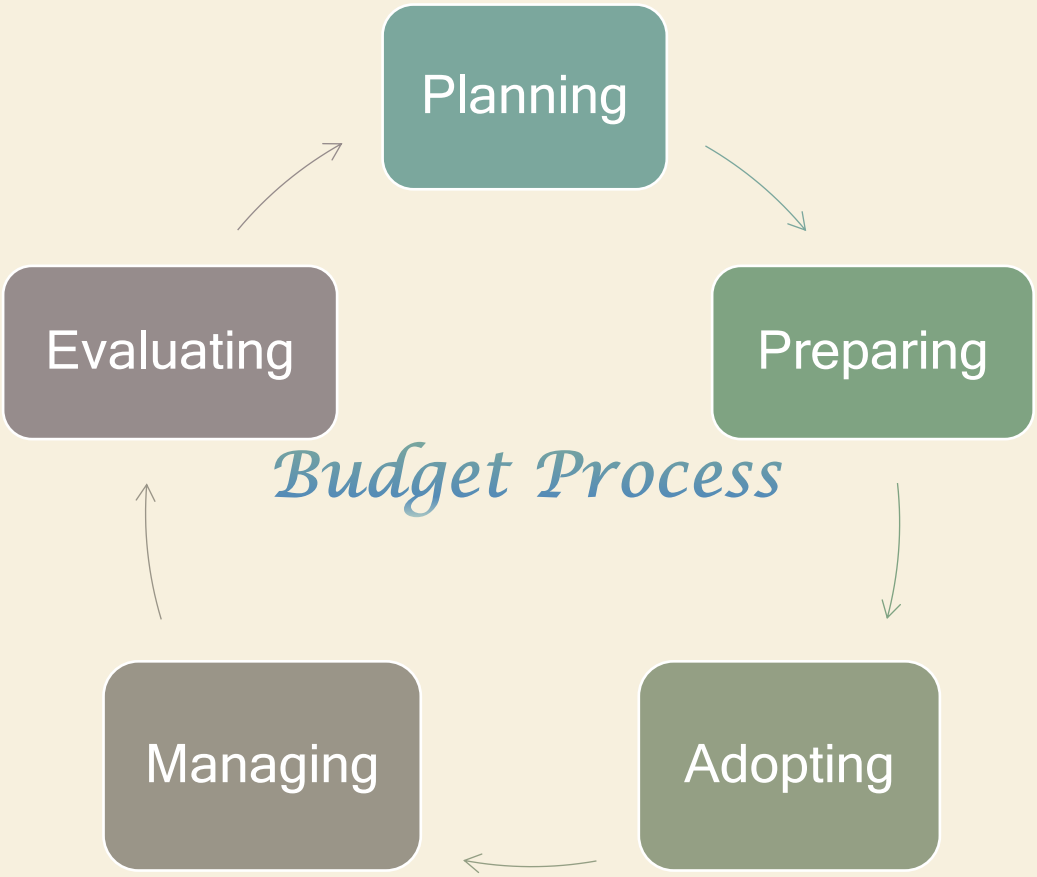
Real estate taxes are levied on property as of January 1 and are billed on March 1. Taxes are collected at a 2% discount until April 30, at face value from May 1 until June 30 and include a 10% penalty thereafter. Collections are made by elected tax collectors and delinquent taxes are turned over to the Tax Claim Bureau.

Year	Assessed Valuation	Tax Rate Mills	Total Levy
2007	$2,006,768,529	12.15	$24,662,825
2008	2,047,789,431	14.15	28,976,220
2009	2,094,086,739	15.45	32,353,640
2010	2,095,684,104	15.45	32,378,319
2011 *	9,123,834,400	3.5518	32,406,035
2012	9,078,016,500	3.7328	33,886,419
2013	9,065,451,400	3.7328	33,512,844
2014	9,082,272,700	3.9193	35,596,151
2015	9,172,798,600	3.9193	35,950,749
2016	9,256,931,500	3.9193	36,279,612
2017	9,331,317,200	3.9193	36,572,232
2018	9,410,600,700	4.1893	39,423,830

* County-wide reassessment

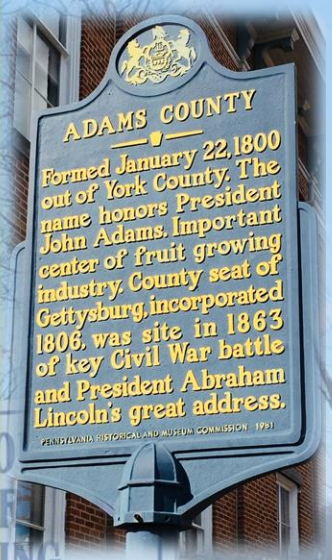


The budget process is continuous throughout the year and from one year to the next. The cycle begins in January as the new year starts with the adopted budget. During the first part of the year department reports are reviewed and actual and projected results are evaluated from the previous year. Mid-year brings meetings with department directors, worksheets are developed and distributed to determine next year's targets, and projected operating revenues and expenditures are presented. The final few months are where next year's budget is created, reviewed, and adjusted by the Finance Department, department directors and the Board of Commissioners in preparation of the final adoption at the end of the year.



Adams County Courthouse

The County seat, located at 117 Baltimore Street, is comprised of two parts; the historic courthouse and the new courthouse. The historic courthouse was built in 1859, while the new courthouse was built in 1978. The building is home to the county Commissioners, elected row officials, and county operations.



Human Services Building

The Human Services Building was bought in 2016 by Adams County. It was originally used as a yearbook production company called Herff Jones built in 1974. Located at 525 Boyds School Rd, this building houses the county's Children and Youth Services, Probation Services, Domestic Relations Services, and some Court Operations.

Agricultural Building

The Agricultural Building is home to many of our rural resource departments. These include Planning and Development, Conservation District, and Cooperative Extension (Penn State Extension). This office is located at 670 Old Harrisburg Rd.

Emergency Services Center

Built in 2004, this building is the main hub for Adams County's first responders. The mission of the Adams County Department of Emergency Services is to provide to the citizens and emergency responders of Adams County a comprehensive program of emergency management including 9-1-1 and emergency dispatch services, training, hazardous material planning and more. This office is located at 230 Greenamayer Lane, Gettysburg.

Adult Correctional Complex

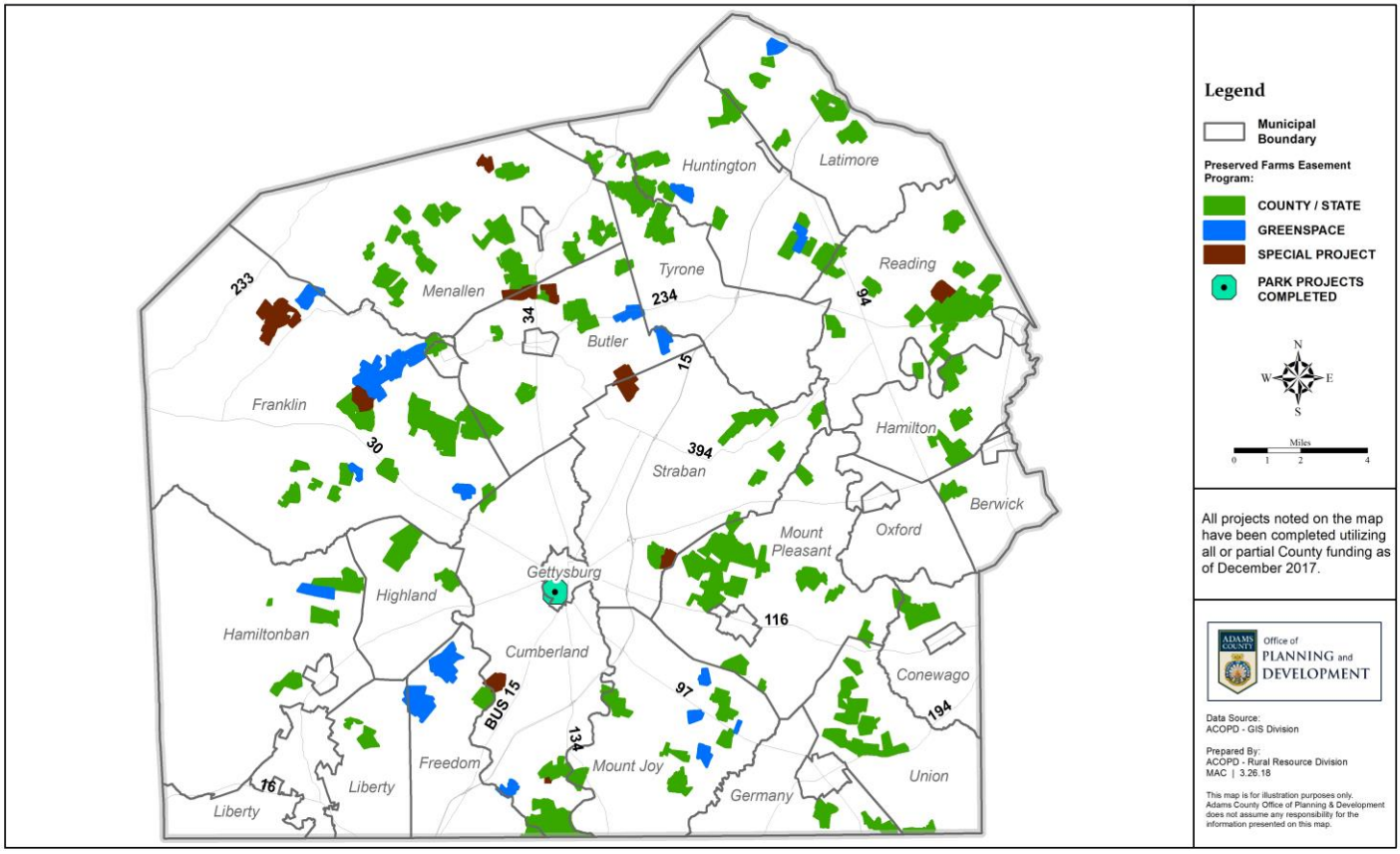
Built in 2003 and located at 45 Major Bell Lane, Gettysburg, this adult correctional complex has 210 beds for inmates. It is used for multiple jurisdictions for offenders who have short state sentences, probation violators and those awaiting trial, sentencing or other court appearances. You may call 717-334-7671 to speak with a case manager or counselor about an inmate.

Adams County Re-Entry

Located right next to the Adult Correctional Complex, this Re-Entry facility is a Probation Services program that involves work release and programming for those subject to restrictive phases of probation. It provides opportunities to engage in the community prior to their release from incarceration through employment.

Adams County owns 40 bridges, but none more historical than Sachs Covered Bridge (top left.) Built in 1854, this bridge was used during the battle of Gettysburg in July of 1863 by both the Union and Confederates to cross over Marsh Creek. General Robert E. Lee's army retreated over the bridge back towards Virginia after the Union victory in Gettysburg.

Adams County Preserved Lands & Park Projects Utilizing County Funds



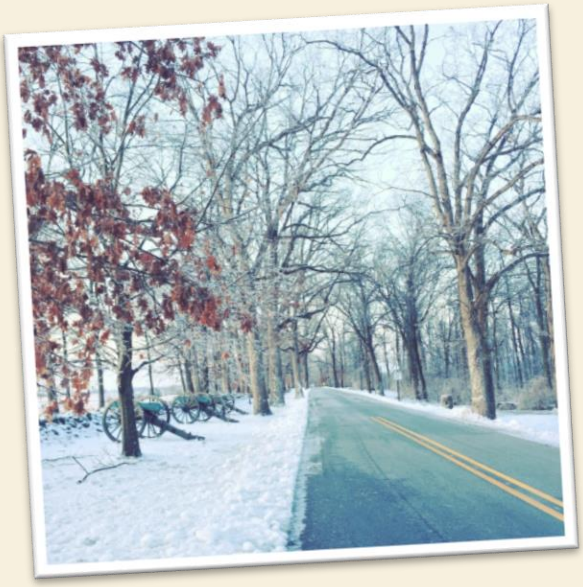
The map titled "Adams County Preserved Lands & Park Projects Utilizing County Funds" illustrates the properties within Adams County where local County dollars have been spent to either permanently preserve land or provide funding for park and recreation projects. The properties depicted in green are active farms that have been permanently preserved through the Adams County Farmland Preservation Program using county and state funding. The properties depicted in blue are permanently preserved by eligible entities that received match funds from the County's Green Space Grant Program to preserve farmland and/or open space. The Special Projects depicted in brown are properties preserved outside of the normal grant programs by eligible entities that received matching funds from the County. In most cases these projects used federal dollars as a match. Park Projects depicted by the green octagon symbol have been awarded to eligible entities as matching funds from the County Parks and Recreation Grant Program to help enhance park facilities.

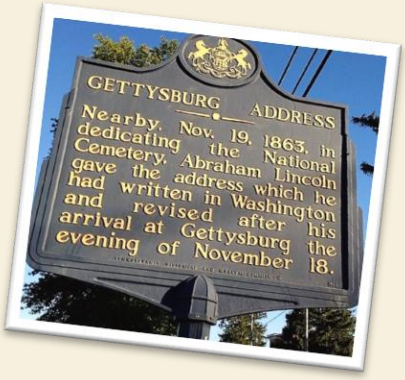
Revenue

- **Appropriated Fund Balance:** a portion of existing fund balance that is incorporated into the subsequent year's budget to "balance" expected expenditures in excess of expected revenues.
- **Charges for Services:** Payments from customers for the provision of specific services to a person or entity. Payments can include revenue from another governmental unit for specific services provided.
- **Contingency:** a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted; the use of contingency requires Board approval.
- **Fund Balance:** Net position of a governmental fund (difference between assets, liabilities, deferred outflows of resources, and deferred inflow of resources).
- **General Fund:** The General fund typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources not accounted for in some other fund.
- **Hotel Tax:** Taxes on overnight lodging which are used for tourist promotion.
- **Interest and Investment Earnings:** Interest and dividends paid on bank deposits or other investments, including gains from sale of investments.
- **Intergovernmental:** Receipts from other governments (federal, state, and local) in the forms of grants, entitlements, or payments in lieu of taxes.
- **Mill:** One-tenth (0.1) of one cent, or .001 of one dollar
- **Millage:** The rate used in calculating taxes based upon the assessed value of a property, expressed in mills
- **Real Estate Taxes:** General purpose and special millages, including debt services and library taxes.
- **Taxes:** Levied directly by the county for its own use. Included in this category of tax revenues are current and delinquent taxes, to include principle and interest on delinquencies, and hotel taxes.

Expenditures

- **Allocations:** Distribution of funds across various department and operations.
- **Community & Economic Development:** Expenditures for improving the quality of life in the community, to include economic development projects and support to county-affiliated organizations to our utilization of reserves.
- **Emergency Services/911 Telecommunications:** Expenditures for 911 emergency telephone and dispatching systems, emergency management planning and operations.
- **General Government – Judicial:** Includes expenditures for judicial activities of the County; specifically Courts, Magisterial District Judges, Domestic Relations, Law Library, Constables, Coroner, District Attorney, Prothonotary, Clerk of Courts, Register of Wills & Recorder of Deeds, and Sheriff.
- **General Government – Admin:** Cost related to the central administration of the County government as distinct from individual operating departments such as voter registration, human resources, accounting, controllers, maintenance, and tax services.
- **Human Services:** Expenditures for preservation of public health and assistance to segments of the population that are unable to fully care for themselves. These include Children & Youth, Independent Living, Mental Health, Veteran's Affairs, and Public Defender.
- **Miscellaneous Expenses:** Includes expenses only when the county accounting system does not permit their allocation to particular departments.
- **Public Safety:** Public safety includes Hazardous Materials, telecommunications, liquid fuels, bridge improvement, security, prison, sheriff, and emergency services.
- **Transfers:** Represents operating transfers of funds from one governmental fund to another governmental fund when one fund is legally responsible to support the other.





Thank you Adams County!

For any questions please call 717-337-9821, visit 117 Baltimore St Room 205, Gettysburg, PA 17325, or online at www.adamscounty.us