

PUBLIC UTILITIES FUND

DESCRIPTION

The Department of Public Utilities is responsible for the operation, maintenance, and expansion of the City's water and wastewater collection systems. The Department is comprised of the Divisions of Administration, Customer Service, Line Maintenance, Maintenance, Engineering and Water Production/Quality which manage and operate the G. Robert House Water Treatment Plant, 140 sanitary sewer pump stations, 330 miles of sewer mains, and 454 miles of water mains. An increase in the water and sewer collection rates has been approved in the adopted FY 2014-2015 budget. The water rate will increase to **\$8.29 per 100 cubic feet** from the established FY 2013-2014 rate of \$7.84 per cubic feet. The sewer collection rate will increase to **\$6.47 per 100 cubic feet** from the established FY 2013-2014 rate of \$5.82 per 100 cubic feet.

FY 2014 ACCOMPLISHMENTS

- Continued the reduction in experienced wet weather sanitary sewer overflows through on-going find & fix programs, sewer system overflow evaluation process, enhanced preventive gravity sewer collection system and pump station wet well cleaning, MOM activities and capital plan sewer system facility upgrades.
- Completed construction of the North Main St. Sanitary Sewer Force Main project.
- Continued construction on the Phase 3A expansion of the G. Robert House Jr. Water Plant, with anticipated completion by the end of the year.



FY 2015 OBJECTIVES

- Complete construction of the 36-inch raw water transmission main phase 2 project, and the Westport and Kenyon connector transmission mains to enhance delivery of service and fire protection within the commerce/intermodal parks. (Goal 4: Diversify and enhance the local economy)
- Complete construction of the Crittenden/Eclipse Phase 2, Lake Speight, and Turlington Park water and/or sanitary sewer projects. (Goal 3: Promote a safe, healthy, and diverse community in which to live, work and play)
- Complete the design of the Shoulder Hill Phase 2 water transmission main. (Goal 4: Diversify and enhance the local economy)

STATISTICS/PERFORMANCE MEASURES

	FY 2013 Actual	FY 2014 Projected	FY 2015 Estimate
Water customers	24,380	24,630	24,880
Sewer customers	20,692	20,950	21,300
Average Daily Consumption (mgd)	6.74	6.75	6.75
Treatment Capacity (mgd)	17.45	17.45	17.45
Number of Sanitary Sewer Overflows	37	33	30
MISS Utility requests	9,265	9,500	9,700
Percent compliance with 72 hour MISS Utility marking response time per State law	95%	97%	97%
Number of plan/plan amendments/plat reviews	130	130	130
Percent of plan reviews completed within 30 days of receipt	100%	100%	100%
Debt Service Ratio	1.88	1.30	1.30

UTILITY FUND

Revenue							
	2011-2012	2012-2013	2013-2014	2014-2015	%	2014-2015	%
	Actual	Actual	Budget	Requested	Chng	Adopted	Chng
Water Availability Charges	\$ 1,823,425	\$ 3,880,390	\$ 1,794,000	\$ 2,032,000	13%	\$ 2,032,000	13%
Bulk Water Sales	2,790,637	2,625,487	2,946,541	3,424,778	16%	3,424,778	16%
Water Service Charges	15,018,396	15,668,090	18,995,562	18,345,770	-3%	18,345,770	-3%
Water Connection Charges	42,535	35,450	40,000	40,000	0%	40,000	0%
Meter Service Charges	777,899	766,737	1,747,485	2,072,903	19%	2,072,903	19%
Hydrant Rental	122,197	112,761	140,000	140,000	0%	140,000	0%
Sewer Service Charges	10,166,935	10,226,576	12,614,651	12,731,311	1%	12,731,311	1%
Sewer Connection Charges	48,265	39,500	40,000	40,000	0%	40,000	0%
Special Fees	253,225	306,990	250,000	350,000	40%	350,000	40%
Sewer Availability Charges	1,900,585	4,178,200	1,950,000	2,150,000	10%	2,150,000	10%
Sale of Service - Engineering	110,344	157,031	125,000	175,000	40%	175,000	40%
Miscellaneous	145,724	64,587	30,000	25,000	-17%	25,000	-17%
Interest Earned	178,360	189,432	80,000	80,000	-	80,000	-
Capitalized Interest Reserve	-	-	2,367,925	2,507,518	6%	2,507,518	6%
2009 Build American Bonds Rebate	534,569	534,569	528,449	483,830	-8%	483,830	-8%
Capital Contributions from Development	1,078,380	2,363,664	1,625,000	2,118,170	30%	2,118,170	30%
Total Revenue	\$ 34,991,476	\$ 41,149,463	\$ 45,274,613	\$ 46,716,280	3%	\$ 46,716,280	3%
Expenditure Summary							
	2011-2012	2012-2013	2013-2014	2014-2015	%	2014-2015	%
	Actual	Actual	Budget	Requested	Chng	Adopted	Chng
Administration	\$ 997,951	\$ 1,046,240	\$ 1,221,842	\$ 1,295,895	6%	\$ 1,251,261	2%
Customer Service	1,141,476	1,316,715	1,314,225	1,385,085	5%	1,343,854	2%
Line Maintenance	2,448,336	2,595,680	2,863,443	2,910,447	2%	3,073,593	7%
Maintenance	2,511,258	3,198,497	3,726,368	3,901,112	5%	3,911,165	5%
Water Production	7,415,406	8,111,202	8,551,108	8,752,120	2%	8,704,881	2%
Engineering	1,292,233	1,405,214	1,524,567	1,564,795	3%	1,519,762	0%
Non-Departmental	20,643,748	22,735,052	26,073,060	26,906,828	3%	26,911,764	3%
Total Expenditures	\$ 36,450,407	\$ 40,408,600	\$ 45,274,613	\$ 46,716,280	3%	\$ 46,716,280	3%

DEPARTMENT: PUBLIC UTILITIES - ADMINISTRATION

Budget Detail

Account Number: 501-89510-	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 463,604	455,937	\$ 504,780	\$ 561,498	11%	\$ 543,422	8%
51100.04 Salaries and Wages - Overtime	3,169	75	3,060	3,060	0%	3,060	0%
52100 FICA	33,657	33,244	38,850	43,189	11%	41,806	8%
52210 VRS Retirement	74,501	80,056	83,592	92,984	11%	80,644	-4%
52400 Group Life	1,369	5,425	6,007	6,682	11%	7,173	19%
53100 Professional Services	187,893	210,993	300,760	310,760	3%	310,760	3%
53300 Repairs and Maintenance	1,194	613	500	500	0%	500	0%
53320 Maintenance Service Contract	-	-	-	700	-	700	-
53500 Printing and Binding	-	-	500	500	0%	500	0%
53600 Advertising	120	-	250	250	0%	250	0%
54100 Information Technology	30,640	45,721	65,096	67,049	3%	62,597	-4%
54200 Fleet	12,152	16,757	14,085	14,508	3%	18,500	31%
54500 Risk Management	76,831	86,509	87,323	88,196	1%	74,698	-14%
55100 Utilities	11,426	9,451	11,845	-	-100%	-	-100%
55210 Postal Services	230	75	500	500	0%	500	0%
55230 Telecommunications	8,421	4,322	8,415	8,415	0%	9,047	8%
55420 Lease/Rent of Building	74,858	84,183	76,003	76,003	0%	76,003	0%
55500 Travel and Training	5,913	206	3,000	3,000	0%	3,000	0%
55810 Dues and Association Memberships	6,415	7,659	5,000	5,000	0%	5,000	0%
56001 Office Supplies	2,367	1,745	5,000	5,000	0%	5,000	0%
56011 Uniforms & Wearing Apparel	19	-	1,500	2,325	55%	2,325	55%
56012 Books and Subscriptions	100	-	1,000	1,000	0%	1,000	0%
56017 Copier Costs	3,073	3,268	4,777	4,776	0%	4,776	0%
58200 Capital Outlay	-	-	-	-	-	-	-
Total Operating Expenses	\$ 997,951	\$ 1,046,240	\$ 1,221,842	\$ 1,295,895	6%	\$ 1,251,261	2%

53100 - Professional Services: Consulting services.

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Personnel Summary

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
	44 Director of Public Utilities	1	1	1	1	1
	36 Assistant Director of Public Utilities	1	1	1	1	1
	31 Utility Operations Manager	1	1	1	1	1
	23 Data Quality Control Technician	1	1	1	1	1
	20 FOG Program Manager	1	1	1	1	1
	16 Water Distribution Operator	2	2	1	1	1
	14 Parts and Procurement Specialist	-	-	-	1	1
	14 Executive Secretary	1	1	1	1	1
	13 Accounting Technician	1	1	1	1	1

Number of Full-Time Positions

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DEPARTMENT: PUBLIC UTILITIES - CUSTOMER SERVICE

Budget Detail

Account Number: 501-89520-	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 470,262	\$ 527,969	\$ 548,085	\$ 566,375	3%	\$ 553,596	1%
51100.04 Salaries and Wages - Overtime	16,662	17,222	25,500	25,500	0%	25,500	0%
52100 FICA	34,458	38,259	43,879	45,278	3%	44,301	1%
52210 VRS Retirement	75,693	88,774	90,763	93,792	3%	81,652	-10%
52400 Group Life	1,331	6,284	6,522	6,740	3%	7,307	12%
53000.16 Purchased Services - Refuse Collection	-	-	-	1,000	-	945	-
53100 Professional Services	143,951	144,791	150,000	255,000	70%	255,000	70%
53300 Repairs and Maintenance	14,517	10,703	15,000	12,000	-20%	12,000	-20%
53500 Printing and Binding	463	323	4,000	4,000	0%	4,000	0%
54100 Information Technology	30,770	103,348	47,947	68,385	43%	43,949	-8%
54200 Fleet	66,852	86,473	92,166	94,931	3%	112,333	22%
54500 Risk Management	171,615	165,889	172,127	173,848	1%	164,023	-5%
55210 Postal Service	153	268	500	500	0%	500	0%
55230 Telecommunications	3,928	2,680	7,609	7,609	0%	8,621	13%
55420 Lease of Buildings	-	-	-	-	-	-	-
55500 Travel and Training	933	457	1,500	1,500	0%	1,500	0%
55810 Dues and Association Memberships	470	170	500	500	0%	500	0%
56001 Office Supplies	2,629	1,687	2,500	2,500	0%	2,500	0%
56011 Uniform & Wearing Apparel	5,743	5,976	6,750	6,750	0%	6,750	0%
56012 Books and Subscriptions	10	10	100	100	0%	100	0%
56014 Other Operating Supplies	12,709	8,090	14,000	14,000	0%	14,000	0%
56017 Copier Costs	3,073	3,268	4,777	4,777	0%	4,777	0%
58200 Capital Outlay	85,255	104,075	80,000	-	-100%	-	-100%
Total Operating Expenses	\$ 1,141,476	\$ 1,316,715	\$ 1,314,225	\$ 1,385,085	5%	\$ 1,343,854	2%

53100 - Professional Service: Contracted meter reading service.
 56014 - Other Operating Supplies: Hand tools and protective equipment for meter service staff.
 58100 - Capital Outlay Replacements: Water meter replacements.

Personnel Summary

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
23	Utilities Customer Service Manager	-	-	-	1	-
20	Customer Service Manager	1	1	1	-	1
17	Meter Services Supervisor	1	1	1	1	1
13	Accounting Technician	2	2	2	2	2
10	Customer Service Representative	6	6	6	6	6
9	Water Meter Service Worker	8	8	8	8	8
Number of Full-Time Positions		18	18	18	18	18

DEPARTMENT: PUBLIC UTILITIES - LINE MAINTENANCE

Budget Detail

Account Number: 501-89530-	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 763,061	\$ 783,835	\$ 846,970	\$ 875,233	3%	\$ 883,016	4%
51100.04 Salaries and Wages - Overtime	101,184	117,524	153,000	153,000	0%	153,000	0%
52100 FICA	62,943	64,880	76,498	78,660	3%	79,255	4%
52210 VRS Retirement	122,925	129,657	138,824	144,939	4%	129,284	-7%
52400 Group Life	2,157	9,342	10,079	10,415	3%	11,656	16%
53000.02 Purchased Services - Road Maintenance	-	73,050	120,000	20,000	-83%	20,000	-83%
53000.16 Purchased Services - Refuse Collection	-	-	-	-	-	909	-
53100 Professional Services	15,573	19,154	26,800	26,800	0%	26,800	0%
53300 Repairs and Maintenance	288,033	320,009	230,000	330,000	43%	330,000	43%
53320 Maintenance Service Contract	-	-	-	7,700	-	7,700	-
54100 Information Technology	74,485	70,955	60,032	61,833	3%	78,366	31%
54200 Fleet	322,763	325,307	439,676	452,866	3%	629,740	43%
54500 Risk Management	277,290	290,699	299,660	302,657	1%	278,173	-7%
55100 Utilities	8,177	7,035	10,000	10,000	0%	10,000	0%
55230 Telecommunications	8,740	10,544	19,461	20,301	4%	19,651	1%
55410 Lease/Rent of Equipment	1,591	4,964	10,000	10,000	0%	10,000	0%
55420 Lease/Rent of Building	24,000	26,000	26,400	-	-100%	-	-100%
55500 Travel and Training	716	741	4,000	4,000	0%	4,000	0%
55852 HRSD Interceptors Interest Payment	197,623	130,770	125,000	135,000	8%	135,000	8%
56001 Office Supplies	1,593	686	1,500	1,500	0%	1,500	0%
56011 Uniforms & Wearing Apparel	18,415	16,427	21,500	21,500	0%	21,500	0%
56014 Other Operating Supplies	127,765	170,579	215,000	215,000	0%	215,000	0%
56017 Copier Costs	1,163	1,358	2,043	2,043	0%	2,043	0%
56024 Paving & Construction Supplies	28,139	22,163	27,000	27,000	0%	27,000	0%
58200 Capital Outlay	-	-	-	-	-	-	-
Total Operating Expenses	\$ 2,448,336	\$ 2,595,680	\$ 2,863,443	\$ 2,910,447	2%	\$ 3,073,593	7%

53100 - Professional Services: Miss Utility costs, immunizations, sewer cleaning.
 53300 - Repairs & Maintenance: Equipment maintenance, paving, manhole repairs.
 55410 - Lease of Equipment: Rental of outside repair equipment.
 56014 - Other Operating Supplies: Line equipment supplies, protective equipment.

Personnel Summary

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
	23 Line Maintenance Manager	1	1	1	1	1
	18 Assistant Line Maintenance Manager	1	1	1	1	1
	15 Labor Supervisor	3	3	3	3	3
	12 Line Maintenance Technician	3	3	3	3	3
	11 Skilled Laborer	11	11	11	11	11
	9 Utility System Worker	8	8	7	8	8
Number of Full-Time Positions		27	27	26	27	27

DEPARTMENT: PUBLIC UTILITIES - MAINTENANCE

Budget Detail

Account Number: 501-89540-	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 672,825	\$ 752,449	\$ 863,667	\$ 892,488	3%	\$ 838,197	-3%
51100.04 Salaries and Wages - Overtime	125,685	96,202	142,800	144,228	1%	142,800	0%
52100 FICA	57,844	60,912	76,995	79,309	3%	75,046	-3%
52210 VRS Retirement	108,247	123,945	139,390	147,796	6%	121,917	-13%
52400 Group Life	1,897	8,982	10,278	10,621	3%	11,064	8%
53000.16 Purchased Services - Refuse Collection	-	-	-	1,000	-	945	-
53100 Professional Services	20,992	15,968	23,000	42,000	83%	42,000	83%
53300 Repairs and Maintenance	230,182	328,161	275,000	305,000	11%	305,000	11%
53320 Maintenance Service Contract	-	-	-	5,950	-	5,950	-
54100 Information Technology	53,430	62,972	47,252	48,670	3%	60,316	28%
54200 Fleet	223,751	222,858	365,283	420,241	15%	508,420	39%
54500 Risk Management	204,841	220,696	245,590	248,046	1%	243,430	-1%
55100 Utilities	270,077	294,847	250,000	300,000	20%	300,000	20%
55230 Telecommunications	20,355	12,719	15,671	15,671	0%	15,987	2%
55410 Lease/Rent of Equipment	313,635	823,617	1,012,000	1,018,000	1%	1,018,000	1%
55420 Lease/Rent of Building	37,800	37,800	37,800	-	-100%	-	-100%
55500 Travel and Training	961	735	4,000	4,000	0%	4,000	0%
55810 Dues and Association Memberships	6,553	6,343	6,800	6,500	-4%	6,500	-4%
56001 Office Supplies	1,374	1,131	2,300	2,300	0%	2,300	0%
56011 Uniforms & Wearing Apparel	13,314	15,008	16,500	17,250	5%	17,250	5%
56014 Other Operating Supplies	146,332	104,860	190,000	190,000	0%	190,000	0%
56017 Copier Costs	1,163	1,358	2,043	2,042	0%	2,042	0%
58200 Capital Outlay	-	6,933	-	-	-	-	-
Total Operating Expenses	\$ 2,511,258	\$ 3,198,497	\$ 3,726,368	\$ 3,901,112	5%	\$ 3,911,165	5%

53100 - Professional Services: Immunizations, Air Vac evaluations.
 53300 - Repair & Maintenance: Pump station repairs and vacuum services.
 55410 - Lease of Equipment: Lease of portable pumps and generators.
 56014 - Other Operating Supplies: Supplies and protective gear.

Personnel Summary

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
	23 Maintenance Manager	1	1	1	1	1
	18 Assistant Maintenance Manager	1	1	1	1	1
	16/18 Electronics Technician I - II	2	2	2	2	2
	15 Labor Supervisor	2	2	2	2	2
	12 Pump Station Mechanic	9	9	9	9	9
	11 Skilled Laborer	1	2	2	2	2
	9 Utility System Worker	7	8	9	8	8
Number of Full-Time Positions		23	25	26	25	25

DEPARTMENT: PUBLIC UTILITIES - WATER PRODUCTION

Budget Detail

Account Number: 501-89550-	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 1,104,035	\$ 1,198,123	\$ 1,242,830	\$ 1,284,303	3%	\$ 1,261,715	2%
51100.04 Salaries and Wages - Overtime	149,768	145,725	153,000	153,000	0%	153,000	0%
51100.06 Salaries and Wages - Part-time	21,109	19,031	-	-	-	-	-
52100 FICA	92,380	97,731	106,781	109,954	3%	108,226	1%
52210 VRS Retirement	180,817	201,744	202,843	212,681	5%	185,180	-9%
52400 Group Life	3,086	14,386	14,790	15,283	3%	16,655	13%
53000.16 Purchases Services - Refuse Collection	-	-	-	1,000	-	945	-
53100 Professional Services	121,124	169,067	200,000	200,000	0%	200,000	0%
53300 Repairs and Maintenance	70,524	96,399	86,500	86,500	0%	86,500	0%
53320 Maintenance Service Contract	-	-	-	3,500	-	3,500	-
53500 Printing and Binding	7,727	410	8,750	8,750	0%	8,750	0%
53600 Advertising	-	4,969	2,000	2,000	0%	2,000	0%
54100 Information Technology	105,082	100,639	63,018	64,909	3%	67,871	8%
54200 Fleet	57,403	58,707	63,000	64,890	3%	69,633	11%
54500 Risk Management	382,249	339,988	335,574	338,930	1%	333,286	-1%
55100 Utilities	718,852	692,045	700,000	800,000	14%	800,000	14%
55210 Postal Service	5,583	1,348	7,725	7,725	0%	7,725	0%
55230 Telecommunications	16,148	16,335	18,455	18,455	0%	19,656	7%
55311 Well Mitigation Claims	-	-	3,000	50,000	1567%	50,000	1567%
55410 Lease/Rent of Equipment	-	128,848	468,000	486,000	4%	486,000	4%
55500 Travel and Training	5,012	5,451	6,000	12,000	100%	12,000	100%
55810 Dues and Association Memberships	83,356	106,390	104,502	96,900	-7%	96,900	-7%
55853 Bulk Water Purchase	3,932,707	4,190,112	4,238,000	4,204,000	-1%	4,204,000	-1%
56001 Office Supplies	4,536	3,110	4,000	4,000	0%	4,000	0%
56011 Uniforms & Wearing Apparel	14,194	17,884	17,000	17,000	0%	17,000	0%
56012 Books & Subscriptions	241	(208)	-	-	-	-	-
56014 Other Operating Supplies	334,881	493,643	500,000	500,000	0%	500,000	0%
56017 Copier Costs	4,593	5,496	5,340	5,340	0%	5,340	0%
58200 Capital Outlay	-	3,830	-	5,000	-	5,000	-
Total Operating Expenses	\$ 7,415,406	\$ 8,111,202	\$ 8,551,108	\$ 8,752,120	2%	\$ 8,704,881	2%

53100 - Professional Services: Lab testing services, toxicity and alkaline tests.
 53300 - Repairs & Maintenance: Lab equipment maintenance and services contracts; grass cutting, etc.
 55853 - Bulk Water Purchase: Portsmouth water purchase.
 56014 - Other Operating Supplies: Lab chemicals and supplies.

Personnel Summary

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
	31 Water Production Manager	1	1	1	1	1
	30 Laboratory Manager	-	-	-	1	-
	29 Quality Control Supervisor	1	1	1	-	1
	25 Assistant Water Production Manager	-	-	-	1	-
	24 Operations Supervisor	1	1	1	-	1
	19 Water Maintenance Supervisor	1	1	1	1	1
	19 Senior Water Treatment Plant Operator	6	6	6	6	6
	17 Quality Control Technician	4	4	4	4	4
	14/16 Water Treatment Plant Operator I - II	5	5	5	5	5
	16 Water Distribution Operator	1	1	2	2	2
	16 Water Maintenance Mechanic	3	3	3	3	3
	9 Utility System Worker	4	4	4	4	4
	8 Custodial Worker	-	-	1	1	1
	8 Office Assistant I	1	1	1	1	1
Number of Full-Time Positions		28	28	30	30	30

DEPARTMENT: PUBLIC UTILITIES - ENGINEERING

Budget Detail

Account Number: 501-89560-	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 734,753	\$ 833,188	\$ 850,287	\$ 878,661	3%	\$ 861,650	1%
51100.04 Salaries and Wages - Overtime	6,348	5,208	10,200	10,200	0%	10,200	0%
52100 FICA	55,425	61,250	65,827	67,998	3%	66,697	1%
52210 VRS Retirement	118,110	142,779	140,807	145,506	3%	127,869	-9%
52400 Group Life	2,058	9,938	10,118	10,456	3%	11,374	12%
53300 Repairs and Maintenance	4,225	8,517	6,000	6,000	0%	6,000	0%
53320 Maintenance Service Contract	-	-	-	2,100	-	2,100	-
53500 Printing and Binding	315	122	500	500	0%	500	0%
54100 Information Technology	89,424	80,365	138,197	142,343	3%	139,900	1%
54200 Fleet	39,109	41,761	55,300	56,959	3%	55,333	0%
54500 Risk Management	165,987	147,128	147,938	149,417	1%	142,093	-4%
55100 Utilities	6,773	5,618	9,000	-	-100%	-	-100%
55210 Postal Service	90	2,559	600	600	0%	600	0%
55230 Telecommunications	12,782	6,676	14,925	14,925	0%	16,316	9%
55420 Lease/Rent of Building	38,273	42,648	50,668	50,668	0%	50,668	0%
55500 Travel and Training	5,460	2,031	7,500	7,500	0%	7,500	0%
55810 Dues and Association Memberships	1,544	1,183	1,500	1,500	0%	1,500	0%
56001 Office Supplies	3,487	2,972	5,200	5,200	0%	5,200	0%
56011 Uniforms & Wearing Apparel	3,329	5,157	4,500	4,500	0%	4,500	0%
56012 Books and Subscriptions	-	-	500	500	0%	500	0%
56014 Other Operating Supplies	477	1,853	5,000	5,000	0%	5,000	0%
56017 Copier Costs	4,262	4,262	-	4,262	-	4,262	-
58200 Capital Outlay	-	-	-	-	-	-	-
Total Operating Expenses	\$ 1,292,233	\$ 1,405,214	\$ 1,524,567	\$ 1,564,795	3%	\$ 1,519,762	0%

Personnel Summary

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
34	Utility Engineering Manager	1	1	1	1	1
25/29/30	Civil Engineer I, II, III	5	5	5	5	5
23	Construction Manager	1	1	1	1	1
18/20	Constr. Insp. & Sr Construction Inspector	5	5	5	5	5
18/19	Engineering Tech. & Sr Engineering Techn	2	2	2	2	2
13	Engineering Aide	1	1	1	1	1
Number of Full-Time Positions		15	15	15	15	15

DEPARTMENT: PUBLIC UTILITIES - NONDEPARTMENTAL

Budget Detail

Account Number: 501-91400-	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.27 Leave Compensation	\$ 47,363	\$ 53,147	\$ 37,000	\$ 37,000	0%	\$ 37,000	0%
52100 Leave Compensation - FICA	1,288	4,146	2,831	2,831	0%	2,831	0%
52000 Pro Rata Reimbursements	48,402	-	40,000	15,000	-63%	15,000	-63%
52001 Western Tidewater Water Authority	75,000	75,000	75,000	75,000	0%	75,000	0%
52600 Unemployment Expense	9,738	(9,452)	5,000	5,000	0%	5,000	0%
54500 Risk Management Expense	296,740	334,440	281,869	281,869	0%	309,228	10%
55424 Contribution to Reserve	-	-	1,174,264	5,226,922	345%	5,226,922	345%
55615 WTWA Donation (Well Migation Program)	889,573	1,594,348	50,000	-	-100%	-	-100%
55890 Bad Debt Expense	337,129	392,732	420,000	420,000	0%	420,000	0%
58211 Depreciation	7,020,058	9,694,711	7,600,000	-	-100%	-	-100%
59902 Contingency	(10)	-	577,583	425,000	-26%	402,577	-30%
59906 Environmental Incentive Reimbursement	53,625	42,875	100,000	100,000	0%	100,000	0%
95100-59110 Bond Principal	-	-	-	3,202,568	-	3,202,568	-
95100-59120 Bond Interest	11,069,894	9,812,374	15,088,193	16,514,505	9%	16,514,505	9%
95100-59130 Bond Coupon & Handling	108,601	200,731	25,000	25,000	0%	25,000	0%
93000-50000.165 Transfer to GF-Indirect Cost	686,346	540,001	596,320	576,133	-3%	576,133	-3%
93000-50000.310 Transfer to Capital Projects	-	-	-	-	-	-	-
Total Operating Expenses	\$ 20,643,748	\$ 22,735,052	\$ 26,073,060	\$ 26,906,828	3%	\$ 26,911,764	3%

REFUSE FUND

DESCRIPTION

The Refuse Fund is a self-sustaining enterprise fund created to account for and manage the City's refuse collection services. The fund generates revenue through a \$17.50 per month fee for weekly residential refuse collection, curbside recycling, the sale of trash cans, and bulk collection services. The Department of Public Works oversees the City's refuse collection services.

FY 2014 ACCOMPLISHMENTS

- Removed 64,000 special/bulk collections for Suffolk residents and generated more than \$6,000 revenue in paid special collections.
- Provided timely trash pickup to over 29,000 residences on a weekly basis using existing resources of equipment and personnel while adding routes to accommodate new communities.
- Trash pickup for downtown businesses 2 times per week.
- Continued expansion of lease program for 14 cubic yard containers available for special events, community clean-ups and citizen use, generating more than \$11,000 rental revenue.



FY 2015 OBJECTIVES

- Continue to explore alternative disposal methods and make such methods accessible to our residents. **(Goal 2: Provide effective and efficient programs and services that are accountable and customer focused)**
- Protect the health and safety of the public by providing exceptional and cost effective collection and disposal of solid waste. **(Goal 3: Promote a safe, healthy, and diverse community to live, work, learn and play)**
- Continue to provide excellent customer service to our residents who contact the Sanitation office, responding promptly to issues as they arise. **(Goal 6: Promote citizen engagement)**

STATISTICS/PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Projected	FY 2015 Estimate
Tons of refuse collected	36,618	42,000	46,000
Tons of recycling collected (curbside and convenience centers)	6,294	6,923	7,615
Recycling Participation Rate	62%	63%	64%

REFUSE FUND

Revenue								
	2011-2012	2012-2013	2013-2014	2014-2015	%	2014-2015	%	
	Actual	Actual	Budget	Requested	Chng	Adopted	Chng	
Refuse Services Fee	\$ 5,721,448	\$ 5,946,164	\$ 5,725,650	\$ 5,722,200	0%	\$ 5,607,756	-2%	
Automated Refuse Containers	29,050	40,900	250,000	50,000	-80%	50,000	-80%	
Special Events	-	-	-	-	-	-	-	
Weekly Refuse Collection	-	-	-	-	-	-	-	
Sale of Service - DBOD Refuse Collection	35,000	37,118	40,000	40,000	0%	40,000	0%	
Sale of Service - RM Refuse Collection	-	20,316	20,000	20,000	0%	20,000	0%	
Sale of Service - GF Refuse Collection	-	-	-	24,224	-	24,224	-	
Sale of Service - PU Refuse Collection	-	-	-	3,744	-	3,744	-	
Sale of Service - Aviation Refuse Collection	-	-	-	909	-	909	-	
Sale of Service - Fleet Refuse Collection	-	-	-	1,854	-	1,854	-	
Bulk Refuse Fees	18,198	26,150	-	25,000	-	25,000	-	
Sale of Service - GF Grounds Salary Allocation	-	6,700	6,700	-	-100%	-	-100%	
Miscellaneous Revenue	8,693	4,680	-	-	-	-	-	
Dumpster Service	94,556	186,903	-	144,269	-	144,269	-	
Transfer from General Fund	616,420	-	-	-	-	-	-	
Penalties & Interest	14,838	43,229	-	-	-	-	-	
Transfer from Fund Balance	-	-	-	900,000	-	900,000	-	
Total Revenue	\$ 6,538,202	\$ 6,312,160	\$ 6,042,350	\$ 6,932,200	15%	\$ 6,817,756	13%	
Expenditure Summary								
	2011-2012	2012-2013	2013-2014	2014-2015	%	2014-2015	%	
	Actual	Actual	Budget	Requested	Chng	Adopted	Chng	
Refuse Services	\$ 5,834,904	\$ 5,400,642	\$ 6,042,350	\$ 6,932,200	15%	\$ 6,817,756	13%	
Total Expenditures	\$ 5,834,904	\$ 5,400,642	\$ 6,042,350	\$ 6,932,200	15%	\$ 6,817,756	13%	

REFUSE FUND

Budget Detail

Account Number: 520-42320	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	1,198,168	1,155,509	1,245,549	1,253,441	1%	1,164,885	-6%
51100.04 Salaries and Wages - Overtime	55,664	54,304	30,600	50,000	63%	30,600	0%
52100 FICA	88,428	82,463	97,625	99,713	2%	91,455	-6%
52210 VRS Retirement	182,091	199,172	200,198	207,570	4%	164,800	-18%
52400 Group Life	3,185	13,632	14,822	14,916	1%	15,376	4%
53000 Purchased Services - Recycling	1,235,113	1,442,735	1,484,000	1,120,616	-24%	1,120,616	-24%
53000.06 Purchased Services - Stormwater	-	25,000	25,000	25,000	0%	25,000	0%
53000.42 Purchased Services - Road Maintenance	-	-	-	55,000	-	55,000	-
53100 Professional Services	3,306	87	-	-	-	-	-
53100.22 Medical Services	-	-	3,500	3,500	0%	3,500	0%
53300 Repair and Maintenance	18,423	11,335	20,000	20,000	0%	20,000	0%
53500 Printing and Binding	198	411	1,000	1,000	0%	1,000	0%
54100 Information Technology	49,248	56,093	61,008	61,008	0%	62,509	2%
54200 Fleet	1,797,790	1,555,982	1,875,163	2,125,163	13%	2,120,106	13%
54500 Risk Management	493,381	473,398	413,362	413,362	0%	425,271	3%
55100 Utilities	-	17,168	22,300	22,300	0%	22,300	0%
55210 Postal Services	8,761	1,002	1,000	1,000	0%	1,000	0%
55230 Telecommunications (refuse hotline)	5,036	2,936	5,506	5,506	0%	6,012	9%
55500 Travel and Training	424	356	500	500	0%	500	0%
55810 Dues and Association Memberships	481	5,550	11,210	11,210	0%	11,210	0%
56001 Office Supplies	9,880	6,899	10,000	10,000	0%	10,000	0%
56011 Uniforms & Wearing Apparel	14,386	19,097	14,924	25,000	68%	25,000	68%
56014 Other Operating Supplies	548,083	76,831	188,169	1,088,169	478%	1,088,169	478%
56017 Copier	-	-	-	-	-	1,561	-
58200 Capital Outlay	61,864	4,296	5,000	5,000	0%	5,000	0%
91400-59902 Contingency	-	-	155,635	156,947	1%	138,458	-11%
93000-50000.165 Indirect Costs	60,994	173,389	156,279	156,279	0%	208,427	33%
93000-50000.601 Transfer to Fleet (Capital Outlay)	-	23,000	-	-	-	-	-
Total Operating Expenses	\$ 5,834,904	\$ 5,400,642	\$ 6,042,350	\$ 6,932,200	15%	\$ 6,817,756	13%

53000 - Purchased Services - recycling: Convenience center recycling; Hazardous waste program; TFC recycling

53100 - Professional Services: Work order software package; hepatitis immunizations;

53300 - Repair & Maintenance: Front end dumpster loader repairs; sanitization and repairs of containers

55810 - Dues & Memberships: HRPDC dues for HR Clean Community & Debris management.

Personnel Summary

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
27	General Services Superintendent	1	1	1	-	-
19	Sanitation Supervisor	-	-	-	1	1
17	Sanitation Field Supervisor	1	1	1	-	-
16	Customer Service Manager	-	-	-	1	1
13	Sanitation Inspector	3	3	3	2	2
11	Sanitation Equipment Operator	28	26	26	26	26
9	Sanitation Dispatcher	2	2	2	2	2
8	Sanitation Worker	8	8	8	8	8
Number of Full-Time Positions		43	41	41	40	40

STORMWATER MANAGEMENT FUND

DESCRIPTION

The Stormwater Management Fund provides citywide construction inspection services to ensure compliance with Federal, State, and local erosion and sedimentation control laws. The Fund is comprised of the divisions of Stormwater and Mosquito Control which are responsible for site and construction plan review of stormwater related facilities and the operation of the City's Mosquito Control Program. The stormwater utility rate will increase to **\$6.00 per month** in FY2014-2015 which is a **\$.76** increase from FY2013-2014.

FY 2014 ACCOMPLISHMENTS

- Submitted grant application for Transportation Alternative Program.
- Completed construction of Nansemond Parkway Phase I, and the acquisition of easements and rights of way for Phase II is underway.
- Completed the Bennett's Creek dredging project.
- Began construction on the Seaboard Coastal Trail multi-use trail project.



FY 2015 OBJECTIVES

- To continue to provide timely site plan review/ engineering plan reviews. **(Goal 3: Promote a safe, healthy, and diverse community in which to live, work and play)**
- To continue to review all fees including stormwater utility, plan review, and inspections, and investigate impact of fees/responsibilities from new stormwater requirements to administer State General Construction Permits. **(Goal 1: Promote strong financial management and fiscal accountability)**
- Continue surface water monitoring program and utilize the information from that program to identify areas of concern and areas of opportunity to improve water quality. **(Goal 3: Promote a safe, healthy, and diverse community in which to live, work and play)**

STATISTICS/PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Projected	FY 2015 Estimate
Stormwater Engineering:			
Number of stormwater plans reviewed	118	138	120
% of Stormwater plans reviews meeting/exceeding review timeframes	95%	96%	97%
Number of Single Family Plans Approved	277	246	250
Stormwater Outfall inspections	69	170	180
Number of BMP's inspected	180	250	275
Mosquito Control:			
Acres treated with adulticide	115,285	53,884	75,000
Acres treated with larvacide	28.3	8.7	15
Citizen calls for mosquito services	116	117	100
Mosquito dunks give out to citizens	440	399	350

STORMWATER UTILITY FUND

Revenue									
		2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	%		2014-2015 Adopted	%
						Chng			Chng
Penalties and Interest	\$	28,748	\$ 28,381	\$ -	\$ -	-	\$	-	-
Interest Earnings		8,615	5,133	-	-	-		-	-
Sale of Services - Capital Projects	A	462,934	550,578	450,000	450,000	0%		450,000	0%
Sale of Services - Refuse	B	-	25,000	25,000	25,000	0%		25,000	0%
Sale of Services - General Fund (PW Admin.)	C	270,304	295,124	340,000	340,000	0%		340,000	0%
Sale of Services - Road Maintenance	D	-	-	-	170,000	-		170,000	-
Permit and Inspection Fees	E	188,788	237,814	200,000	175,000	-13%		175,000	-13%
Stormwater Utility Fee	F	3,205,890	3,323,732	3,140,000	4,479,840	43%		4,479,840	43%
Miscellaneous Revenue		48,196	34,272	-	-	-		-	-
Transfer from Fund Balance	G	-	-	425,000	500,000	18%		500,000	18%
Total Revenue	\$	4,213,475	\$ 4,500,033	\$ 4,580,000	\$ 6,139,840	34%	\$	6,139,840	34%

Expenditure Summary

		2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	%		2014-2015 Adopted	%
						Chng			Chng
Engineering	\$	4,382,816	\$ 4,213,071	\$ 3,788,580	\$ 5,395,770	42%	\$	5,428,573	43%
Mosquito Control		482,124	666,909	791,420	744,070	-6%		711,267	-10%
Total Expenditures	\$	4,864,941	\$ 4,879,980	\$ 4,580,000	\$ 6,139,840	34%	\$	6,139,840	34%

- A - Service revenue for management of Capital Projects by Engineering included right of way acquisition.
- B - Services by Eng'g staff to the Refuse Fund.
- C - Revenue for general engineering services provided to Public Works .
- D - Revenue to provide for the cost of Right of Way, Asset Management, permit services to the Road Maintenance Division
- E - Developer fees based on flat rate fees for plan review and inspections.
- F - Represents estimated 62,220 ERU's @ \$6.00 p/month fee
- G - Revenue to provide Capital Improvement program Bay TMDL

DIVISION: STORMWATER UTILITY - ENGINEERING (Department of Public Works)

Budget Detail

Account Number: 514-82220	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02 Salaries and Wages	\$ 1,215,877	\$ 1,275,002	\$ 1,512,599	\$ 1,629,224	8%	\$ 1,781,319	18%
51100.04 Salaries and Wages - Overtime	1,810	3,606	-	21,482	-	-	-
51100.06 Salaries and Wages - Part-time	24,454	26,813	21,482	-	-100%	21,482	0%
52100 FICA	90,221	94,875	117,357	126,279	8%	136,271	16%
52210 VRS Retirement	190,545	214,916	241,511	269,799	12%	255,299	6%
52400 Group Life	3,361	15,013	18,000	19,388	8%	23,513	31%
53000.04 Purchased Services - Road Maint. Fund	275,000	275,000	275,000	300,000	9%	300,000	9%
53100 Professional Services	1,560	20,316	50,000	200,000	300%	200,000	300%
53100.18 HRPDC Stormwater Management Fees	36,240	21,465	58,813	58,813	0%	58,813	0%
53130 Stormwater Monitoring @ Landfill	-	9,462	-	-	-	-	-
53200 Temporary Help Service	-	-	-	-	-	-	-
53300 Repairs and Maintenance	-	-	-	3,564	-	-	-
53500 Printing and Binding	436	-	3,270	-	-100%	-	-100%
53600 Advertising	-	-	-	-	-	-	-
54100 Information Technology	155,520	161,813	243,925	243,925	0%	279,713	15%
54200 Fleet	83,530	80,479	111,000	111,000	0%	81,000	-27%
54500 Risk Management	334,844	263,630	269,324	269,364	0%	285,247	6%
55210 Postal Services	902	1,932	1,129	1,231	9%	1,231	9%
55230 Telecommunications	14,740	7,599	15,392	15,382	0%	17,289	12%
55420 Lease/Rent of Building	60,402	60,402	60,402	60,402	0%	60,402	0%
55500 Travel and Training	14,069	12,903	13,080	18,530	42%	18,530	42%
55810 Dues and Association Memberships	3,626	7,937	4,360	7,630	75%	7,630	75%
56001 Office Supplies	9,067	8,043	13,080	14,256	9%	14,256	9%
56012 Books and Subscriptions	423	722	1,129	1,231	9%	1,231	9%
56014 Other Operating Supplies	4,107	5,188	10,900	11,881	9%	11,881	9%
56017 Copier Costs	6,849	6,803	6,616	6,616	0%	6,616	0%
58200 Capital Outlay - Additions	1,131	-	-	-	-	-	-
91400-58211 Depreciation	-	8,815	-	-	-	-	-
91400-59902 Contingency	-	-	141,685	977,278	590%	778,523	449%
93000-50000.165 Indirect Costs	242,603	231,339	173,526	262,495	51%	322,327	86%
93000-50000.310 Transfer to Capital Project	1,523,500	1,245,000	425,000	500,000	18%	500,000	18%
93000-50000.601 Transfer to Fleet (cash funded equipment purchases)	88,000	154,000	-	266,000	-	266,000	-
Total Operating Expenditures	\$ 4,382,816	\$ 4,213,071	\$ 3,788,580	\$ 5,395,770	42%	\$ 5,428,573	43%

53000.04 - Purchased Services - Road Maintenance Fund: Residential BMP maintenance and enhanced street sweeping.
 55810 - Dues & Memberships: HRPDC dues for Regional Stormwater Phase II.

Personnel Summary

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
	36 Public Works Engineering Manager	1	1	1	1		1	
	30 Environmental Program Manager	-	-	-	1		1	
	25/29/30 Civil Engineers I, II, III	7	7	8	7		7	
	29 Enterprise Programs Manager	-	-	1	1		1	
	23 Stormwater Utility Manager	1	1	-	-		-	
	23 Construction Manager	1	1	1	1		1	
	23 Right of Way Agent	1	1	1	1		1	
	23 Environmental Specialist	1	1	1	1		1	
	20 Assistant Right of Way Agent	1	1	2	2		2	
	20 Senior Construction Inspector	1	1	1	1		1	
	19 Technical Asset Manager	-	-	-	1		1	
	19 Senior Engineering Technician	-	-	-	1		1	
	18 Construction Inspector	8	8	7	7		7	
	18 Engineering Technician	2	2	4	5		5	
	18 Right of Way Technician	-	-	-	1		1	
	15 Permit Technician	-	-	-	1		1	
	15 Asset Management Data Technician	-	-	-	1		1	
	15 Litter Control Coordinator	-	-	-	1		1	
	13 Engineering Aide	2	2	2	2		2	
	13 Accounting Technician	1	1	1	1		1	
	10 Customer Service Rep	1	1	1	1		1	
Number of Full-Time Positions		28	28	31	38		38	

DIVISION: STORMWATER UTILITY - MOSQUITO CONTROL (Department of Public Works)

Budget Detail

Account Number: 514-51310-		2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	% Chng	2014-2015 Adopted	% Chng
51100.02	Salaries and Wages	\$ 186,674	\$ 208,195	\$ 239,036	\$ 239,036	0%	\$ 237,164	-1%
51100.04	Salaries and Wages - Overtime	2,655	494	-	-	-	-	-
51100.06	Salaries and Wages - Part-time	30,760	19,038	42,840	42,840	0%	42,840	0%
52100	FICA	16,444	16,770	21,564	21,564	0%	21,420	-1%
52210	VRS Retirement	30,053	32,687	38,934	39,584	2%	34,329	-12%
52400	Group Life	524	2,465	2,845	2,845	0%	3,131	10%
53000.02	Purchased Services - Road Maint. Fund (Di	60,000	59,868	60,000	60,000	0%	60,000	0%
53100	Professional Services	-	-	54,423	50,000	-8%	50,000	-8%
53300	Repair and Maintenance	11,144	4,974	5,000	5,000	0%	5,000	0%
53500	Printing and Binding	925	914	800	800	0%	800	0%
54100	Information Technology	-	55,057	42,806	42,806	0%	42,056	-2%
54200	Fleet	42,365	37,818	62,500	62,500	0%	42,600	-32%
54500	Risk Management	-	73,984	74,265	74,265	0%	68,908	-7%
55100	Utilities	-	-	500	500	0%	500	0%
55210	Postage	272	859	1,450	1,450	0%	1,450	0%
55230	Telecommunications	661	1,054	2,313	2,313	0%	2,503	8%
55420	Lease/Rent of Building	-	-	-	-	-	-	-
55500	Travel & Training	3,938	3,923	4,000	4,000	0%	4,000	0%
55810	Dues and Memberships	692	660	500	500	0%	500	0%
56001	Office Supplies	944	123	1,000	1,000	0%	1,000	0%
56011	Uniforms & Wearing Apparel	1,501	823	2,500	2,500	0%	2,500	0%
56012	Books and Subscriptions	-	92	250	250	0%	250	0%
56014	Other Operating Supplies	160,104	82,656	85,000	89,423	5%	89,423	5%
56017	Copier Costs	894	894	894	894	0%	894	0%
58200	Capital Outlay	(68,427)	63,560	-	-	-	-	-
93000-50000.601	Transfer to Fleet	-	-	48,000	-	-100%	-	-100%
Total Operating Expenses		\$ 482,124	\$ 666,909	\$ 791,420	\$ 744,070	-6%	\$ 711,267	-10%

Personnel Summary

Range	Class	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Requested	2014-2015 Adopted
25	Mosquito Control Superintendent	1	1	1	1	1
17	Mosquito Control Biologist	2	2	2	2	2
11	Mosquito Control Team Leader	-	-	-	1	1
8	Mosquito Control Technician	4	4	4	3	3
Number of Full-Time Positions		7	7	7	7	7