

AVIATION FACILITIES FUND

DESCRIPTION

The Aviation Facilities Fund is a special revenue fund designed to account for and manage the Suffolk Executive Airport. The fund is supported by revenue generated by airport operations including fuel sales, hangar leases, tie downs, and other services provided to users of the airport as well as State and Federal grant funding. The Department of Economic Development’s Division of Aviation Facilities administers and manages the Suffolk Executive Airport including the operation of runways, taxiways, hangar facilities, apron and tie down facilities, fueling facilities, required navigational equipment, and the airport cafe.

FY 2012 ACCOMPLISHMENTS

- Completed the construction of Phase I of the Extension Runway Safety Area project to increase the airport runway to 1,000 feet and enable the airport to handle larger aircraft.
- Hosted the Virginia Festival of Flight Event.
- Completed a major redesign of the Airport Terminal Facility and Restaurant.



FY 2013 OBJECTIVES

- To maintain the airport hangar occupancy rate at 100% by continuing to provide and maintain adequate hangar facilities for airport users.
- To increase fuel sales by 5% at the airport in FY 2012-2013.
- To increase the number of businesses located at the airport.
- To complete construction of Phase II of the Extension Runway Safety Area Project.

STATISTICS/PERFORMANCE MEASURES

	FY 2011 Actual	FY 2012 Projected	FY 2013 Estimate
Number of airplanes taking off/flying into the airport	15,000	14,000	14,000
Number of businesses located at the airport	6	6	7
Percent of aviation hangar space leased	100	100	100
Gallons of fuel sold	186,538	160,000	168,000

AVIATION FACILITIES

Revenue										
	2009-2010		2010-2011		2011-2012		2012-2013		2012-2013	
	Actual		Actual		Budget	Requested	% Chng	Adopted	% Chng	
Rent of Facilities	\$ 0	\$	0	\$	231,456	\$ 231,144	0%	\$ 232,000	0%	
Sale of Fuel	0		0		858,000	858,000	0%	858,000	0%	
Miscellaneous	0		0		0	12,000	-	12,000	-	
State Aviation Maintenance Grants	0		0		0	0		0		
Airport Promotion and Advertising	0		0		0	0		0		
Transfer from General Fund	0		0		107,077	110,589	3%	172,384	61%	
Total Revenue	\$ 0	\$	0	\$	1,196,533	\$ 1,211,733	1%	\$ 1,274,384	7%	
Expenditure Summary										
	2009-2010		2010-2011		2011-2012		2012-2013		2012-2013	
	Actual		Actual		Budget	Requested	% Chng	Adopted	% Chng	
Aviation Services	\$ 0	\$	0	\$	1,196,533	\$ 1,211,733	1%	\$ 1,274,384	7%	
Total Expenditures	\$ 0	\$	0	\$	1,196,533	\$ 1,211,733	1%	\$ 1,274,384	7%	

AVIATION FACILITIES (Division of the Department of Economic Development)

Budget Detail

Account Number: 220-150000	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
51100.02 Salaries and Wages	\$ 0	\$ 0	\$ 129,994	\$ 129,994	0%	\$ 134,181	3%
51100.04 Salaries and Wages - Overtime	0	0	0	0	-	0	-
51100.06 Salaries and Wages - Part-time	0	0	34,225	34,225	0%	34,910	2%
52100 FICA	0	0	12,563	12,563	0%	12,935	3%
52210 VRS Retirement	0	0	20,890	20,890	0%	23,562	13%
52400 Group Life	0	0	364	364	0%	1,771	387%
53300 Repair and Maintenance	0	0	30,000	45,000	50%	30,000	0%
53300.08 Maintenance Service - State	0	0	20,000	20,000	0%	20,000	0%
53600 Advertising	0	0	20,000	20,000	0%	7,786	-61%
54100 Information Technology	0	0	5,266	5,266	0%	24,865	372%
54200 Fleet	0	0	47,987	47,987	0%	42,853	-11%
54500 Risk Management	0	0	48,767	48,767	0%	47,989	-2%
55100 Utilities	0	0	27,300	27,300	0%	27,300	0%
55210 Postal Services	0	0	500	500	0%	500	0%
55230 Telecommunications	0	0	4,150	4,150	0%	3,349	-19%
55410 Lease/Rent of Equipment	0	0	15,600	15,600	0%	32,201	106%
55500 Travel and Training	0	0	1,000	1,000	0%	1,000	0%
55810 Dues and Association Memberships	0	0	100	100	0%	100	0%
56001 Office Supplies	0	0	1,000	1,000	0%	1,000	0%
56011 Uniforms & Wearing Apparel	0	0	1,500	1,500	0%	1,500	0%
56014 Other Operating Supplies	0	0	5,000	5,000	0%	5,000	0%
56015 Merchandise for Resale	0	0	2,300	2,500	9%	2,500	9%
56022 Fuel Inventory	0	0	715,000	715,000	0%	715,000	0%
93000-50000.165 Transfer to GF-Indirect Cost	0	0	53,027	53,027	0%	104,083	96%
Total Operating Expenditures	\$ -	\$ -	\$ 1,196,533	- 1,211,733	-	\$ 1,274,384	7%

5410 - Lease of Equipment: Refueler.

Personnel Summary

Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted
29	Airport Manager	0	0	1	1	1
13	Airport Technician	0	0	2	2	2
Number of Full-Time Positions		0	0	3	3	3

DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND

DESCRIPTION

The Downtown Business Overlay Taxing District (DBOD) is a special fund created to foster economic development in downtown Suffolk. A specific additional real estate tax levy is assessed on properties in the DBOD. Revenues provide funding for enhanced beautification, refuse, sidewalk, and street maintenance services. The FY 2012-2013 budget decreases the real estate tax by **\$.01** to **\$.115** to neutralize the increase in property value due the reassessment and promote economic development and business attraction in the DBOD.

DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND

Revenue								
	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng		2012-2013 Adopted	% Chng
Real Property Taxes	\$ 197,948	\$ 205,161	\$ 200,000	\$ 200,000	0%	\$	220,000	10%
Penalties and Interest	1,716	2,276	0	0	-		0	-
Total Revenue	\$ 199,664	\$ 207,437	\$ 200,000	\$ 200,000	0%	\$	220,000	10%
Expenditure Summary								
	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng		2012-2013 Adopted	% Chng
Services	\$ 180,245	\$ 173,724	\$ 200,000	\$ 200,000	0%	\$	220,000	10%
Total Expenditures	\$ 180,245	\$ 173,724	\$ 200,000	\$ 200,000	0%	\$	220,000	10%

DOWNTOWN BUSINESS OVERLAY TAXING DISTRICT FUND

Budget Detail

Account Number: 4-209-	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
41310-53100 Professional Services	\$ 32,432	\$ 60,810	\$ 75,000	\$ 50,000	-33%	\$ 70,000	-7%
41310-53000.02 Purchased Service - Road Maint. (Beautification,Maintena	90,988	77,509	90,000	90,000	0%	90,000	0%
42300-53000.16 Purchased Service - Refuse Fund	56,825	35,405	35,000	60,000	71%	60,000	71%
Total Operating Expenditures	\$ 180,245	\$ 173,724	\$ 200,000	\$ 200,000	0%	\$ 220,000	10%

Note: 3100 Professional Services provides for beautification and landscape services.

ROAD MAINTENANCE FUND

DESCRIPTION

The Road Maintenance Fund provides for the maintenance of primary and secondary roadways throughout the City of Suffolk including drainage ditches, sidewalks, grass mowing, and litter control. The Division also evaluates, repairs, and upgrades traffic regulatory markings, signage, and traffic signal operations; directs and manages capital and special projects; assists in the review of all site development plans; analyzes impacts relating to current and future transportation issues; administers the City's street lighting program; and assists in supporting the Roadway Advisory Commission.

FY 2012 ACCOMPLISHMENTS

- Completed 75 bridge inspections.
- Achieved an average pothole repair time of 72 hours.
- Repaired 102 right-of-way utilities openings.
- Completed 100% of Priority 1 traffic signal repairs within 4 hours



FY 2013 OBJECTIVES

- To maintain an average pothole repair time of 72 hours or less.
- To inspect 100% of bridge structures to meet State and Federal standards and guidelines.
- To re-grade 40,000 linear feet of open conveyance drainage system.
- To repair 100% of Priority 1 traffic signal repairs within 4 hours.

STATISTICS/PERFORMANCE MEASURES

	FY 2011 Actual	FY 2012 Projected	FY 2013 Estimate
Roadway:			
Lane Miles maintained	1,595	1,595	1,599
Lane Miles resurfaced	33	30	30
Cost per Lane Mile resurfaced	88,000	100,000	100,000
Potholes repaired	459	500	500
Average pothole repair time	72 hours	72 hours	72 hours
Linear feet of open conveyance systems re-graded	40,000	40,000	40,000
Traffic:			
Traffic Signals maintained	93	98	100
Traffic Signals receiving preventative maintenance	93	98	100
Priority 1 Traffic Signal requests repaired within 4 hours	100%	100%	100%

ROAD MAINTENANCE FUND

Revenue									
		2009-2010	2010-2011	2011-2012	2012-2013	%		2012-2013	%
		Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Urban Maintenance Funds	A	\$ 18,053,108	\$ 18,767,063	\$ 18,652,572	\$ 19,659,945	5%	\$	19,659,945	5%
Sale of Services - Capital Projects	B	153,094	183,393	200,000	500,000	150%		500,000	150%
Sale of Services - PW Grounds Maint Gfund (Cemetery)	C	0	0	0	35,000	-		35,000	-
Sale of Services - Stormwater (Mosquito)	D	60,404	60,000	60,000	60,000	0%		60,000	0%
Sales of Services - Stormwater (Engineering)	E	271,836	275,000	275,000	275,000	0%		275,000	0%
Sale of Services - DBOD	F	90,988	77,509	90,000	90,000	0%		90,000	0%
Sale of Services - General Fund (PW Admin.)	G	29,659	29,891	30,000	30,000	0%		30,000	0%
Sale of Permits	H	98,710	62,823	55,000	25,000	-55%		25,000	-55%
Sale of Services - Developer Plan Review	I	18,866	7,980	20,000	20,000	0%		20,000	0%
Sale of Services - Public Utilities	J	0	0	0	120,000	-		120,000	-
Sale of Service - Animal Control	K	860	1,040	1,040	5,000	381%		5,000	381%
Developer Traffic Signal Contributions	L	154	0	200,000	200,000	0%		200,000	0%
Developer Street Sign Contributions	M	16,496	9,600	10,000	10,000	0%		10,000	0%
Operations of Street Lights	N	259,508	202,075	60,000	60,000	0%		60,000	0%
Virginia Logo Program	O	10,700	9,950	7,500	7,500	0%		7,500	0%
Height/Weight Permit Fees	P	111,075	204,775	200,000	150,000	-25%		150,000	-25%
Miscellaneous Revenue	Q	191,669	7,085	5,000	5,000	0%		5,000	0%
Fines & Forfeitures	R	176,753	116,575	140,000	140,000	0%		140,000	0%
Insurance Recovery	S	29,243	4,283	1,500	1,500	0%		1,500	0%
Sale of Salvage/Surplus	T	9,692	20,708	5,000	10,000	100%		10,000	100%
Interest Proceeds		25,452	20,783	0	0	-		0	-
Total Revenue		\$ 19,608,266	\$ 20,060,534	\$ 20,012,612	\$ 21,403,945	7%	\$	21,403,945	7%
Expenditure Summary									
		2009-2010	2010-2011	2011-2012	2012-2013	%		2012-2013	%
		Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Road Maintenance		\$ 15,213,937	\$ 14,931,041	\$ 15,489,720	\$ 16,633,609	7%	\$	16,764,826	8%
Traffic Engineering		3,910,996	3,897,884	4,522,892	4,770,336	5%		4,639,119	3%
Total Expenditures		\$ 19,124,933	\$ 18,828,924	\$ 20,012,612	\$ 21,403,945	7%	\$	21,403,945	7%
<p>A - State revenue estimate based on 1202.35 lane miles x \$10461 secondary & 397.45 x \$17819 primary</p> <p>B - Services provided to Capital Projects Fund for roadwork.</p> <p>C - Services provided to Grounds Maintenance division for cemetery work</p> <p>D - Ditch cleaning services to Stormwater - mosquito control.</p> <p>E - BMP residential maintenance and enhanced street sweeping services provided to Stormwater Fund.</p> <p>F - Enhanced street sweeping, roadside beautification, and clean up services provided to DBOD Taxing Dist</p> <p>G - Non-VDOT funded activities - Misc Services (ex. Dirt roads)</p> <p>H - Land use and commercial drive permits issued to public</p> <p>I - Charges to developers for plans review by Engineering.</p> <p>J - Services provided to Public Utilities</p>									

DIVISION: ROADWAY - TRAFFIC ENGINEERING (Department of Public Works)

Budget Detail

Account Number: 210-41400-	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
51100.02 Salaries and Wages	\$ 844,795	\$ 784,644	\$ 864,750	\$ 864,750	0%	\$ 902,202	4%
51100.04 Salaries and Wages - Overtime	55,196	48,896	74,084	74,084	0%	75,566	2%
52100 FICA	64,335	59,169	71,821	71,821	0%	74,799	4%
52210 VRS Retirement	121,692	117,865	138,965	138,965	0%	158,427	14%
52400 Group Life	5,000	1,848	2,421	2,421	0%	11,909	392%
53100 Professional Services	130,490	110,414	100,000	100,000	0%	100,000	0%
53100.26 Professional Services - Traffic Signal Inspection	30,749	18,624	200,000	200,000	0%	200,000	0%
53300 Repair and Maintenance	10,062	11,923	12,000	12,000	0%	12,000	0%
54100 Information Technology	38,561	84,392	84,189	98,634	17%	139,346	66%
54200 Fleet	207,584	216,263	229,521	241,802	5%	247,258	8%
54500 Risk Management	196,814	155,342	245,120	245,120	0%	251,341	3%
55100 Utilities (Street Lights)	1,095,327	1,186,657	1,100,000	1,155,000	5%	1,155,000	5%
55210 Postage	579	404	500	500	0%	500	0%
55230 Telecommunications	25,145	15,694	8,397	18,000	114%	9,957	19%
55500 Travel and Training	7,235	9,028	10,000	10,000	0%	10,000	0%
55810 Dues and Association Memberships	2,420	2,891	3,500	3,500	0%	3,500	0%
56001 Office Supplies	10,763	9,928	11,000	11,000	0%	11,000	0%
56011 Uniforms & Wearing Apparel	5,605	5,415	6,900	6,900	0%	6,900	0%
56012 Books & Subscriptions	1,989	812	2,000	2,000	0%	2,000	0%
56014 Other Operating Supplies	666,720	764,899	835,000	858,116	3%	858,116	3%
56017 Copier Costs	2,723	2,723	2,723	2,723	0%	2,723	0%
58200 Capital Outlay-Additions	325,161	200,518	240,000	448,000	87%	100,000	-58%
58210 New Street Light Installation	19,096	12,906	30,000	30,000	0%	30,000	0%
58215 Improvements (signals/signs)	42,954	76,628	250,000	175,000	-30%	175,000	-30%
59902 Contingency	0	0	0	0	-	101,576	-
Total Operating Expenditures	\$ 3,910,996	\$ 3,897,884	\$ 4,522,892	\$ 4,770,336	5%	\$ 4,639,119	3%

Personnel Summary

Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted
31	Traffic Engineer	1	1	1	1	1
25	Assistant Traffic Engineer	1	1	1	1	1
21	Sign & Paint Manager	1	1	1	1	1
21	Traffic Signals System Superintendent	1	1	1	1	1
21	Engineering Analyst	1	1	1	1	1
18	Engineering Technician	1	1	1	1	1
18	Traffic Signal Technician II	0	0	2	2	2
16	Traffic Signal Technician I	5	5	3	3	3
16	Sign Maintenance Manager	1	1	1	1	1
16	Paint Supervisor	1	1	1	1	1
15	Senior Sign Mechanic	1	1	1	1	1
13	Accounting Technician	1	1	1	1	1
13	Sign Mechanic	2	2	2	2	2
12	Highway Paint Equipment Operator	1	1	1	1	1
12	Secretary I	1	1	1	1	1
10	Paint Technician	2	2	2	2	2
10	Sign Technician	2	2	2	2	2
Number of Full-Time Positions		23	23	23	23	23

DIVISION: ROADWAY - MAINTENANCE (Department of Public Works)

Budget Detail

Account Number: 210-41200	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
51100.02 Salaries and Wages	\$ 2,952,629	\$ 3,009,994	\$ 3,261,016	\$ 3,328,277	2%	\$ 3,429,729	5%
51100.04 Salaries and Wages - Overtime	230,548	201,715	183,235	183,235	0%	186,900	2%
52100 FICA	232,315	234,112	263,485	269,913	2%	276,672	5%
52210 VRS Retirement	422,716	485,011	524,045	534,854	2%	602,260	15%
52400 Group Life	(21,252)	9,114	9,131	9,319	2%	45,272	396%
53000.06 Purchase Services - Stormwater Fund	6,384	2,850	0	0	-	0	-
53000.10 Purchase Services - General Fund (landscape)	0	9,290	28,000	0	-100%	0	-100%
53000.12 Purchase Services - General Fund (Police Weights)	250,000	171,326	175,000	175,000	0%	175,000	0%
53000.16 Purchase Services - Refuse Fund (landscape)	0	0	0	45,000	-	45,000	-
53100 Professional Services	157,840	20,599	40,000	40,000	0%	40,000	0%
53100.22 Medical Services	1,616	1,403	3,500	3,500	0%	3,500	0%
53140 Architectural & Engineering	72,370	44,523	0	0	-	0	-
53200 Temporary Help Service Fees	6,495	0	0	0	-	0	-
53300 Repair and Maintenance	58,040	99,892	100,000	100,000	0%	100,000	0%
53310 Repairs - Bridges	763,778	553,046	1,000,000	1,000,000	0%	1,000,000	0%
53500 Printing and Binding	2,120	720	3,000	3,000	0%	3,000	0%
53850 Construction Contracts	794,230	788,271	0	0	-	0	-
54100 Information Technology	29,267	113,686	123,774	116,295	-6%	152,941	24%
54200 Fleet	2,327,135	2,368,138	2,454,178	2,430,780	-1%	2,507,942	2%
54500 Risk Management	1,056,775	886,378	1,296,992	1,296,992	0%	1,228,677	-5%
55210 Postage	46	172	300	300	0%	300	0%
55230 Telecommunications	11,652	7,720	9,121	9,000	-1%	8,697	-5%
55420 Lease/Rent of Buildings	184,663	167,282	160,000	160,000	0%	160,000	0%
55500 Travel and Training	17,296	10,953	20,000	40,000	100%	20,000	0%
55810 Dues and Association Memberships	1,425	2,013	2,500	4,000	60%	4,000	60%
56001 Office Supplies	15,483	16,466	18,500	18,500	0%	18,500	0%
56011 Uniforms & Wearing Apparel	29,938	29,256	30,000	30,000	0%	30,000	0%
56012 Books and Subscriptions	242	69	1,000	3,000	200%	3,000	200%
56014 Other Operating Supplies	247,721	288,129	900,000	1,000,000	11%	500,000	-44%
56017 Copier Costs	3,425	4,159	4,159	4,159	0%	4,290	3%
56024 Street Improvements	4,349,678	3,707,710	3,227,842	3,942,738	22%	3,942,738	22%
58200 Capital Outlay	7,862	310,965	0	1,298,000	-	0	-
93000-50000.165 Indirect Costs	661,500	1,001,081	548,942	587,747	7%	589,407	7%
93000-50000.310 Transfer to Capital Projects	340,000	385,000	128,000	0	-100%	100,000	-22%
93000-50000.601 Transfer to Fleet (cash funded equipment purchases)	0	0	974,000	0	-100%	1,587,000	63%
Total Operating Expenditures	\$ 15,213,937	\$ 14,931,041	\$ 15,489,720	\$ 16,633,609	7%	\$ 16,764,826	8%

Personnel Summary

Range	Class	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	2012-2013 Adopted
36	Assistant Director of PW - Operations	0	1	1	1	1
30	Operations Manager	1	1	1	1	1
29	Civil Engineer II	0	0	0	1	1
25/27	Street Superintendent I/II	6	6	6	6	6
23	Operations Office Manager	1	1	1	1	1
19	Technical Asset Manager	0	1	1	1	1
17	Engineering Data Technician	1	0	0	0	0
17	Street Foreman	14	14	14	14	14
17	Maintenance Mechanic	3	3	3	3	3
15	Labor Supervisor	1	1	1	1	1
15	Asset Management Data Technician	1	1	1	1	1
15	Permit Technician-Weights/Measures	1	1	1	1	1
15	Litter Control Coordinator	0	1	1	1	1
1	Heavy Equipment Operator I/II	31	31	31	31	31
13	Secretary II	1	1	1	1	1
13	Accounting Technician	1	1	1	1	1
9/11	Street Maintenance Worker I/II	28	28	28	28	28
11	Street Sweeper Operator	3	3	3	3	3
11	Skilled Laborer	1	1	1	1	1
11	Time Keeper	1	1	1	1	1
10	Office Assistant II	1	1	1	1	1
Number of Full-Time Positions		96	98	98	99	99

GRANTS FUND

DESCRIPTION

The Grants Fund is a special revenue fund that provides required local matching contributions to State, Federal, and private grant funding secured by City departments for various activities, programs, and services for the citizens of Suffolk.

GRANTS FUND

Revenue								
	2009-2010	2010-2011	2011-2012	2012-2013	%		2012-2013	%
	Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Transfer from General Fund	\$ 0	\$ 345,075	\$ 350,000	\$ 350,000	0%	\$	350,000	0%
CDBG Annual Allocation	0	560,486	558,889	427,631	-23%		427,631	-23%
HOME Annual Allocation	0	1,022,629	491,199	319,212	-35%		319,212	-35%
Revenue from the Commonwealth	0	448,302	0	0	-		0	-
Revenue from the Federal Government	0	1,041,441	0	0	-		0	-
Miscellaneous	0	295,998	0	0	-		0	-
Total Revenue	\$ 0	\$ 3,713,931	\$ 1,400,088	\$ 1,096,843	-22%	\$	1,096,843	-22%
Expenditure Summary								
	2009-2010	2010-2011	2011-2012	2012-2013	%		2012-2013	%
	Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Grants Operating Expenditures	\$ 0	\$ 3,763,991	\$ 1,400,088	\$ 1,308,843	-7%	\$	1,096,843	-22%
Total Expenditures	\$ 0	\$ 3,763,991	\$ 1,400,088	\$ 1,308,843	-7%	\$	1,096,843	-22%

GRANTS FUND

Budget Detail

Account Number: 211-91400		2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
59905	Local Cash Match Requirements	\$ 0	\$ 0	\$ 350,000	\$ 350,000	0%	\$ 350,000	0%
	CDBG Funding Allocation:							
	CDBG Administration	0	0	52,509	76,856	46%	76,856	46%
	Other Program Activities	0	0	0	7,068	-	7,068	-
	Geneive Shelter	0	30,000	20,000	52,000	160%	0	-100%
	ForKids Homeless Shelter	0	30,000	20,000	30,000	50%	0	-100%
	American Red Cross	0	4,773	0	0	-	0	-
	Habitat for Humanity-SHR	0	0	42,974	40,000	-7%	0	-100%
	Western Tidewater Free Clinic	0	25,630	40,000	40,000	0%	0	-100%
	SRHA Emergency Repair Program	0	9,050	30,000	50,000	67%	0	-100%
	Ches. Bay Presvtn-Septic Pump Out Prgm	0	0	0	0	-	0	-
	HOME Grant Allocation:							
	Lead Agency Admin-Suffolk	0	33,714	29,472	19,154	-35%	19,154	-35%
	CHDO-Admin.	0	0	98,240	63,842	-35%	63,842	-35%
	Isle of Wight	0	0	90,872	59,054	-35%	59,054	-35%
	Southampton	0	0	90,872	59,054	-35%	59,054	-35%
	Franklin	0	0	90,872	59,054	-35%	59,054	-35%
	Suffolk - Neighborhood Stabilization Prgm	0	0	90,872	59,054	-35%	59,054	-35%
	Other Funding Allocation:							
	Judicial	0	362,684	0	0	-	0	-
	Public Safety	0	738,751	0	0	-	0	-
	Public Works	0	49,345	0	0	-	0	-
	Health and Welfare	0	111,814	0	0	-	0	-
	Education	0	97,882	0	0	-	0	-
	Parks, Recreation and Cultural	0	151,626	0	0	-	0	-
	Community Development	0	1,755,656	0	0	-	0	-
93000-50000.401	Transfer to Debt Fund (CDBG 108 loan)	0	363,065	353,405	343,707	-3%	343,707	-3%
Total Operating Expenses		\$ 0	\$ 3,763,991	\$ 1,400,088	\$ 1,308,843	-7%	\$ 1,096,843	-22%

TRANSIT SYSTEM FUND

DESCRIPTION

The FY 2012-2013 budget establishes a Transit System Fund to account for and manage transportation services provided to the citizens of Suffolk. This special revenue fund will be supported by fare box revenue, State and Federal grants, and a transfer from the General Fund. The City is contracting with Virginia Regional Transit (VRT) for the operation of the City's transit service which includes two bus routes and ADA service.

TRANSIT SYSTEM FUND

Revenue									
	2009-2010	2010-2011	2011-2012	2012-2013	%	2012-2013	%		
	Actual	Actual	Budget	Requested	Chng	Adopted	Chng		
Fare Collections	\$ 0	\$ 0	\$ 0	\$ 34,800	-	\$ 34,800	-		
VRPT Operating Revenue	0	0	0	80,556	-	80,556	-		
VRPT Capital Revenue	0	0	0	130,935	-	130,935	-		
Transfer from General Fund	0	0	0	599,479	-	599,479	-		
Total Revenue	\$ 0	\$ 0	\$ 0	\$ 845,770	-	\$ 845,770	-		
Expenditure Summary									
	2009-2010	2010-2011	2011-2012	2012-2013	%	2012-2013	%		
	Actual	Actual	Budget	Requested	Chng	Adopted	Chng		
Transit System	\$ 0	\$ 0	\$ 0	\$ 845,770	-	\$ 845,770	-		
Total Expenditures	\$ 0	\$ 0	\$ 0	\$ 845,770	-	\$ 845,770	-		

DIVISION: TRANSIT SYSTEM (Department of Public Works)

Budget Detail

Account Number: 212-89200-	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	%	2012-2013 Adopted	%
					Chng		Chng
53100 Professional Services -Payment to VRT	\$ 0	\$ 0	\$ 0	\$ 575,400	-	\$ 575,400	-
53300 Repair and Maintenance	0	0	0	8,000	-	8,000	-
53600 Advertising	0	0	0	500	-	500	-
58200 Capital Outlay	0	0	0	261,870	-	261,870	-
Total Operating Expenditures	\$ -	\$ -	\$ -	\$ 845,770	-	\$ 845,770	-

LAW LIBRARY FUND

DESCRIPTION

The Law Library Fund was established to provide the general public and legal community access to current legal and consumer protection information at no cost. A special fee of **\$4.00** is levied on civil court cases in the General District and Circuit courts. This fee is held in a separate fund for the purpose of providing the public and Officers of the Court with a reliable network of legal information and educational support. This fund also supports community outreach efforts, legal publications, the salaries of support staff, and operating costs.

FY 2012 ACCOMPLISHMENTS

- Partnered with the Suffolk Bar Association to present the Virginia Law Foundation sponsored “Rule of Law” project to all local middle school students in Suffolk Public Schools providing students with in-depth knowledge and experiences in Virginia law.
- Assisted the Suffolk Workforce Development Center in providing resume writing and employment skills to job seekers.



FY 2013 OBJECTIVES

- To coordinate with city departments and agencies to enhance awareness and maximize the number of individuals assisted by law library resources.
- To provide community centered workshops at no charge to citizens.

STATISTICS/PERFORMANCE MEASURES

	CY 2011	CY 2012	CY 2013
	Actual	Actual	Actual
Public Utilization	2,739	3,000	3,000
Attorney Utilization	2,718	2,800	2,800

LAW LIBRARY FUND

Revenue								
	2009-2010	2010-2011	2011-2012	2012-2013	%		2012-2013	%
	Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Law Library Fees	\$ 45,234	\$ 43,900	\$ 40,953	\$ 42,491	4%	\$	48,012	17%
Interest Earned	853	831	0	0	-		0	-
Miscellaneous Fees	35	42	0	0	-		0	-
Undesignated Fund Balance	0	0	1,567	0	-100%		1	-100%
Total Revenue	\$ 46,122	\$ 44,773	\$ 42,520	\$ 42,491	0%	\$	48,012	13%
Expenditure Summary								
	2009-2010	2010-2011	2011-2012	2012-2013	%		2012-2013	%
	Actual	Actual	Budget	Requested	Chng		Adopted	Chng
Circuit Court - Law Library	\$ 45,019	\$ 34,645	\$ 42,520	\$ 42,491	0%	\$	48,012	13%
Total Expenditures	\$ 45,019	\$ 34,645	\$ 42,520	\$ 42,491	0%	\$	48,012	13%

LAW LIBRARY FUND

Budget Detail

Account Number: 213-21900-	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
51100.06 Salaries and Wages - Part-time	\$ 22,176	\$ 17,784	\$ 23,500	\$ 23,500	0%	\$ 23,970	2%
52100 FICA	1,696	1,360	1,798	1,798	0%	1,834	2%
54100 Information Technology	568	0	1,626	1,626	0%	7,370	353%
55230 Telecommunications	813	609	757	757	0%	534	-29%
55500 Travel & Training	1,329	0	500	500	0%	500	0%
55810 Dues and Association Memberships	50	50	50	20	-60%	20	-60%
56001 Office Supplies	950	511	1,000	1,000	0%	1,000	0%
56012 Books and Subscriptions	16,302	13,195	12,154	12,154	0%	11,649	-4%
56017 Copier Costs	1,136	1,136	1,136	1,136	0%	1,136	0%
Total Operating Expenditures	\$ 45,019	\$ 34,645	\$ 42,520	\$ 42,491	0%	\$ 48,012	13%

ROUTE 17 SPECIAL TAXING DISTRICT FUND

DESCRIPTION

The Route 17 Special Taxing District is a special fund created to foster economic development in a specific geographic region of northern Suffolk. A specific additional real estate tax levy is assessed on properties in the Route 17 Special Taxing District. The FY 2012-2013 budget decreases the real estate tax by **\$.01** to **\$.25** to neutralize the increase in property value due to the reassessment and promote economic development and business attraction in the taxing district. The debt service for enhanced road improvements in the taxing district is repaid by the additional real estate tax.

ROUTE 17 SPECIAL TAXING DISTRICT FUND

Revenue							
	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
Real Property Taxes	\$ 1,193,850	\$ 1,261,228	\$ 1,350,000	\$ 1,300,000	-4%	\$ 1,260,000	-7%
Draw from Fund Balance - Committed	0	0	0	647,196	-	687,196	-
Penalties and Interest	3,176	8,151	0	0	-	0	-
Total Revenue	\$ 1,197,026	\$ 1,269,380	\$ 1,350,000	\$ 1,947,196	44%	\$ 1,947,196	44%
Expenditure Summary							
	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
Route 17 Special Taxing District	\$ 1,027,727	\$ 821,678	\$ 1,350,000	\$ 1,947,196	44%	\$ 1,947,196	44%
Total Expenditures	\$ 1,027,727	\$ 821,678	\$ 1,350,000	\$ 1,947,196	44%	\$ 1,947,196	44%

ROUTE 17 SPECIAL TAXING DISTRICT FUND

Budget Detail

Account Number: 216-81500-	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2012-2013 Requested	% Chng	2012-2013 Adopted	% Chng
58215 Improvements	258,062	63,682	0	0	-	0	-
59907.04 Reserve for Capital/Debt Service	0	0	599,467	0	-100%	0	-100%
93000-50000.310 Transfer to Capital Projects - General Govt.	0	0	0	1,000,000	-	1,000,000	-
93000-50000.401 Transfer to Debt Service Fund	769,665	757,996	750,533	747,196	0%	747,196	0%
93000-50000.501 Transfer to Capital Projects - Public Utilities	0	0	0	200,000	-	200,000	-
Total Operating Expenses	\$ 1,027,727	\$ 821,678	\$ 1,350,000	\$ 1,947,196	44%	\$ 1,947,196	44%